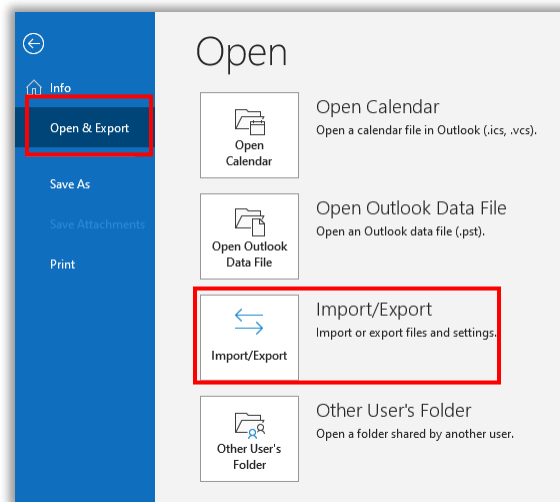


Importing a Calendar into Outlook from a .CSV file

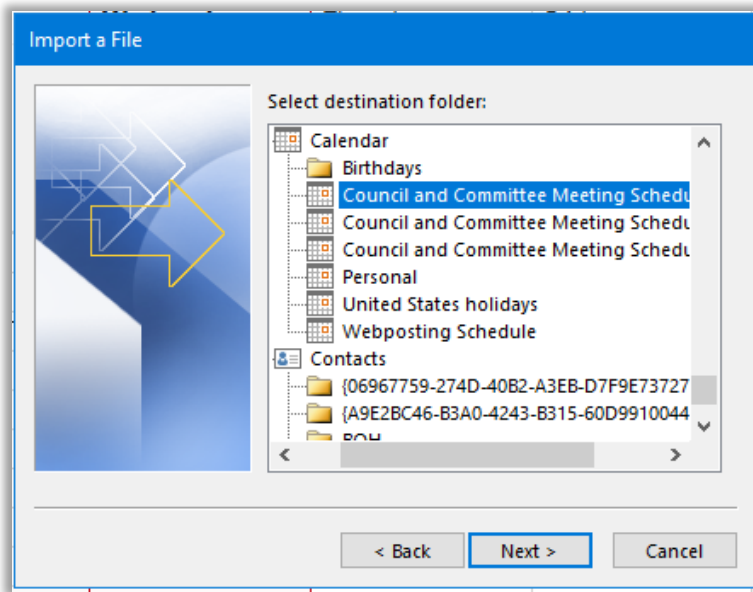
Please follow the steps below to download the City Council and Committees meeting schedules into your Outlook calendar:

- 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**.

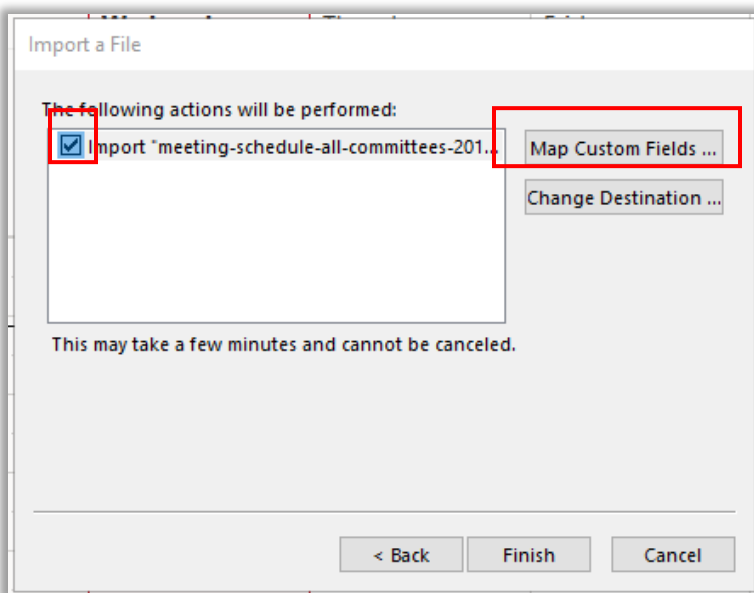


This will open the *Import and Export Wizard*. The Wizard will walk you through the rest of the steps.

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

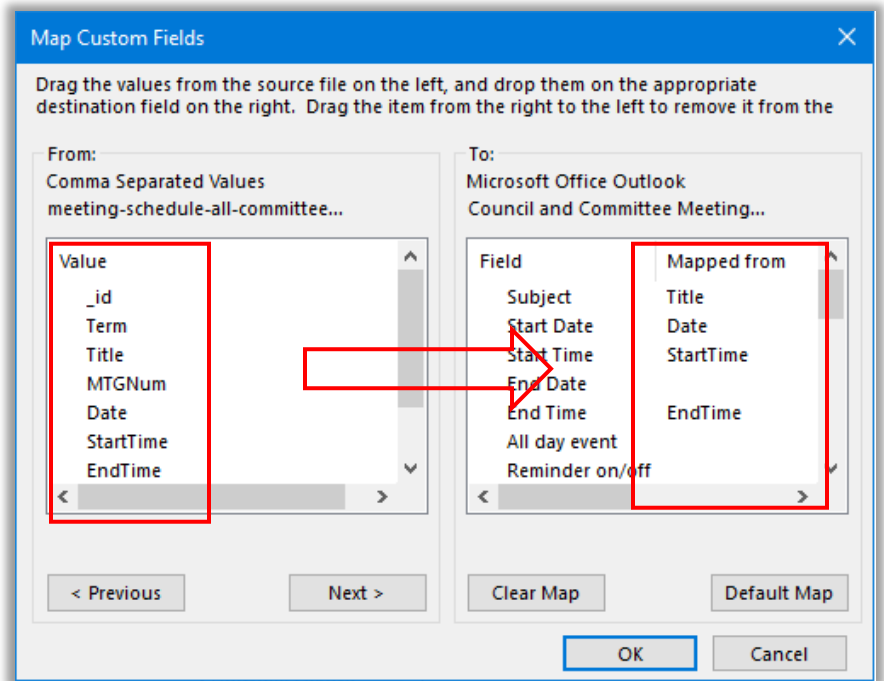


5. Check off the box to import the schedule into your calendar.
6. Select Map Custom Fields.



7. Drag the following values from the left field and drop it to the right to map the fields.

- **Title to Subject**
- **Date to Start Date.**
- **StartTime to Start Time**
- **EndTime to End Time**
- **Location to Location**



8. Click **Ok** after you finish mapping the fields.
9. Select **Finish** to complete the import.

The calendar should now be populated with the entries imported.