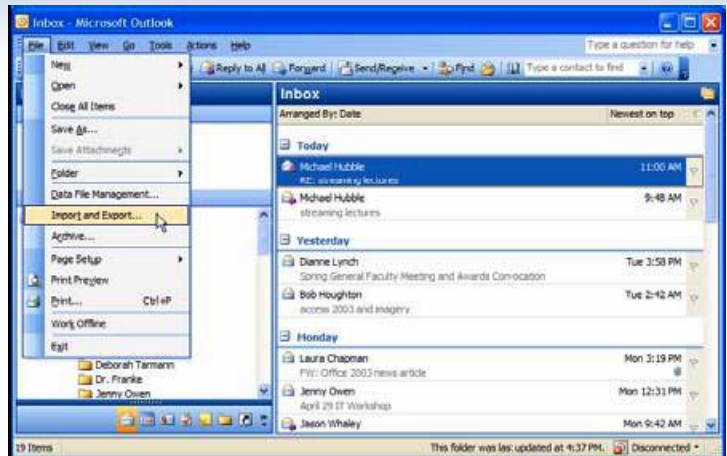


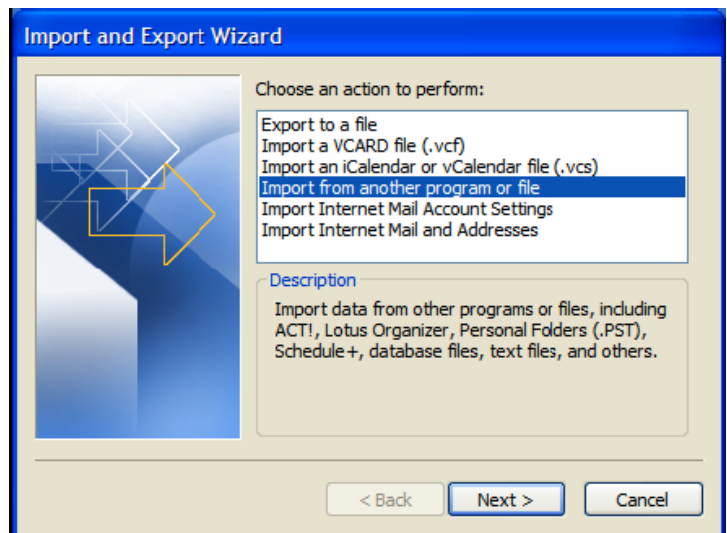
Help Guide

How to Import a Calendar in Outlook 2003

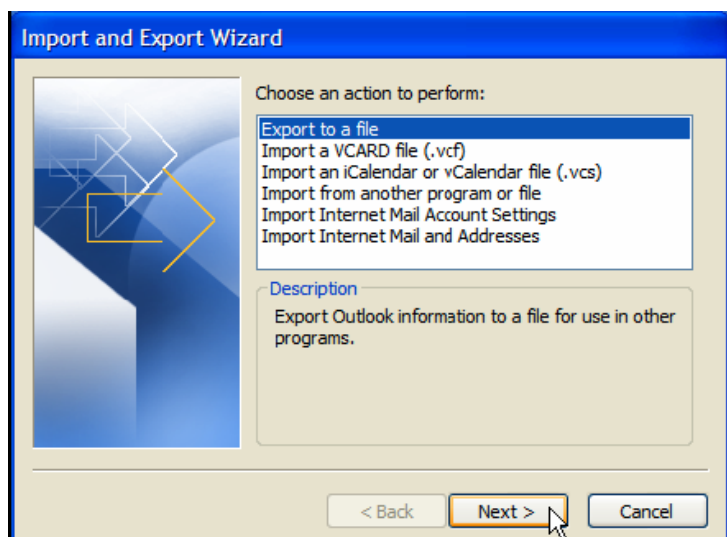
1. Open **Outlook**
2. Select **File** from the menu bar and select **Import and Export**.



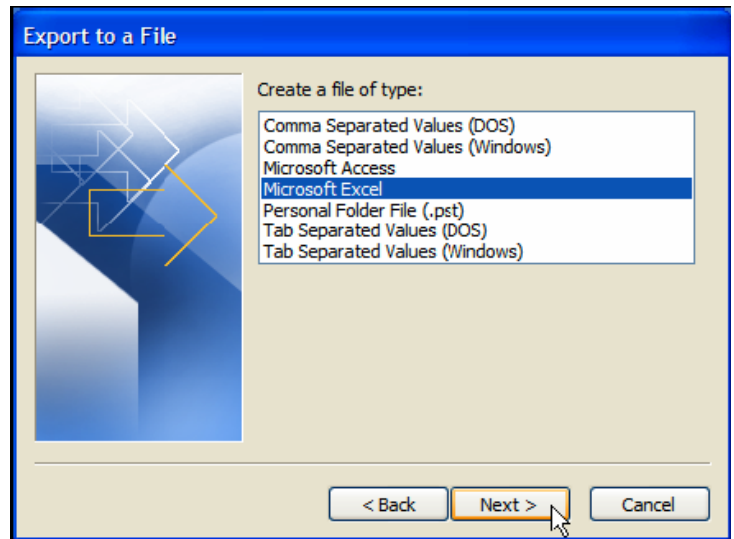
3. The **Import and Export Wizard** will then open.



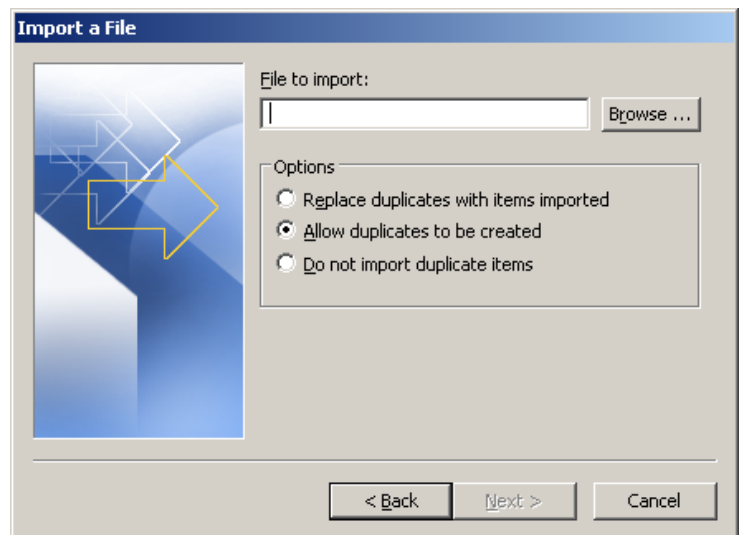
4. From the list, select **Export to a file**. Click once on the **Next** button.



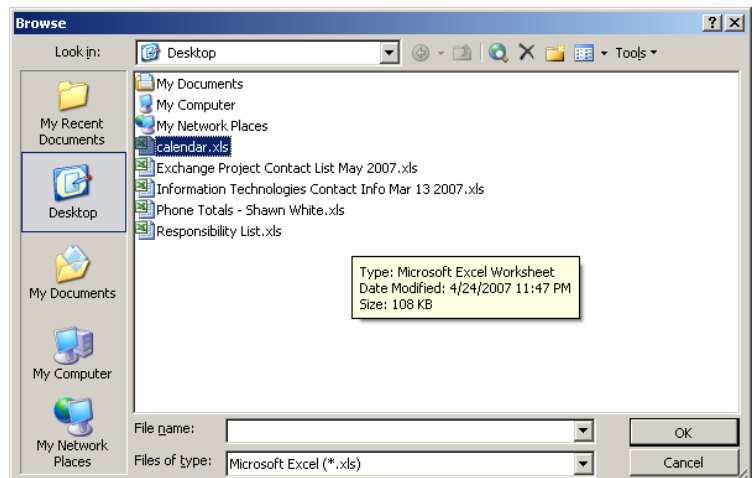
5. Select **Microsoft Excel** from the list of file types. Click once on the **Next** button.



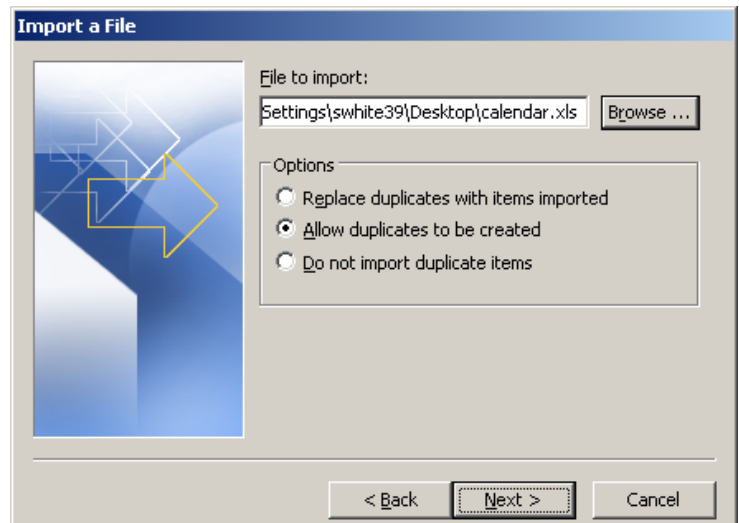
6. Select the **Browse** button.



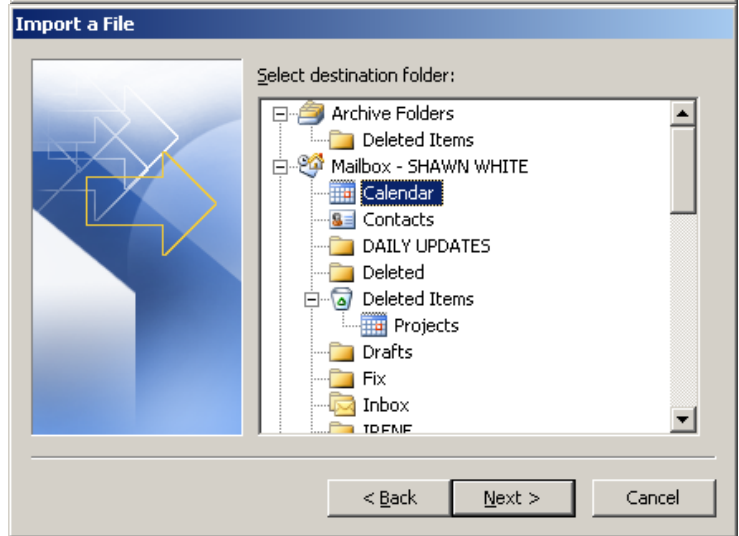
7. Find your file and select OK.



8. Select the **Next** button.



9. Select where you want the Calendar. Then Select Next.



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.

