## 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

Import a File		
	Select destination folder:	
	Calendar Birthdays Council and Committee Meeting Schedu Council and Committee Meeting Schedu Council and Committee Meeting Schedu Personal United States holidays Webposting Schedule Contacts (06967759-274D-40B2-A3EB-D7F9E73727 (A9E2BC46-B3A0-4243-B315-60D9910044 COU	<b>^</b>
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- 5. Check the box to import the schedule into your calendar.
- 6. Select Map Custom Fields.

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- Import a File			
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the following actions will be performed:			
Import "meeting schedule all committees 201	Map Custom Fields		
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	Change Destination		
-			
This may take a few minutes and cannot be canceled.			
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	Finish Course		
< Back	Finish Cancel		

7. Drag the following values from the left and drop it to the right to map the fields. You may need to repeat



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.

