

# Outlook Calendar – Import Non-recurring Events

This fact sheet is for University staff using Outlook 2013 or later to manage calendars.

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.

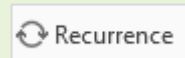


## Non-recurring events

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**.

	A	B	C	D
1	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	21/03/2016	25/03/2016	Joe Bloggs Annual Leave	Free
3	02/05/2016	02/05/2016	May Day Holiday	Free
4	04/05/2016	04/05/2016	Team Meeting	Busy

- When imported into Outlook, the information from each Excel row will populate individual events.

May Day Holiday - Event

FILE | EVENT | INSERT | FORMAT TEXT | REVIEW

Save & Delete Close | Appointment | Scheduling Assistant | Skype Meeting | Meeting Notes | Invite Attendees | **Free** | None

Subject: **May Day Holiday**

Location: |

Start time: **Mon 02/05/2016** 00:00  All day event

End time: **Mon 02/05/2016** 00:00

## 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
2								

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
2	21/03/2016	25/03/2016	Joe Bloggs Annual Leave	Free				

4. Type the details for your other events in **row 3 onwards**.
5. Click **File**, then **Save As**.
6. Click **Computer** and browse to the location where you want to save your import file.

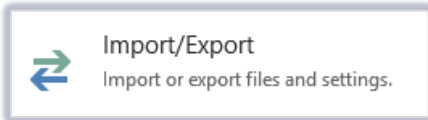
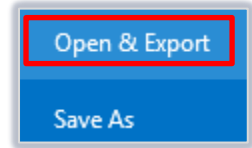
- Give your file a meaningful name so you can easily find it later.
- Use the **Save as type** drop-down list to select **CSV (Comma delimited) (\*.csv)**. This is about half way down the list of options.
- Click **Save**, then click **Yes** when prompted to keep using the **CSV** format.

File name:	import-events.csv
Save as type:	CSV (Comma delimited) (*.csv)

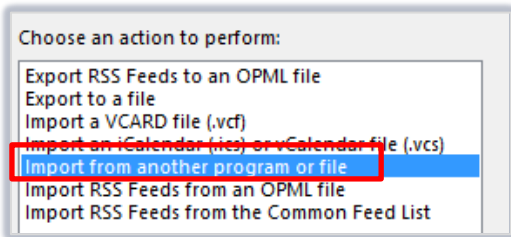
7. Close your file and click **Don't Save**.

## Step 2 - Import your CSV file into Outlook

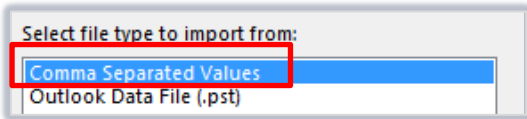
1. Open **Outlook**.
2. Click the **File** tab, then click **Open & Export**.
3. Click **Import/Export**.



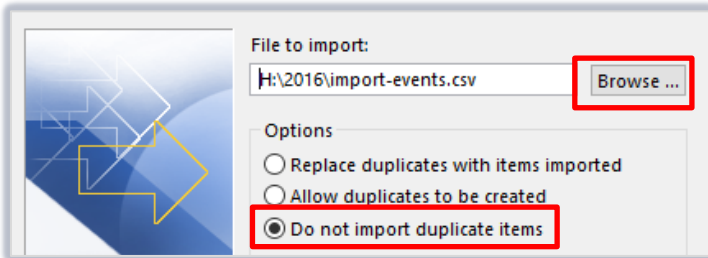
4. Click **Import from another program or file**, then **Next**.



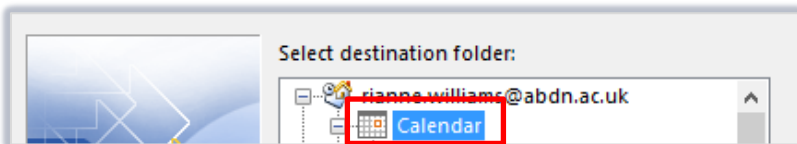
5. Click **Comma Separated Values**, then **Next**.



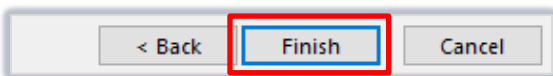
6. Browse to the **CSV** file you prepared, then select **Do not import duplicate items**. Click **Next**.



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](http://myit.abdn.ac.uk)