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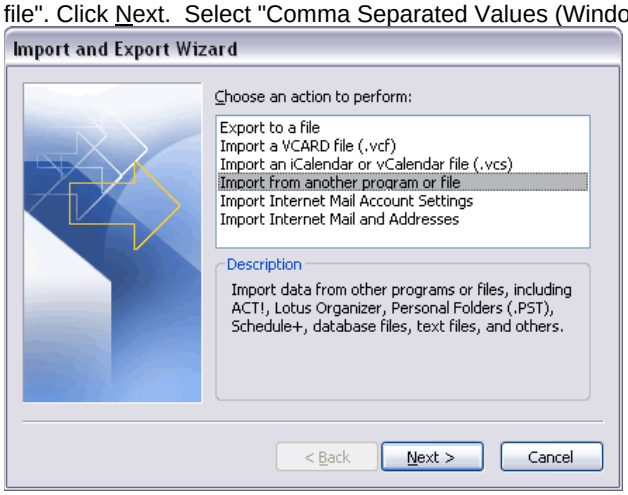
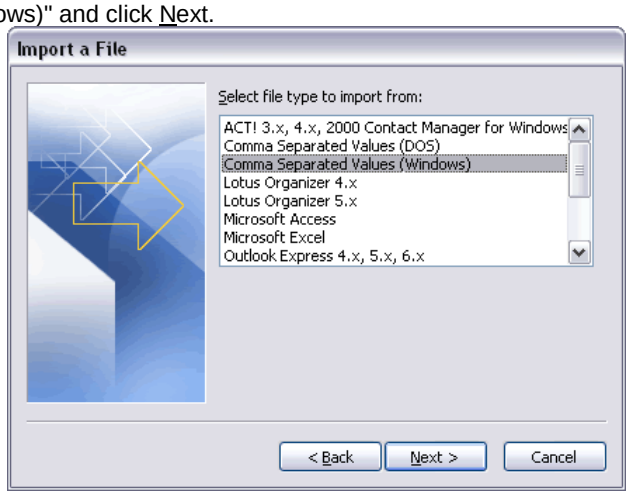
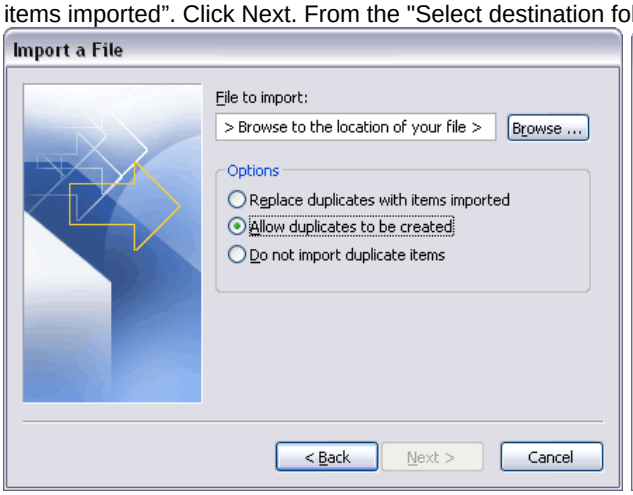
IMPORTING SCHEDULES INTO OUTLOOK

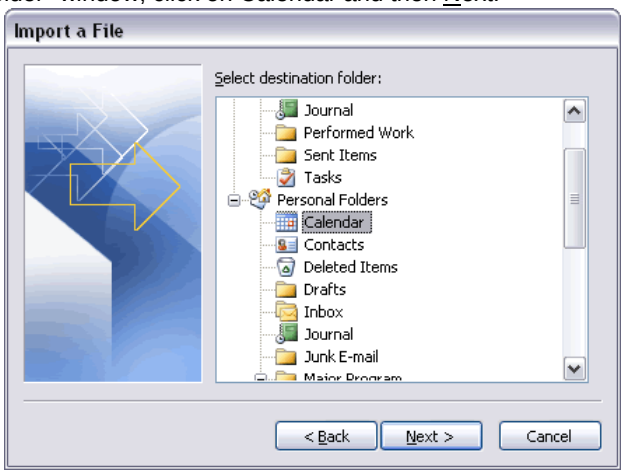
Save the schedule by right-clicking its link, and choosing “Save Target As” or “Save Link As”. Choose a directory that you will be able to find easily. Next, on Outlook’s menu bar, click File -> Import and Export. Select "Import from another program or file". Click Next. Select "Comma Separated Values (Windows)" and click Next.



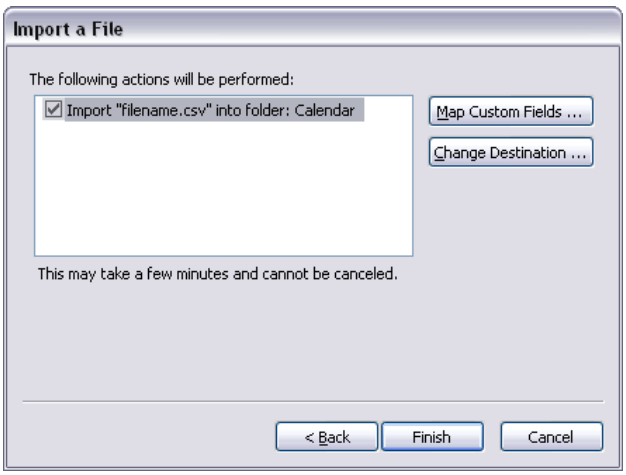


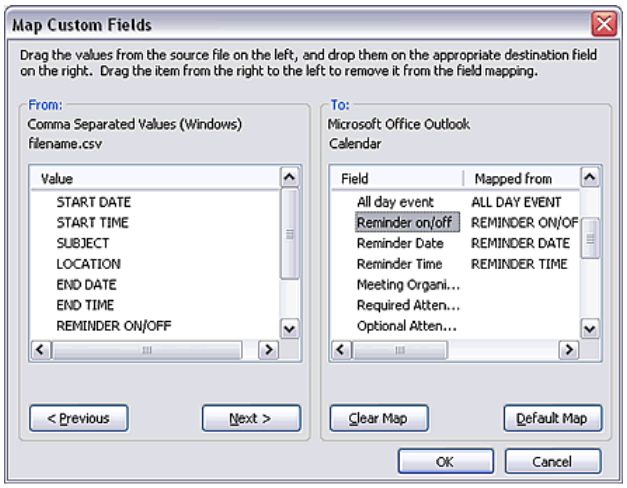
Click the Browse button and navigate to the saved schedule file. The safest choice is “Allow duplicates to be created”. If you have imported this schedule previously and now have an updated version, your best choice is likely “Replace duplicates with items imported”. Click Next. From the "Select destination folder" window, click on Calendar and then Next.





In the next window, under the box labeled, "The following actions will be performed:", check the box next to the option labeled, “Import “filename.csv" into folder: Calendar”. Even though all fields should be mapped properly already, for your peace of mind, you may want to click the Map Custom Fields button. Click and drag the fields from the left half of the window into the right, as follows: (see mapping on next page)





START DATE to Start Date
START TIME to Start Time
SUBJECT to Subject
DESCRIPTION to Description
LOCATION to Location
END DATE to End Date
END TIME to End Time
REMINDER ON/OFF to Reminder On/Off
REMINDER DATE to Reminder Date
REMINDER TIME to Reminder Time

Note: If you do NOT want the Outlook Reminder (a pop-up window with a musical tone) to appear on game days, drag the REMINDER ON/OFF, REMINDER DATE, and REMINDER TIME fields from the right half of the window to the left.

Click OK, then click Finish. When Outlook finishes importing, you're set!