

How to Export Calendar Events from Outlook

IMPORTANT – always make sure that you have configured your **Default Time Zone** in UVC under **File** -> **Options and Preferences** -> **Calendar** -> **Time Zone** prior to following these steps.

Before you proceed with the export of your calendar items please verify the **date format** used within your Outlook calendar. Simply go to an event you currently have and look at the date format. Take note of it.

 Click on the File tab. Then the Open button. Click on the Import option.



2. In the Import and Export Wizard select the option Export to a File and then click on the Next button.



3. Select the file type **Comma Separated values (Windows)**. Click on the **Next** button.



4. Select the **Calendar** that you wish to export. Click on the **Next** button.

Select folder to export from:	
Tasks	~
A Personal Folders	
Conversation Action Settings	
Deleted Items	-
Drafts	=
Journal	
Junk E-mail	
Notes	
Outhoy	-

5. Name the file you are about to export and click on the **Next** button. Then click on the **Finish** button.

Save exported file as:		The following actions will be performed:
C:\Calendar.CSV	Browse	Map Custom Fields
 < Back Next >	Cancel	< Back Finish Cancel

6. A message window will be displayed for setting the date range of events that will be exported. You may modify the dates to match what you wish to export.

<u>Take note of the dates you selected.</u> If on your first export you selected the date range of January 1st 2010 to December 31st of 2014 and you decide later to also export the items before January 1st 2010 make sure to not select the same date range as it will duplicate your exported items. In this scenario you would select January 1st 1999 to December 31st of 2009 (notice that I didn't select January 1st 2010 since I've already selected that date on my first export).

suppo	le format that you ort recurring Outlo	ok appoint	ting to does not dire ments or tasks.	ctly
Only a range be cre the da Appoi recurr range	appointments or t will be exported. eated for recurring ate range. ntments and Task ring appointments will not be expor- t and create indivi- that occur between	asks that fi In additio g appointm s (including or task) th ted. idual occur	all within the followin n, individual occurren ents and tasks that i individual occurren at occur outside of i rences of appointme	g date nces will fall within ces of the date ents or
tacke	unde occur beene	C11.		
tasks		-		

Your file will be saved to the location you indicated in step# 5.

7. Once your file is successfully exported **login** to your UVC application.

8. Click on File option and then Import and select the Calendar Items option.



9. Next you will need to find and select the CSV file you exported from Outlook by clicking on the **Select** button.

For the **Calendar** option select from the drop down menu the calendar where the event items will be imported too (it could be any of your calendars in UVC)

As for the **Date Format** select from the drop down menu the date format that was seen in Outlook. Please make sure to select the correct date format.

This is important so that all your events that are imported have the correct date format.

Click on the Start Import button to start your import.

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This wizard allows you to import data into UVC.	This wizard allows you to import data into UVC.
Import settings Files to Import: Calendar: Date format: System Default Select your filename and click the 'Start Import' button to begin importing your data.	Import settings Files to Import: Select Calendar: Calendar Date format: System Default Select your Filena Month/Day Year Day/Month/Year Year/Month-Day Month-Day Year Day/Month-Year Vear-Month-Day Month-Day Year-Month-Day
·	
Close	Close