CSV File Download Instructions

- Download the file by selecting the "File" link above. Select "save" when prompted.
- Save the file to your desktop or in a file folder you can locate in your directory (My Documents)
- Open Outlook and select the "File" tab. Select the "Open & Export" tab.
- Select "Import/Export" then "Import from another program or file". Click "Next."
- Select "Comma Separated Values (Windows)" and then select "Next."
- Select "Browse" and then locate and select the file your saved in the third step above.
- Select the "Do not import duplicate items" button and then select "Next."
- Select your calendar and then select "Next." Ensure that the box next to the import message is checked.
- Select "Finish."Process will take a few minutes to run.