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

1. Go to the "Calendar" page on the Registrar website:
   http://www.wtamu.edu/administration/registrar-calendar.aspx

2. Right click on the hyperlink to the CSV version of the academic calendar to be uploaded from the website. In this example, we are choosing the 2016JAN csv file.

Download a .csv file to add dates to your personal calendar

- **INSTRUCTIONS**:: CSV Upload to Outlook Calendar
- 2016JAN csv file- Winter Intersession ←

3. Choose "Save Link As"

4. Choose a location and save the file to your computer or network folder (your desktop would work well for this purpose). You will need to remember the name of the file and the location where it was saved for the next step.

5. Open your Outlook program

6. Click on Calendar
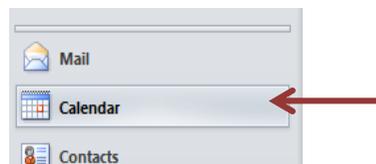
7. Choose "File" > "Open" > "Import"
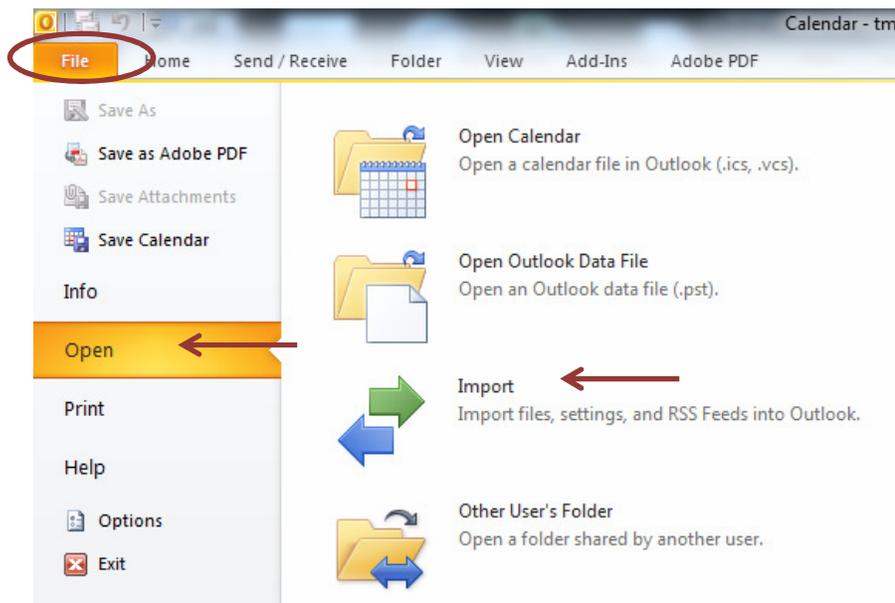
8. The Import and Export Wizard window will appear. Choose "Import from another program or file" and click "Next".
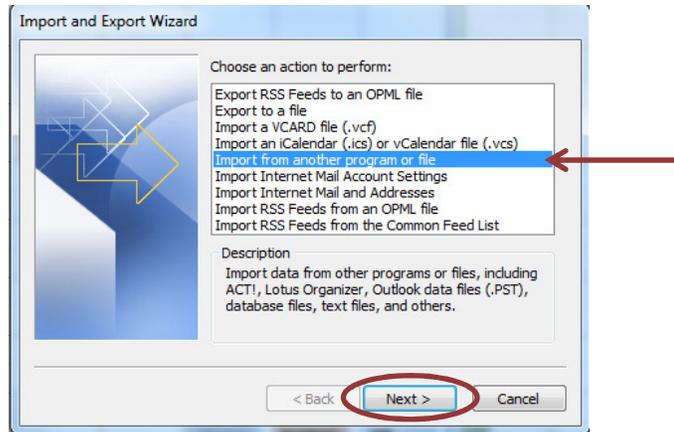
9. For the file type to import, select "Comma Separated Values (Windows)" and click "Next".
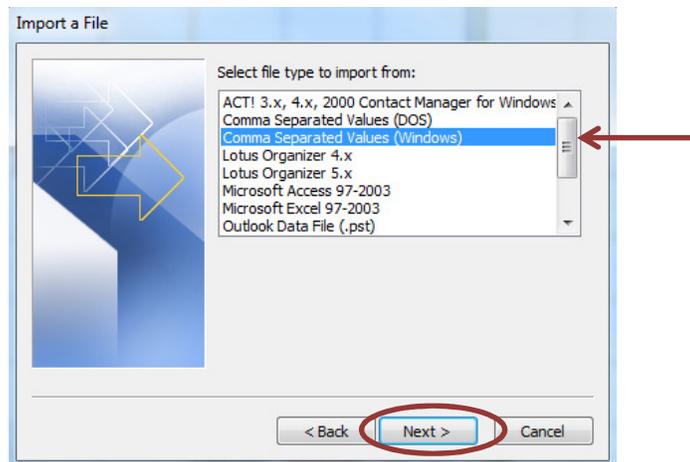
10. Click "Browse" to go to the location where you saved the .csv file in step #4 above and select the file. For the "Options", it will default to allow duplicates. For the first time the file is uploaded, this is fine. However, if changes occur and you decide to upload a newer version of the file later, you will want to choose the "Replace duplicates…" option. Click "Next".
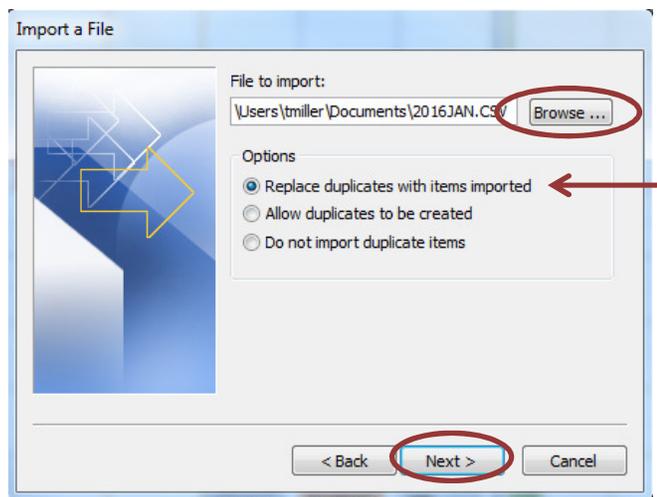
11. At the next window, single click on the Calendar option. If you have multiple calendars in your outlook you may need to choose the appropriate one listed under the main "Calendar" heading, if not choose the main "Calendar" link. Then click "Next".
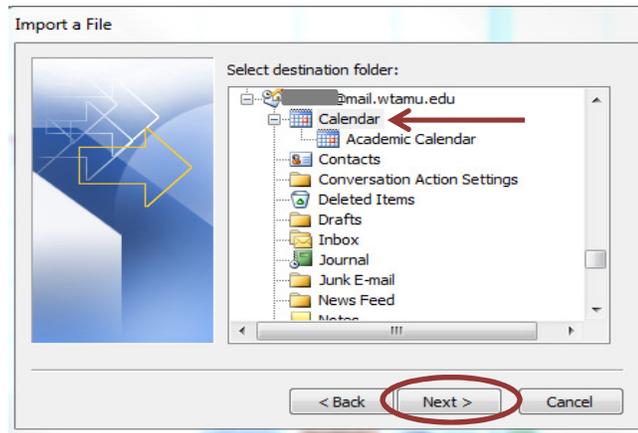
12. Check "Import…" and then click "Finish". For the academic calendar .csv file, there is no need to map custom fields since all entries will be saved as all day events, showing as free.
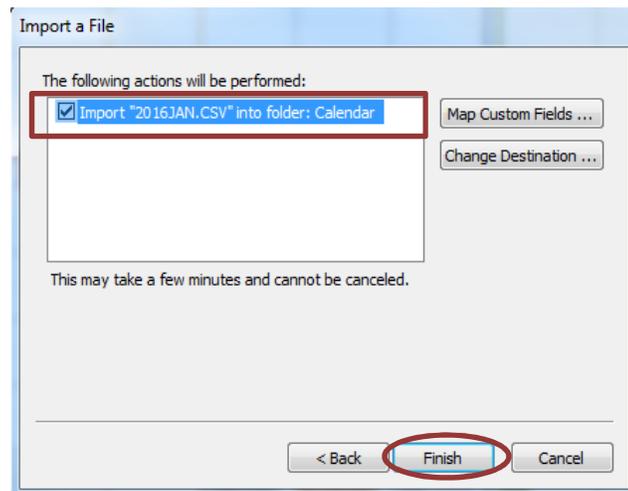
13. A progress window will appear. When the upload is complete, it will disappear and the items will now be saved as all-day items on your Outlook calendar.
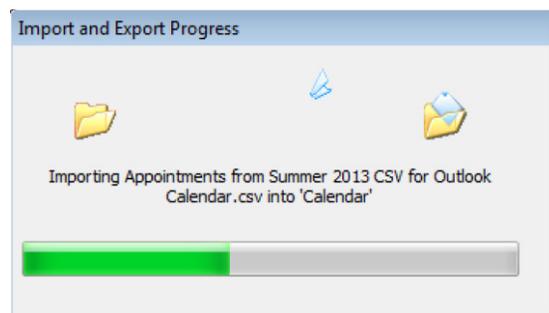
NOTE: Any system interruption to Outlook which may occur during the upload will result in an error message appearing. If this happens, it is most likely coincidential that the interruption occurred during the upload. Simply attempt the process again. Odds are it will not occur a second consecutive time.

Once uploaded, the academic calendar items will appear on your Outlook calendar as all-day appointments. Click on the appointment to get a more detailed description.