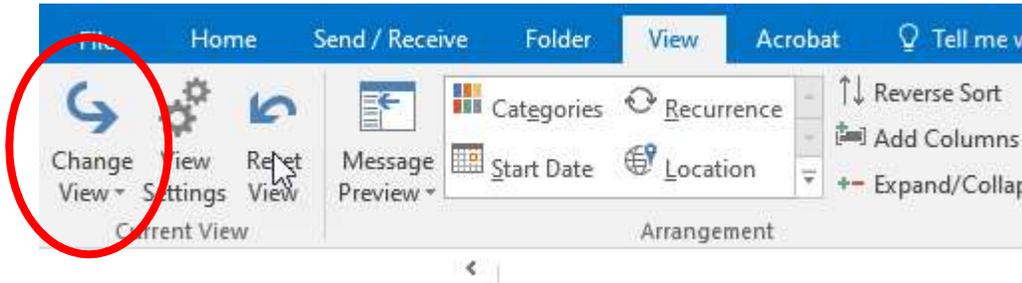


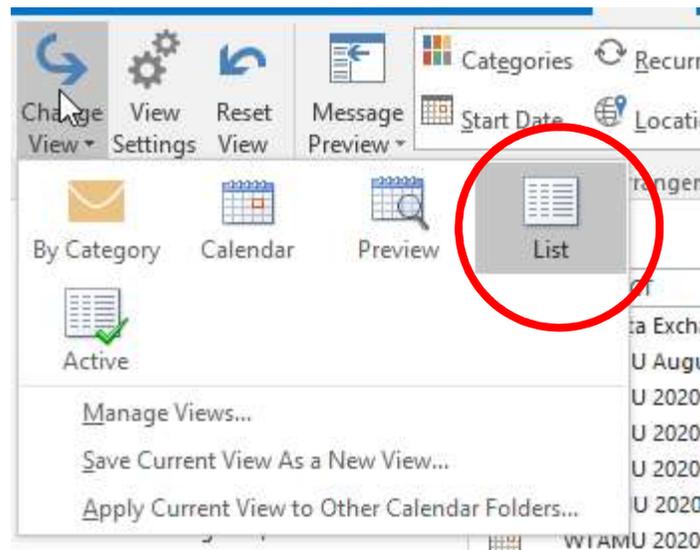
Removing an imported .csv file from Outlook Calendar

If you imported the .csv calendar file into your Outlook Calendar and have decided you don't really want it in there at all, here is how to remove those items.

Go to your Outlook calendar, and on the View Tab, click on "Change View"



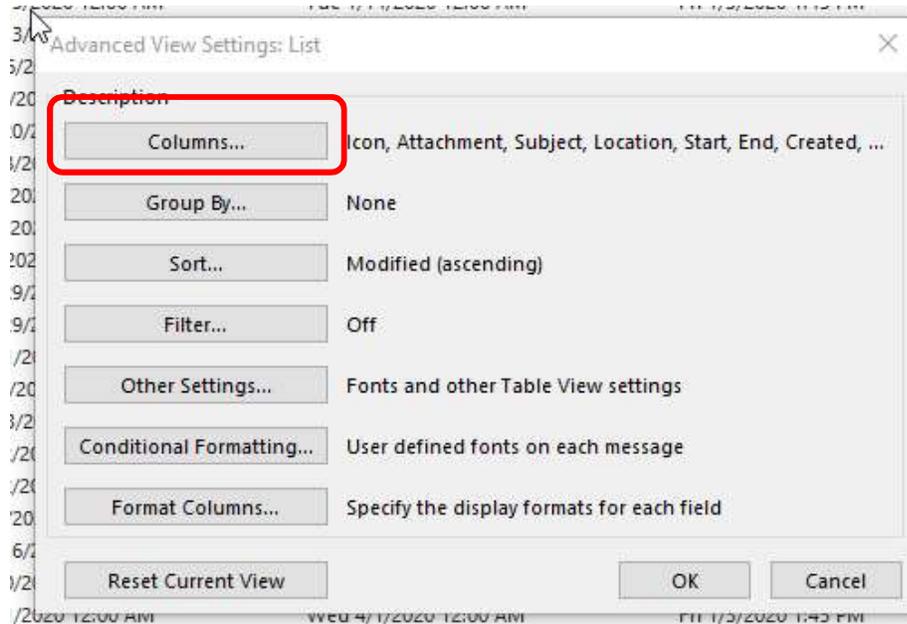
From the drop down menu, choose "List" so that you get all of your calendar items in a list view versus the calendar view.



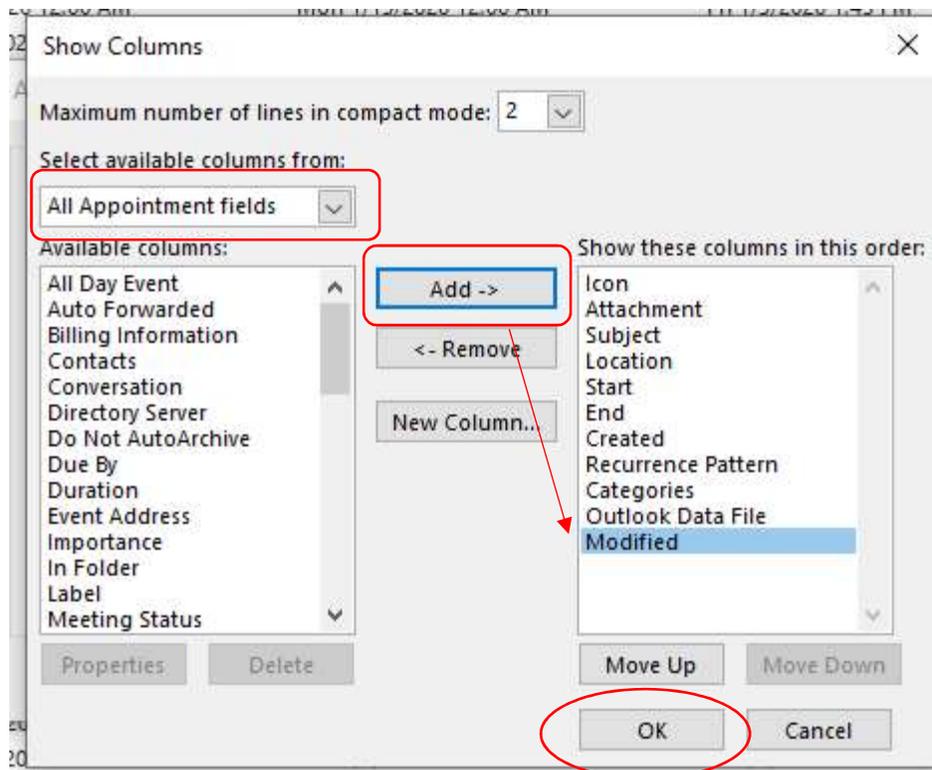
Now, on the View menu bar under the "Arrangement" section click the down arrow on the box area. Click the "View Settings" and you get a popup box with an Advanced Settings: List



On the Popup box, click “Columns”.



In the “Show Columns” box in “Select available columns from:” choose “All Appointment fields” then scroll down in the “Available columns:” side on the left until you find “Modified”. With “Modified” highlighted on the left, click the “Add ->” button to add the column to your view on the right. Click “OK”. (NOTE: You can also use the “Created” field to do this same thing.)



Now you can click on the “Modified” column to put things in date order so that all of the items imported using the .csv file are grouped together. You can now highlight all of the items that match the date/time that you did the import and delete them by right clicking to get the popup box. Just be cautious that you don’t delete an appointment that you personally added either just before or after the actual import. (NOTE: in this example, the dates and times on all items match = “Fri 1/3/2020 1:45PM”)

SUBJECT	LOCATION	START	END	MODIFIED
Date: Today				
WTAMU 2020SP: Final Grades Due from Facul...		Mon 5/11/2020 12:00 AM	Tue 5/12/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Graduation, Colleges TBA 6 ...		Sat 5/9/2020 12:00 AM	Sun 5/10/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Graduation, Colleges TBA 2 ...		Sat 5/9/2020 12:00 AM	Sun 5/10/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP Graduation, Colleges TBA 10...		Sat 5/9/2020 12:00 AM	Sun 5/10/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP Graduation, All Masters and ...		Fri 5/8/2020 12:00 AM	Sat 5/9/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Deadline for Degree Candid...		Tue 5/5/2020 12:00 AM	Wed 5/6/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Final Exams		Fri 5/1/2020 12:00 AM	Fri 5/8/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Dead Day		Thu 4/30/2020 12:00 AM	Fri 5/1/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Deadline for Graduate Degr...		Thu 4/30/2020 12:00 AM	Fri 5/1/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Last Class Day		Wed 4/29/2020 12:00 AM	Thu 4/30/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Open		Mon 4/13/2020 12:00 AM	Tue 4/14/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Copy		Wed 4/15/2020 12:00 AM	Thu 4/16/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Quick Print		Fri 4/10/2020 12:00 AM	Sat 4/11/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Forward		Wed 4/8/2020 12:00 AM	Thu 4/9/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Categorize		Mon 4/6/2020 12:00 AM	Tue 4/7/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Move		Thu 4/2/2020 12:00 AM	Fri 4/3/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Delete		Wed 4/1/2020 12:00 AM	Thu 4/2/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Convert to Adobe PDF		Tue 3/31/2020 12:00 AM	Wed 4/1/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Append to Adobe PDF		Wed 3/10/2020 12:00 AM	Wed 3/11/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Midterm		Mon 3/16/2020 12:00 AM	Tue 3/17/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020MAY, SU1, SU2: Summer Registr...		Thu 3/5/2020 12:00 AM	Fri 3/6/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Optional Payment Plan 2nd ...		Mon 3/2/2020 12:00 AM	Tue 3/3/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU December 2020 Graduation Applicat...		Mon 3/2/2020 12:00 AM	Tue 3/3/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020MAY, SU, FA: Greenlighting Ava...		Thu 2/13/2020 12:00 AM	Fri 2/14/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Last day to drop a class (NO...		Sat 2/15/2020 12:00 AM	Sun 8/2/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Census Day (12th class day)		Tue 2/11/2020 12:00 AM	Wed 2/12/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020FA: Scholarship Application Pri...		Wed 1/29/2020 12:00 AM	Thu 1/30/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: Registration Payment Due ...		Wed 1/29/2020 12:00 AM	Thu 1/30/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: If withdrawin... accounts ar...		Sat 2/1/2020 12:00 AM	Sun 2/2/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: If withdrawin... accounts ar...		Fri 1/31/2020 12:00 AM	Sat 2/1/2020 12:00 AM	Fri 1/3/2020 1:45 PM
WTAMU 2020SP: If withdrawin... accounts ar...		Tue 2/4/2020 12:00 AM	Tue 2/11/2020 12:00 AM	Fri 1/3/2020 1:45 PM

Once all items are deleted, go back to the previous steps to remove the added column and to change back to the Calendar view rather than the list view.