

# Microsoft Outlook 2003

## Importing Calendar Data Into Your Outlook Calendar



### Import Overview

Importing is the process of taking data from programs, such as Excel, and bringing this data into another program, such as Outlook. You can import calendar items (appointments) into your Outlook Calendar very easily by following the procedure in this document.

#### Summary

1. Import Overview
2. Import File
3. Import Process

### Import File

An import file is often a file like an Excel file, a CSV (Comma Separated Values) file or Tab Delimited Text file. Note: The Excel file import option is not completely bug-free and is not recommended for use. Instead, use the CSV file (Comma Separated Values) option. A CSV file can easily be created in Excel. Once created, you simply save it as a CSV file using the **File > Save As...** command.

Figure 2 below shows how the import file must be setup prior to entering data. It is important that the Column Headings are typed precisely as stated below or you may need to map each field in the spreadsheet to the desired field in Outlook. Please note you can also import calendar options such as "All day event", "Private", and "Priority".

Figure 1

Column	Column Heading	Description	Example
A1:	Subject	Appointment name	"Project Review Meeting"
B1:	Start Date	Date when appointment begins	"12/14/2006"
C1:	Start Time	Time when appointment begins	"8:30:00 AM"
D1:	End Date	Date when appointment ends	"12/14/2006"
E1:	End Time	Time when appointment begins	"9:00:00 AM"
F1:	All day event	All day even flag	Use either TRUE or FALSE
G1:	Reminder on/off	Reminder flag	Use either TRUE or FALSE
H1:	Reminder Date	Date for reminder to display	"12/14/2006"
I1:	Reminder Time	Time for reminder to display	"8:00:00 AM"
J1:	Location	Place of appointment	"Conference Room"
K1:	Priority	Priority flag	Use Low, Normal, or High
L1:	Private	Privacy flag	Use either TRUE or FALSE

Figure 2 below shows an example of a spreadsheet with a single appointment to be imported into Outlook. Note: Usually the import file would have more than one appointment.

Figure 2

	A	B	C	D	E	F	G	H	I	J	K	L
1	Subject	Start Date	Start Time	End Date	End Time	All day event	Reminder on/off	Reminder Date	Reminder Time	Location	Priority	Private
2	Project Review	12/14/2006	8:30:00 AM	12/14/2006	9:00:00 AM	FALSE	TRUE	12/14/2006	8:00:00 AM	Conference Room	High	FALSE
3												
4												

## Import Process

Once you have created and saved a CSV file that includes the columns needed for import, follow these steps to import your calendar data.

1. In Outlook, select **File > Import and Export...** from the menu bar.
2. In the **Import and Export Wizard** dialog box, select **Import from another program or file** (Figure 3) and click **Next**.
3. In the **Import File** dialog box, select the desired file format, e.g. Comma Separated Values (Windows) (Figure 4) and click **Next**. Note: you may be prompted to install a piece of software called the **Microsoft Office Outlook translator**, if so, click **Yes** to install.
4. Click the **Browse** button and navigate to where the import file is stored on your machine or network. Select the desired import file.
5. Under **Options**, select **Replace duplicates with items imported** and click **Next**.
6. Under **Select destination folder**, select **Calendar** (Figure 5) and click **Next**.
7. The next window is typically used for mapping the spreadsheet data to the field names in Outlook. If you have named your fields exactly as stated above, you will not need to map your fields. However, if you did not name the fields as stated above, you must click **Map Custom fields...** and complete the next window before completing the import process.
8. Click **Finish**. Once the import process has completed successfully, your appointments will appear in your Outlook Calendar.

Figure 3

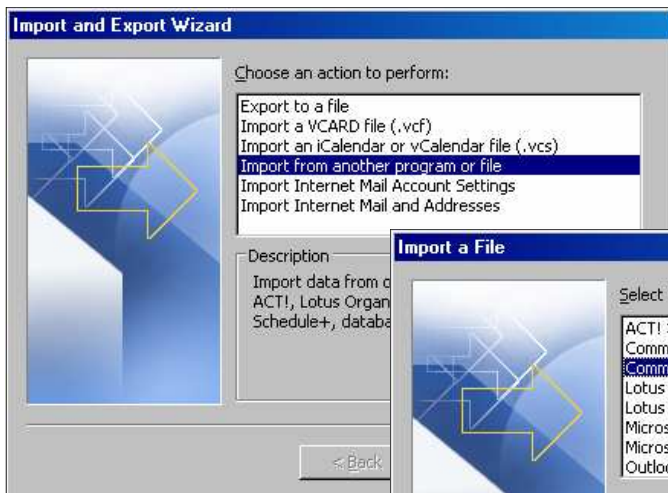


Figure 4

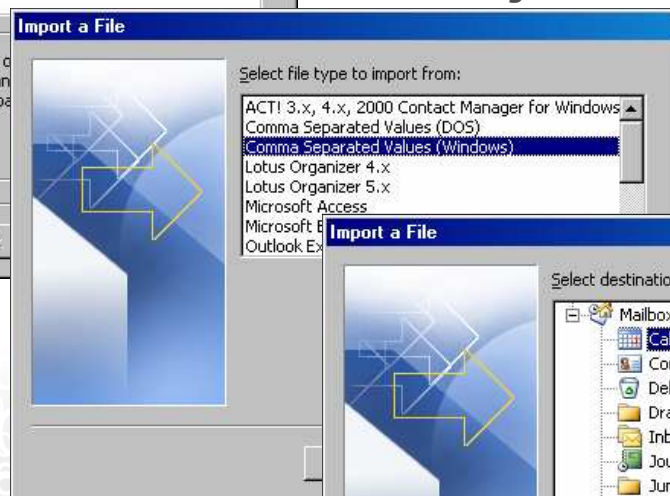


Figure 5

