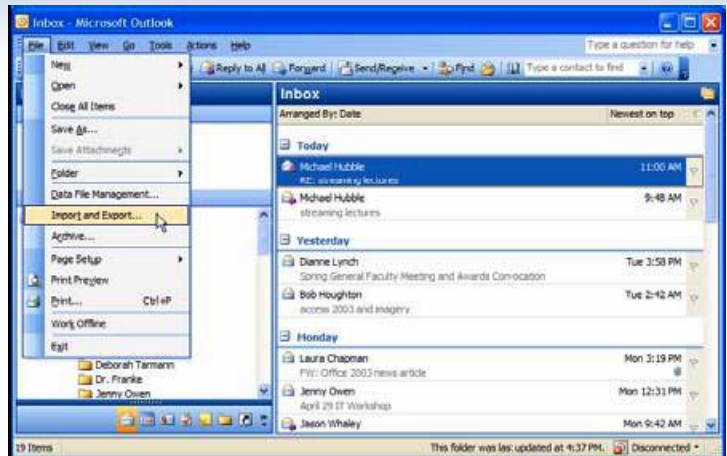


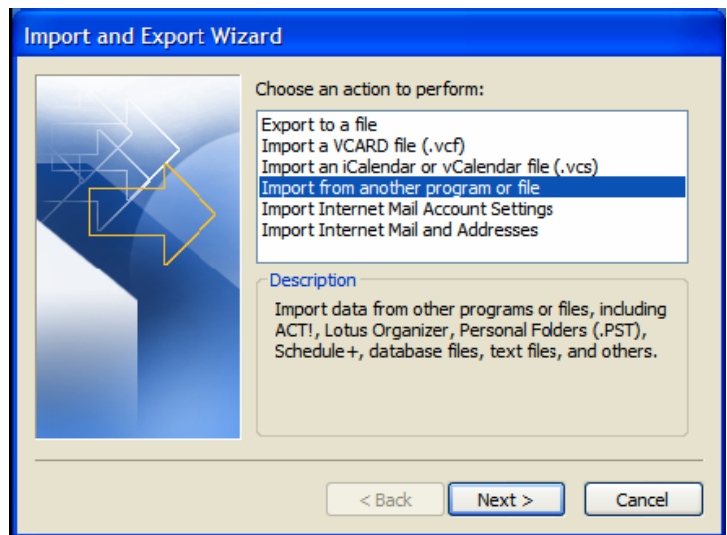
Help Guide

How to Export a Calendar in Outlook 2003

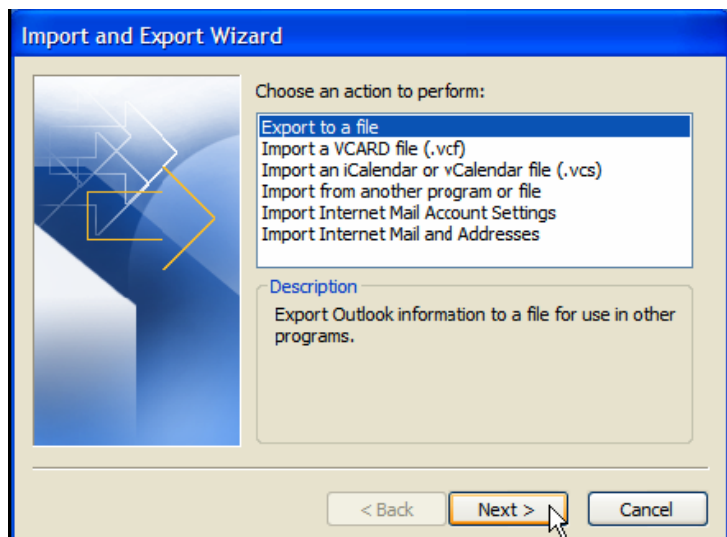
1. Open **Outlook**
2. Select **File** from the menu bar and select **Import and Export**.



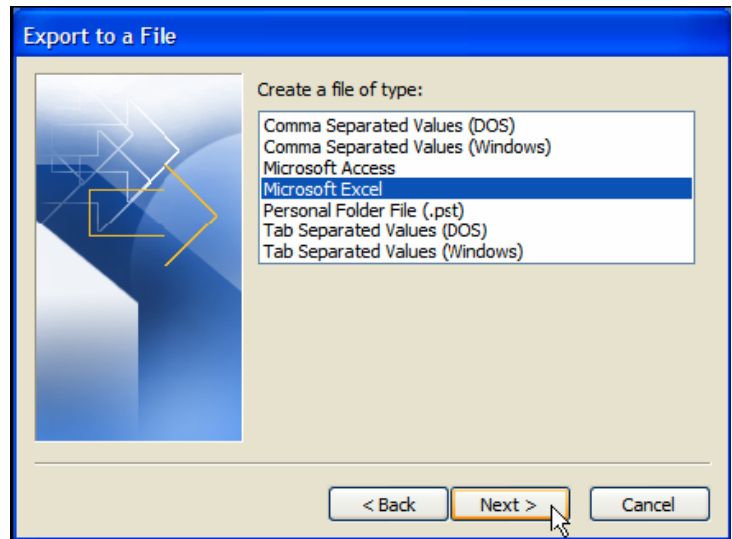
3. The **Import and Export Wizard** will then open.



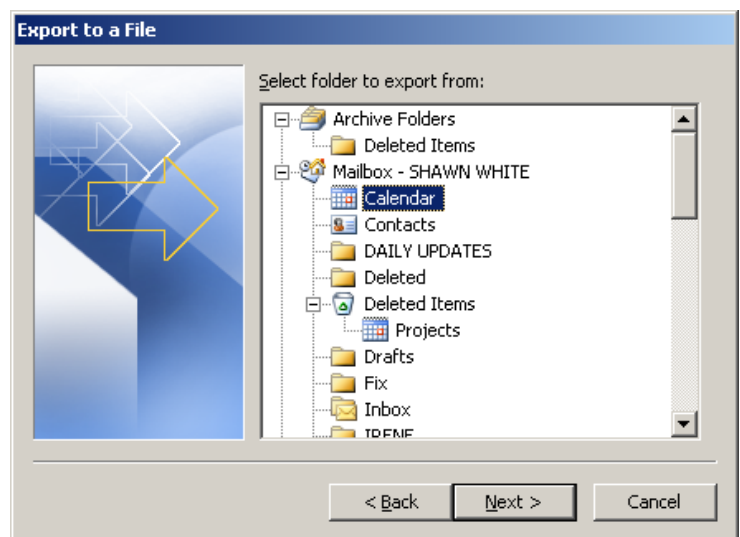
4. From the list, select **Export to a file**. Click once on the **Next** button.



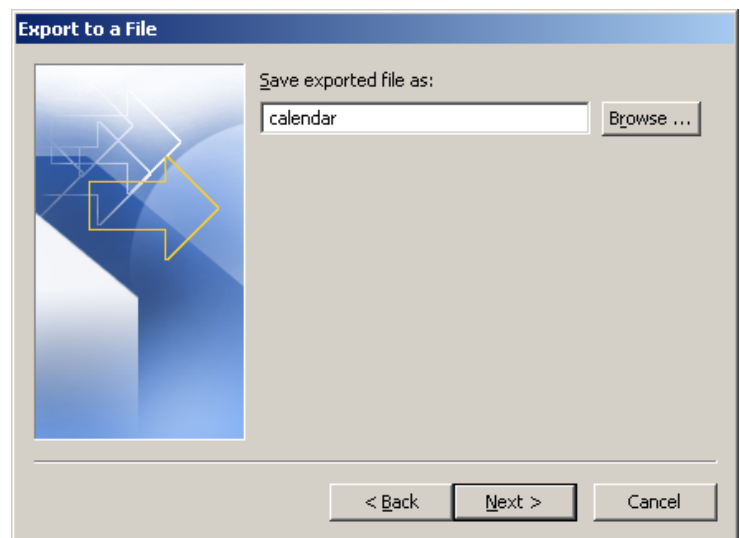
5. Select **Microsoft Excel** from the list of file types. Click once on the **Next** button.



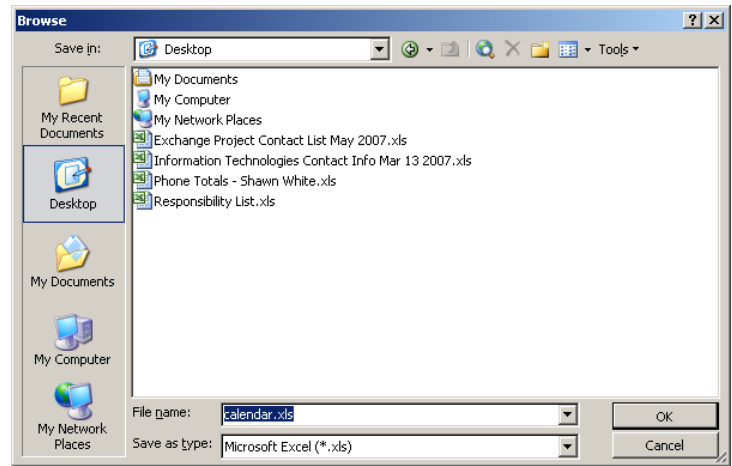
6. Select **Calendar** from under **Mailbox – Your Name**. Click once on the **Next** button.



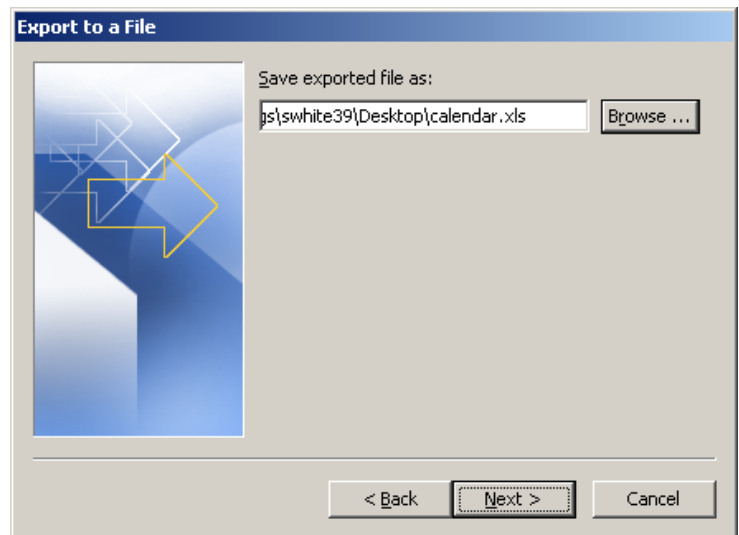
7. Type the name of the Excel file you are going to create.



8. Select the **Browse** button to make note of where on your hard drive the Excel file will be saved. Select **OK**



9. Select the **Next** button.



10. This last screen of the wizard shows you what action you are going to perform. If the appropriate item is checked, select the **Finish** button.

