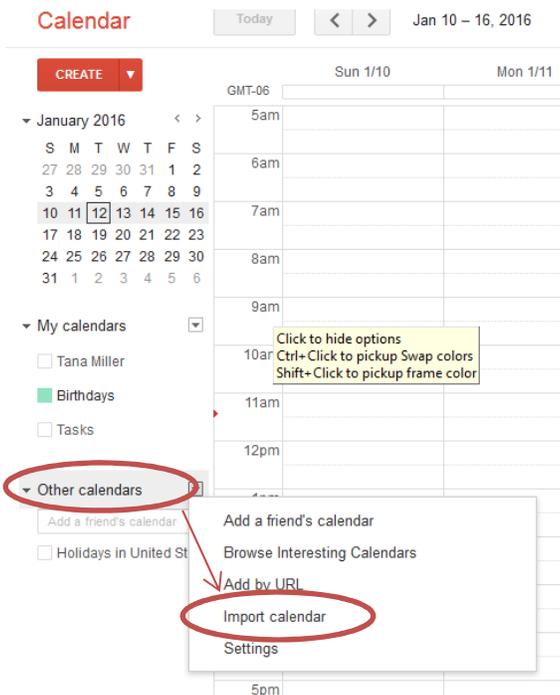
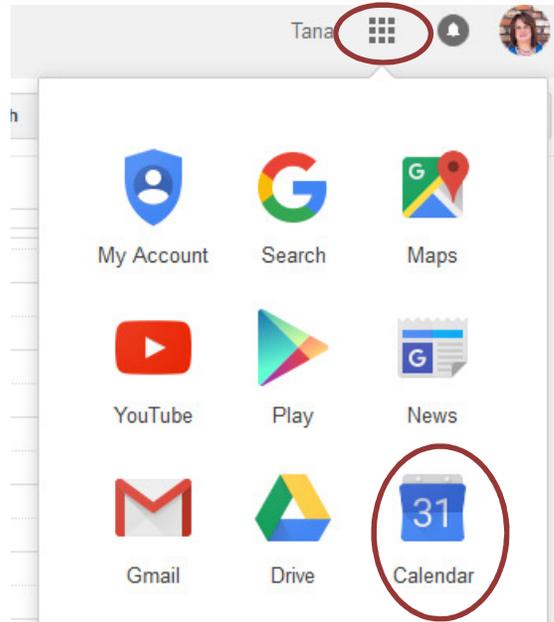


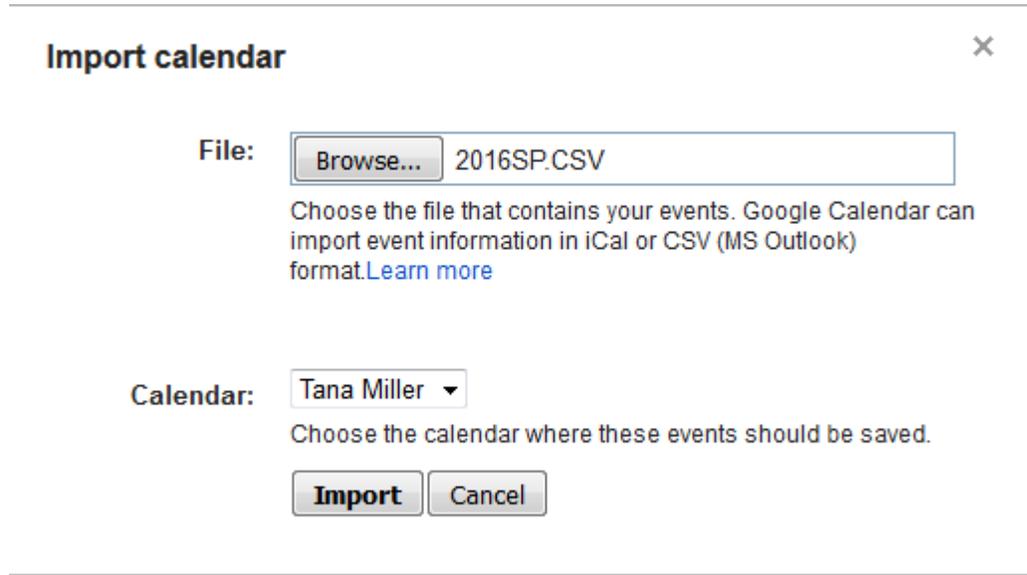
# West Texas A&M University Academic Calendar CSV Upload to Google Calendar Instructions

1. Log into your Google account and choose Calendar from the menu in the upper right.



2. Using the dropdown beside "Other Calendars", choose Import Calendar.

- The Import Calendar window will open. Choose the .csv file from where you saved it on your computer. In "Calendar", select the calendar name from the drop down list. Click "Import".



**Import calendar** [X]

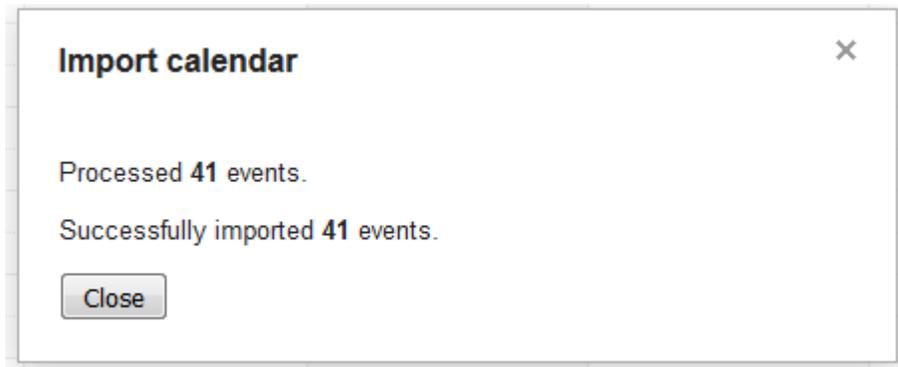
**File:**  2016SP.CSV

Choose the file that contains your events. Google Calendar can import event information in iCal or CSV (MS Outlook) format. [Learn more](#)

**Calendar:** Tana Miller ▾

Choose the calendar where these events should be saved.

- Once imported, the "Import Calendar" window will appear and show how many events were imported. Click Close.

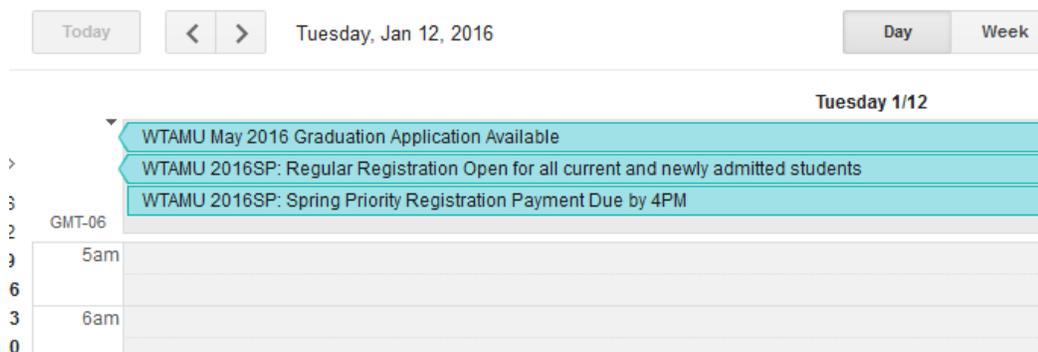


**Import calendar** [X]

Processed **41** events.

Successfully imported **41** events.

The Calendar Information is now in your calendar.



Today < > Tuesday, Jan 12, 2016 Day Week

**Tuesday 1/12**

- WTAMU May 2016 Graduation Application Available
- WTAMU 2016SP: Regular Registration Open for all current and newly admitted students
- WTAMU 2016SP: Spring Priority Registration Payment Due by 4PM

GMT-06

5am

6am

3

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