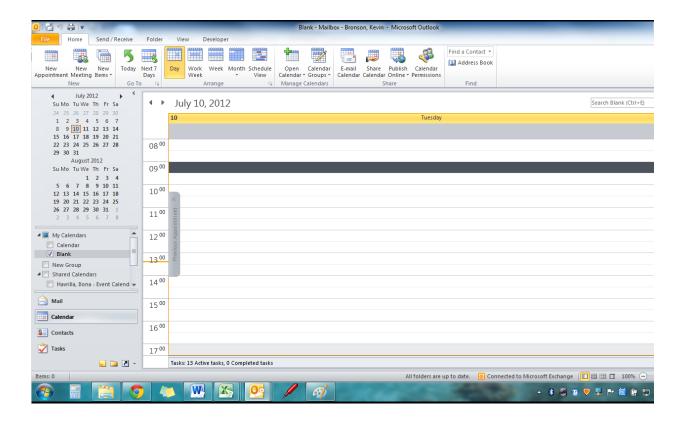# How to import the election calendar

Work Instructions
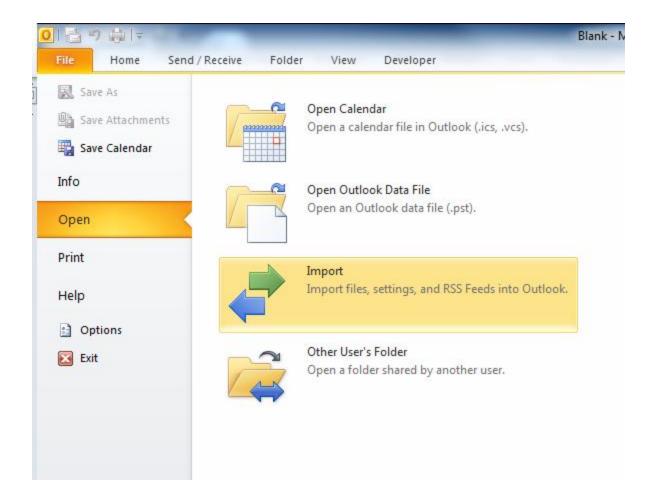
Kevin Bronson

2012

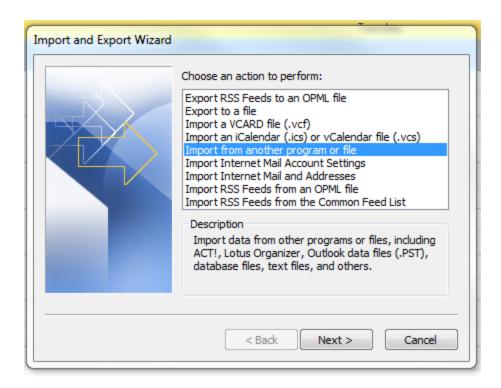# Step 1: Adding (* .csv) Calendar to Outlook

- **Open MS Outlook and make sure you are open to the "Calendar" section**

Note: If you have multiple calendars in outlook, whichever calendar is selected will be the one the events are added to.
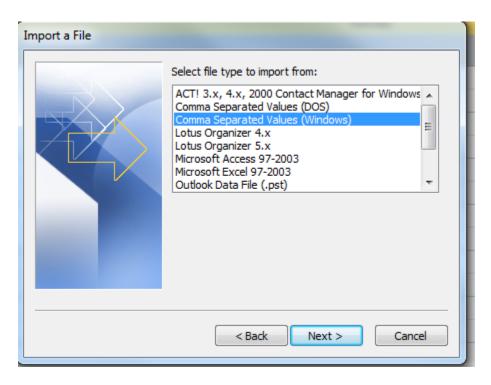
- **Go to the "File" menu and then select "Open"**
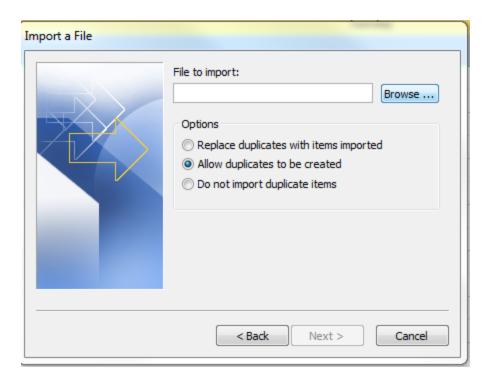- **In the "Open" menu select "Import"**

Alternatively if you have Office 2007 you would find it under "File" and then "Import and Export"
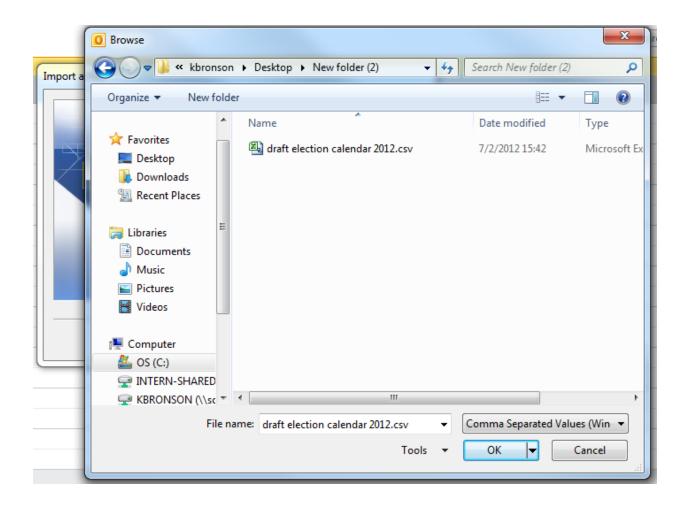
- **Select the "Import from another program or file" option and then select "Next"**
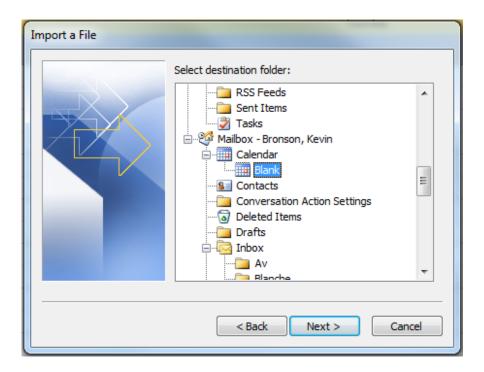

- **In the file type to import, select "Comma Separated Values (Windows)" and then select "Next"**
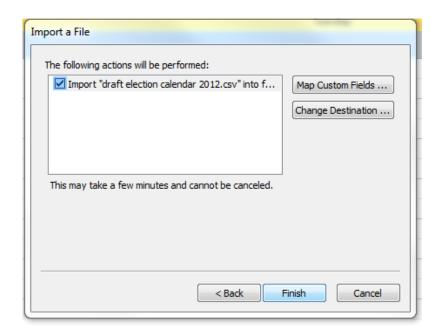
- **Select "Browse" to find your (*.csv) file on your computer**

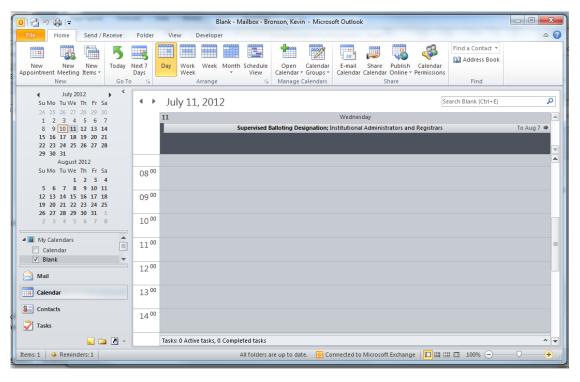- **Find your (*.csv) file on your computer, select it and then hit "OK"**

- **Select the calendar that you would like to add your (*.csv) calendar events to then select "Next"**

- **Make sure Outlook is importing the correct file, if everything looks OK select "Finish"**

Step 2: Checking that everything imported correctly

- To make sure everything was added correctly go to one of the dates of a calendar entry and check to see if everything imported correctly. It should look something like the two screen shots below. (First, what the day should look like and Second, how the calendar detail should look)

Step 1: Adding (* .csv) Calendar to Outlook

- **Open MS Outlook and make sure you are open to the "Calendar" section**

Note: If you have multiple calendars in outlook, whichever calendar is selected will be the one the events are added to.

- **Go to the "File" menu and then select "Open"**
- **In the "Open" menu select "Import"**

Alternatively if you have Office 2007 you would find it under "File" and then "Import and Export"

- **Select the "Import from another program or file" option and then select "Next"**
- **In the file type to import, select "Comma Separated Values (Windows)" and then select "Next"**
- **Select "Browse" to find your (*.csv) file on your computer**
- **Find your (*.csv) file on your computer, select it and then hit "OK"**
- **Select the calendar that you would like to add your (*.csv) calendar events to then select "Next"**
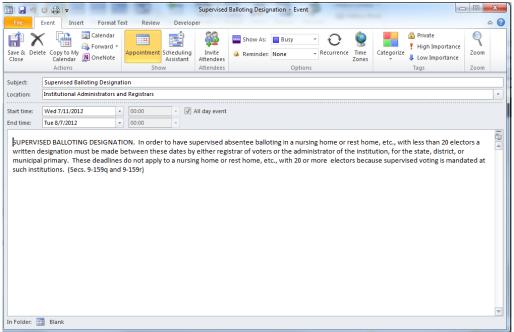- **Make sure Outlook is importing the correct file, if everything looks OK select "Finish"**

Step 2: Checking that everything imported correctly

- **To make sure everything was added correctly go to one of the dates of a calendar entry and check to see if everything imported correctly. It should look something like the two screen shots listed. (First, what the day should look like and Second, how the calendar detail should look)**