Downloading the CSV file

1. Right-click to save the file to your Desktop.
2. **When naming the file, be sure to append ".csv" to the end of the file name**. For example, if you would like to name the file "ACC", save the file as "ACC.csv".
3. Save the file to a location that you will remember.

Please note: The CSV file will not automatically update any changes made after the calendar is published.

Importing the CSV file into Outlook

1. From the top toolbar in Outlook, click "File -> Open -> Import"
2. Select "Import from another program or file" and click "Next"
3. Select "Comma Separated Values (Windows)" and click "Next"
4. Click the "Browse" button and navigate to the saved file, select "Do not import duplicate items" and click "Next"
5. From the "Select destination folder" pop-up, click on "Calendar" and click "Next"
6. In the next window, under the box labeled "The following actions will be performed:", make sure the box next to the option labeled, "Import (ACC.csv) into folder: Calendar" is checked
7. In the "Map Custom Fields" pop-up window, click and drag the fields from the left window into the right window, as follows: **ONLY CLICK/DRAG IF FIELDS DON'T ALREADY MATCH (They should match automatically)**
   1. SUBJECT to Subject
   2. START DATE to Start Date
   3. END DATE to End Date
   4. ALL DAY EVENT to All Day Event
   5. SHOWTIMEAS FREE to Show time as
8. Click "Finish"