

Outlook timesheet due date upload

1. Step 1

Identify and open the CSV calendar option you wish to import to your Outlook Calendar.

2. Step 2

With the calendar CSV file open, take the following steps to save the calendar to your desired location:

- File
- Save As
- Select your desired location
- Save

1. Step 3

Close the CSV file.

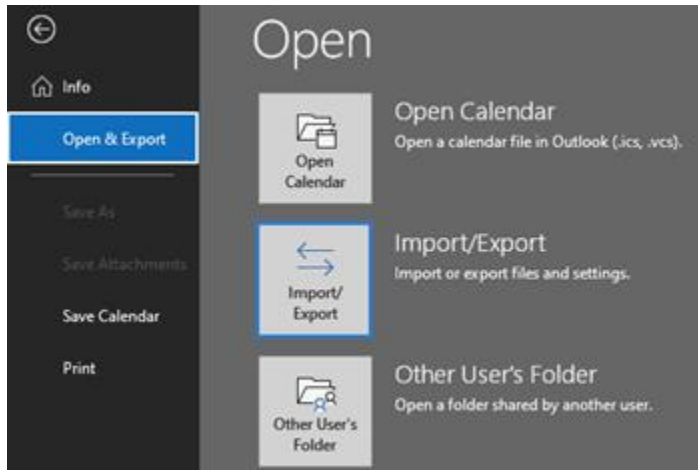
TIPS:

- *Failure to close the CSV file will result in an error during the import process.*

2. Step 4

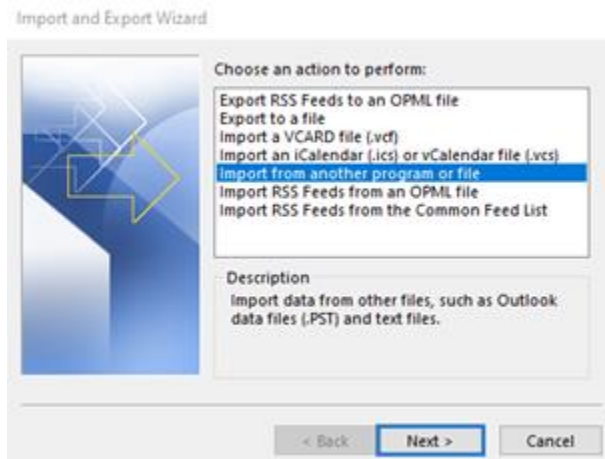
In Outlook, open your calendar and select the following:

- File
- Open and Export
- Import/Export



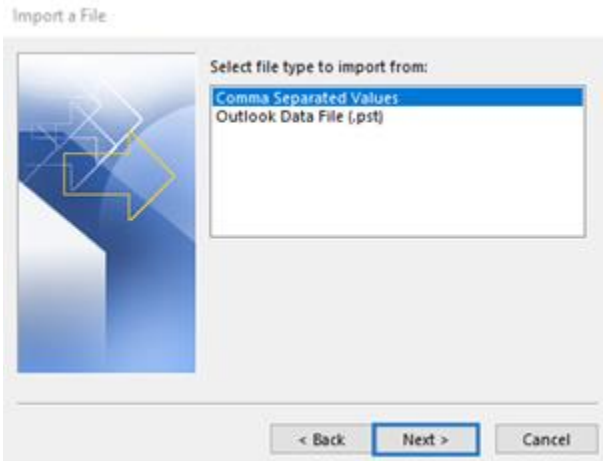
3. Step 5

Select Import from another program or file and click the Next button.



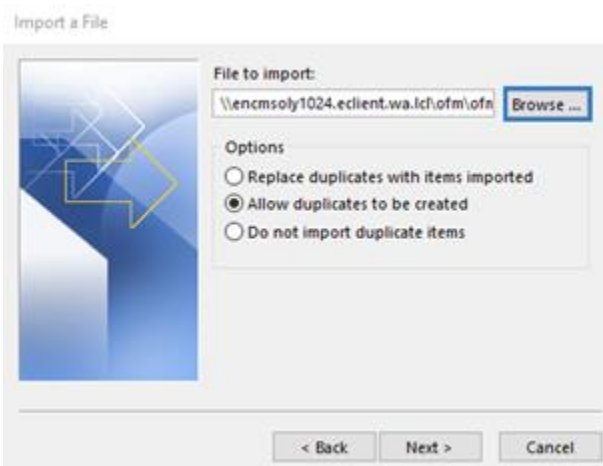
4. Step 6

Select Comma Separated Values and click the Next button.



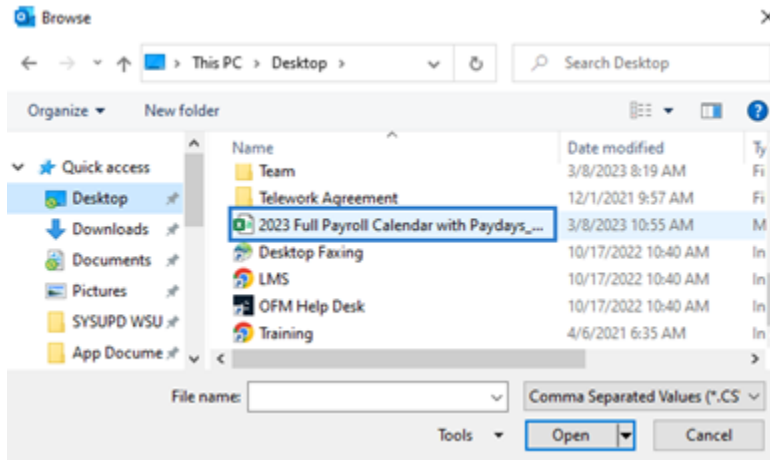
5. Step 7

In the File to Import box, click the Browse button.



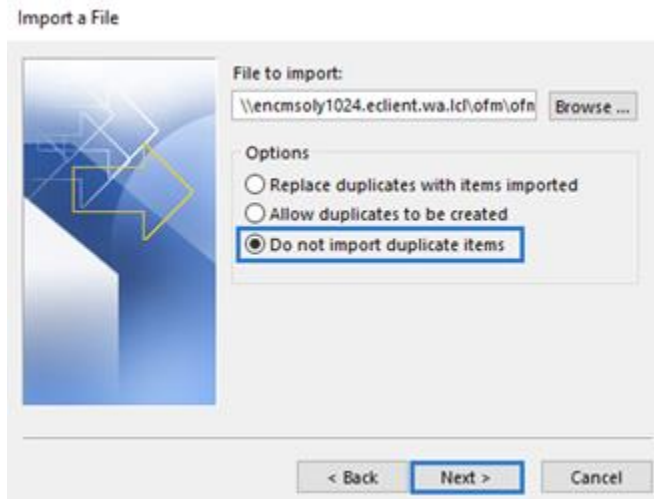
6. Step 8

Locate your saved CSV file and double-click to select it.



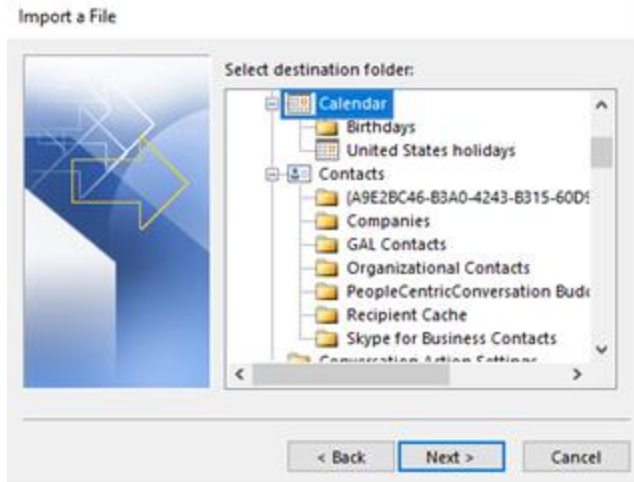
7. Step 9

In the Options section, click Do not import duplicate items and click the Next button.



8. Step 10

In the Select destination folder section, click on the Calendar file and click the Next button.

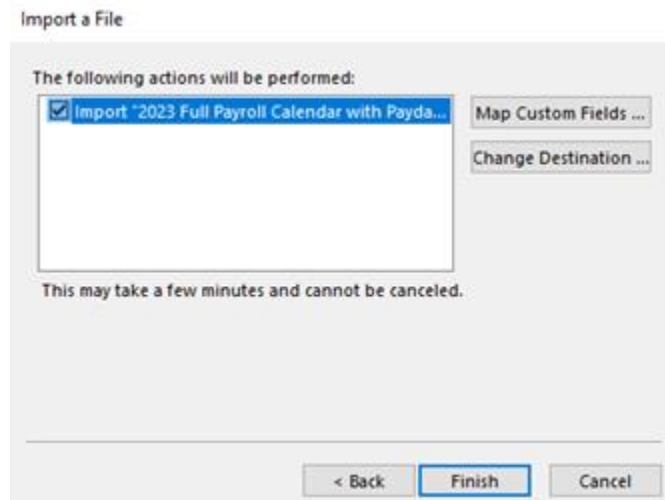


TIPS:

- *The Calendar selection may default as the selected destination folder upon opening.*

9. Step 11

Click the Finish button.



TIPS:

- *You should now see the imported dates on your Outlook calendar. If you do not see the new additions to your Outlook calendar, close Outlook and reopen to populate.*