Outlook Calendar: Import non-recurring events

If you need to add multiple **non-recurring** events to an Outlook calendar, it is possible to save time by adding individual event details to an **Excel CSV import file**, and importing this into Outlook in one go.

> **Non-recurring events**
>
> Non-recurring events occur in an **irregular** pattern and contain details specific to each individual event. For example, Statutory holidays.
>
> **Recurring events**
>
> Recurring events occur in a **regular** pattern and apart from the date/time, contain the same details. You can set up **Recurrence** options in Outlook.
>
> For example a team meeting that takes place every Tuesday morning from 10:00 to 10:30.

How does the import process work?

- When setting up your **Excel** workbook, each column heading in **row 1** should map to an Outlook calendar event field, such as **Start Date**, **End Date**, **Subject**, **Show Time As**.

- You can then type the details for each event in **row 2 onwards**, and save this in a **CSV** format to import into Outlook.

	A	B	C	D
1	Start Date	End Date	Subject	Show Time As
2	21/03/2026	25/03/2025	Joe Bloggs Annual Leave	Free
3	02/05/2026	02/05/2026	May Day Holiday	Free
4	04/05/2026	04/05/2026	Team Meeting	Busy

- When imported into Outlook, the information from each Excel row will populate individual events.
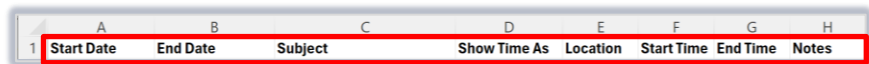
Step 1- Add events to a CSV file in Excel

1. Open a new workbook in **Excel.**

2. Type the following column headings in **row 1**, starting from **column A:**

   - Start Date
   - End Date
   - Subject
   - Show Time As
   - Location
   - Start Time
   - End Time
   - Notes

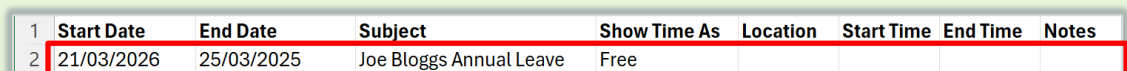 | | A | B | C | D | E | F | G | H |
   |---|---|---|---|---|---|---|---|---|
   | 1 | Start Date | End Date | Subject | | Show Time As | Location | Start Time | End Time | Notes |

3. Type the details for your first event in **row 2**.

Start Date	Type the first day of your event in the format **DD/MM/YYYY**
End Date	Type the last day of your event in the format **DD/MM/YYYY**
Subject	Type a short title for your event
Show Time As	Type **Free**, **Busy**, **Tentative**, **Out of Office**, or **Working Elsewhere**, depending on how you want to display your time during the event.
Location	Type a location for your event (optional field, you can leave this blank)
Start Time	Type the time that your event starts in the format **HH:MM** (24 hour clock) **Note: For 'All day events', leave this column empty.**
End Time	Type the time that your event ends in the format **HH:MM** (24 hour clock) **Note: For 'All day events', leave this column empty.**
Notes	Type any additional information about your event (this field is optional, you can leave it blank)

   You do not need to add information in every column. Only **Start Date**, **End Date**, **Subject**, and **Show Time As** are compulsory fields.

   For example, if your event does not require any **Notes**, you can leave this column empty.

	Start Date	End Date	Subject	Show Time As	Location	Start Time	End Time	Notes
1	Start Date	End Date	Subject	Show Time As	Location	Start Time	End Time	Notes
2	21/03/2026	25/03/2025	Joe Bloggs Annual Leave	Free				

4. Type the details for your other events in **row 3 onwards**.

5. Click **File**, then **Save As**.

6. Browse to the location where you want to save your import file.

   - Give your file a meaningful name so you can easily find it later.
   - Use the **Save as type** drop-down list to select **CSV (Comma delimited) (*.csv)**. This is about half way down the list of options.

     import-events

     CSV (Comma delimited) (*.csv)

     Save
   - Click **Save**, then click **Yes** when prompted to keep using the **CSV** format.
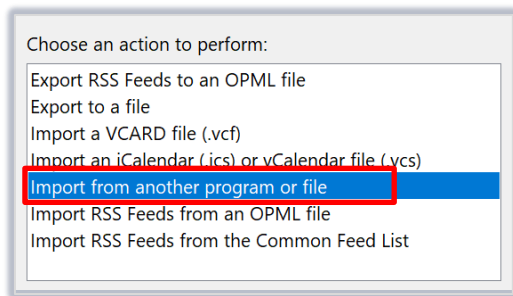
7. Close your file and click **Don't Save**.

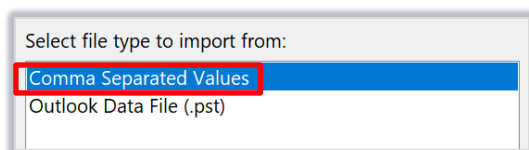# Step 2 - Import your CSV file into Outlook

1. Open **Outlook**.

2. Click the **File** tab, then click **Open & Export**.

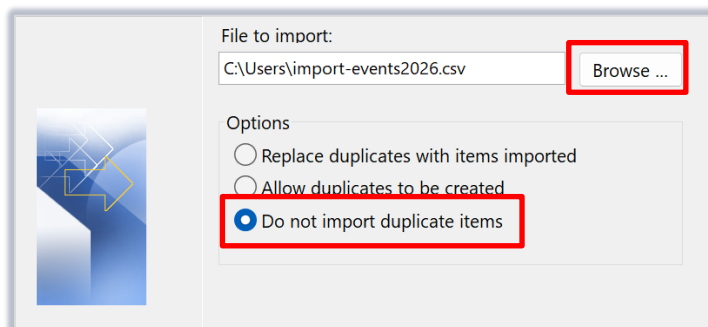3. Click **Import/Export**.
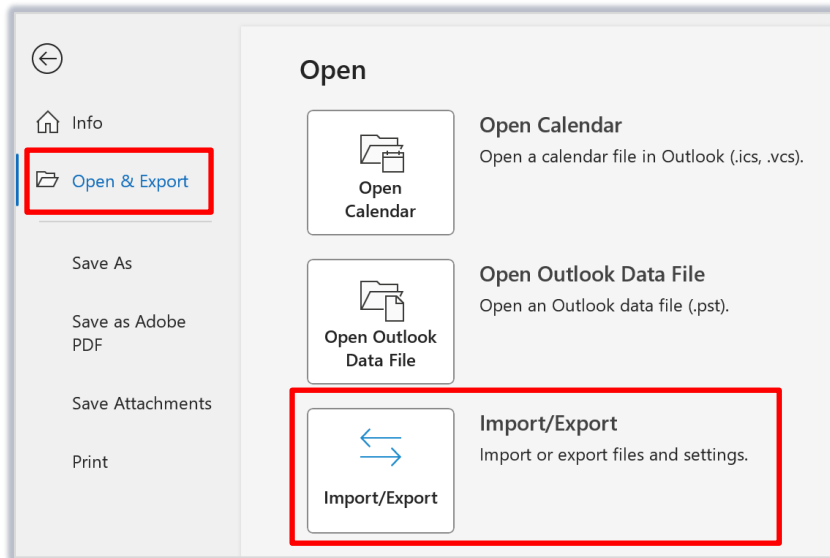
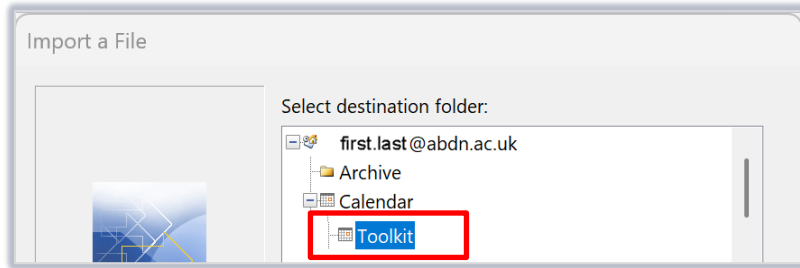4. Click **Import from another program or file**, then **Next**.

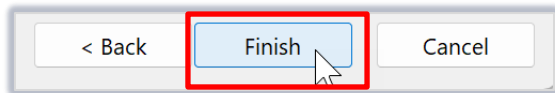5. Click **Comma Separated Values**, then **Next**.

6. Browse to the **CSV** file you prepared, then select **Do not import duplicate items**. Click **Next**.

7. Scroll to find and select the **calendar** that you want to populate with week numbers, then click **Next**.

8. Click **Finish**.

9. When you open the selected Outlook calendar, you will see your imported events.

Further information and help

Use MyIT to log calls with the IT Service Desk: myit.abdn.ac.uk