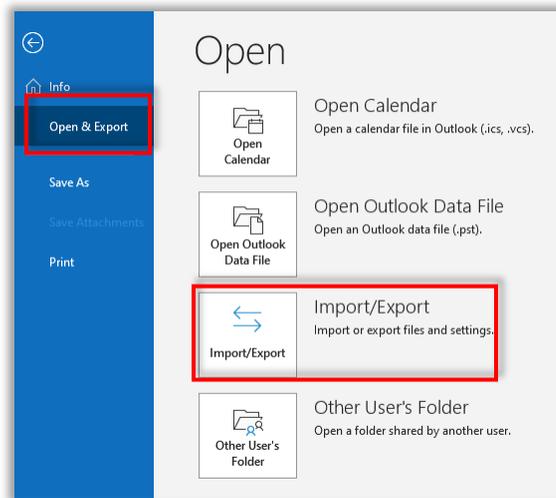


# Importing a Calendar into Outlook from a .CSV file

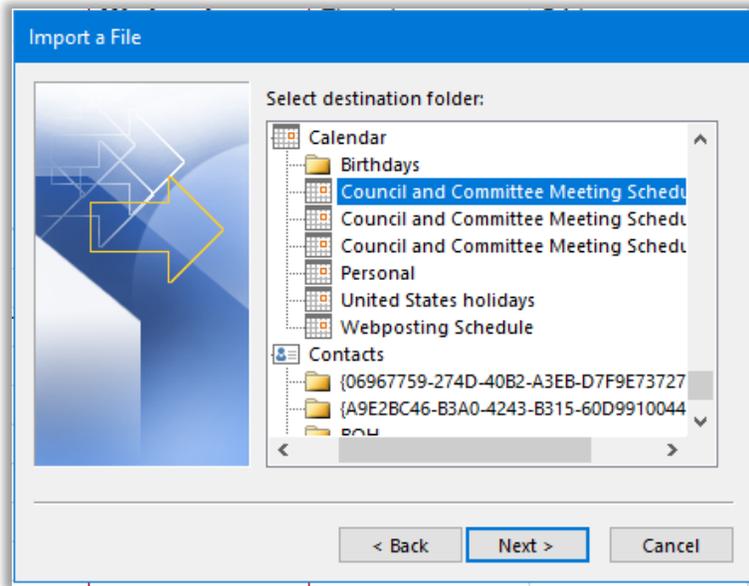
Please follow the steps below to download the City Council and Committees meeting schedules into your Outlook calendar:

- Download the **.csv** file from the Open Data portal and save it on your computer.
- Open your Outlook Calendar. From the *Calendar* window, navigate to File and select **Open & Export** and click on **Import/Export**.

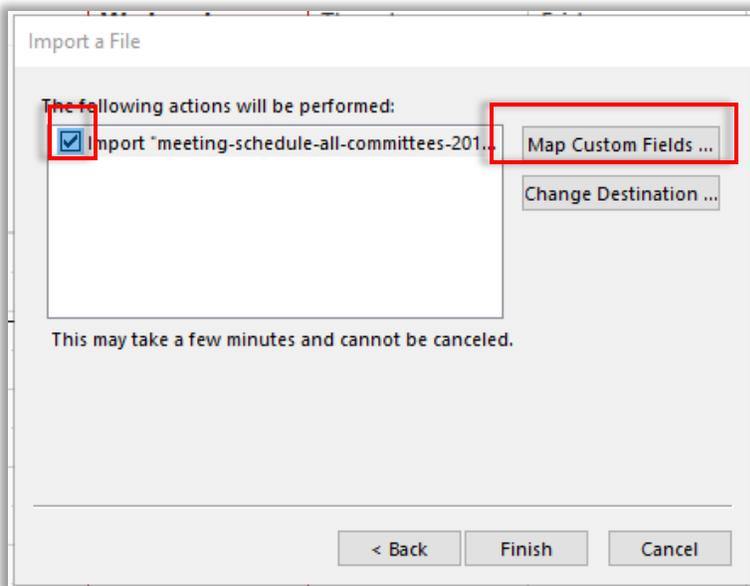


This will open the *Import and Export Wizard*. The Wizard will walk you through the rest of the steps.

1. Select **Import from another program or file** and then **select Next**.
2. Select **Comma Separated Values** from the Import a file window and then click **Next**.
3. From the next window, browse and select the saved **.csv** file from your computer and then Next. (You can select an **Option** or leave it as the default value.)
4. Navigate to the calendar where you want the schedule to reside

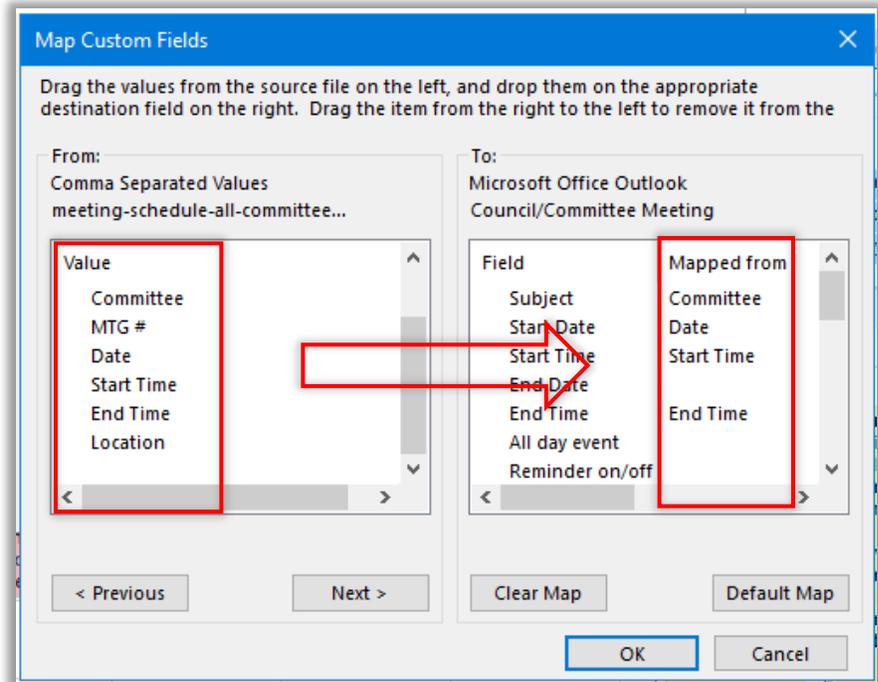


5. Check the box to import the schedule into your calendar.
6. Select **Map Custom Fields**.



7. Drag the following values from the left and drop it to the right to map the fields. You may need to repeat this step for any other fields that did not map automatically.

- Map "Committee" to "Subject."
- Map "Date" to "Start Date."
- Map "Start Time" to "Start Time."
- Map "End Time" to "End Time."
- Map "Location" to "Location."



Note: To remove a field mapping, drag the field from the right back to the left.

8. Once you have finished mapping the fields, click **OK** to confirm the mappings.
9. Select **Finish** to complete the import.
10. In Outlook, ensure that your destination calendar is selected or checked to view the imported calendar entries.

