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.
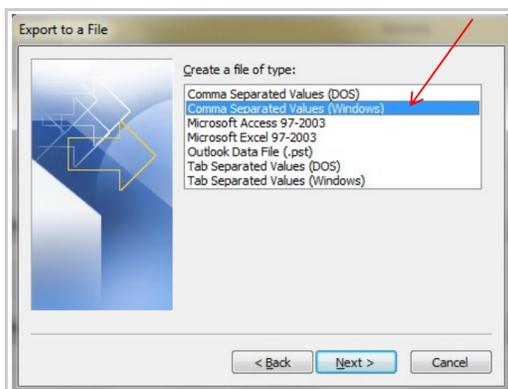
1. Click on the **File** tab.
   Then the **Open** button.
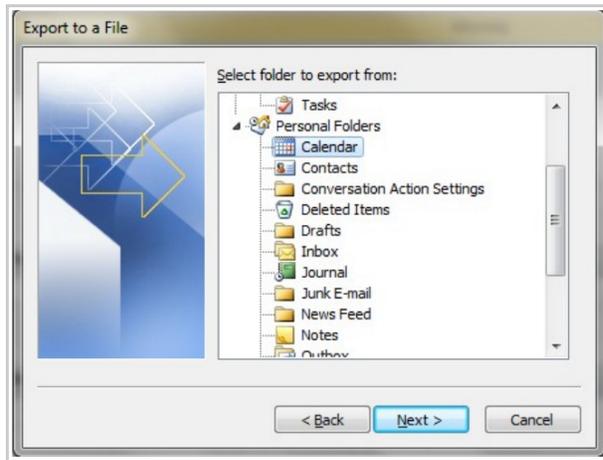   Click on the **Import** option.
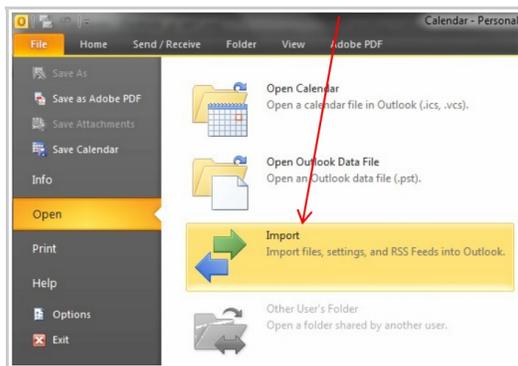
2. In the **Import and Export** Wizard select the option **Export to a File** and then click on the **Next** button.
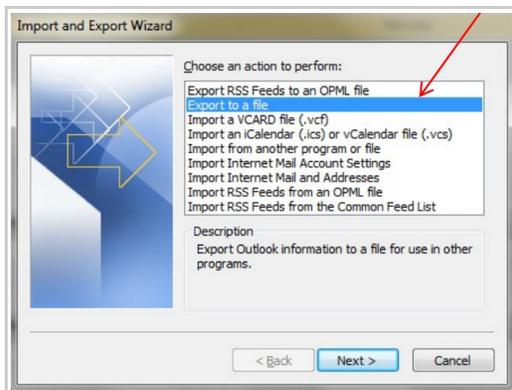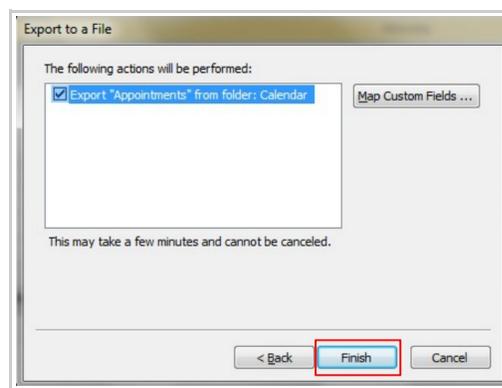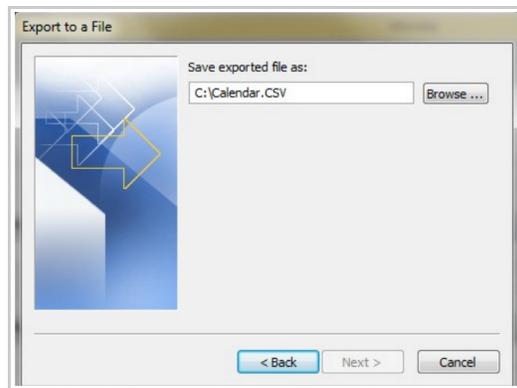

3. Select the file type **Comma Separated values (Windows)**.
   Click on the **Next** button.

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

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

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.

   Take note of the dates you selected. 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).
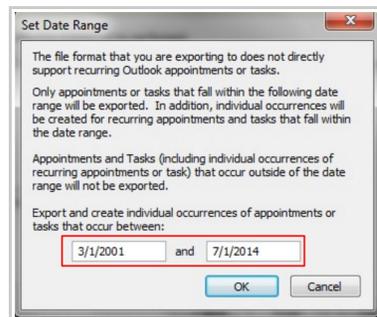
   Your file will be saved to the location you indicated in step# 5.

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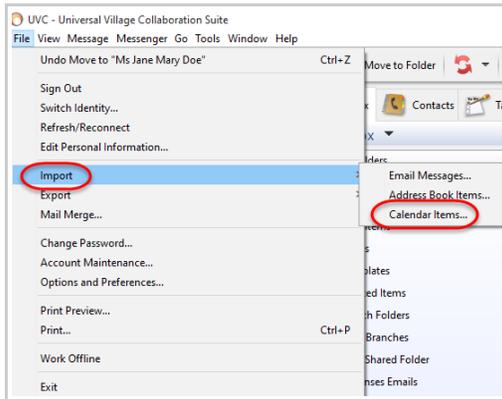
9. Next you will need to find and select the CSV file you exported from Outlook by clicking on the **Select** button.

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.