

CSV File Calendar Import Instructions for Microsoft Outlook 2010

1. Download the desired CSV file to a place that can be easily found after saving.
2. Open Microsoft Outlook 2010
 - a) Click the "File" Tab to enter the Backstage View.
 - b) Choose "Open", and then choose "Import"
 - c) When the Import wizard starts, choose "Import from another program or file" and click next.
 - d) Select Comma Separated Values (Windows) and click next.
 - e) Click on "Browse" to locate the file that was saved in Step 1.
 - f) Choose to "Not Import Duplicates" and click next.
 - g) Ensure that the Calendar is chosen from the "Select Folder List".
 - h) Choose Finish.
3. Check the calendar for the imported meetings.
4. The file saved in Step 1 can be deleted.