

Outlook Calendar – Import Week Numbers

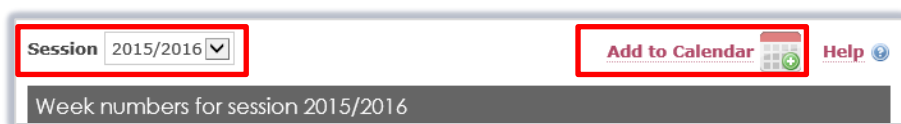
This fact sheet is for University staff using Outlook 2013 or later to manage calendars.

The University uses a set of **week numbers** to organise the academic year. Academic week numbers start with **week 1** in July/August, through to **week 52** or **53** in July. Follow the instructions in this guide to add academic week numbers to your Outlook calendar, to help you keep track of University events.

Download iCal file from StaffNet

You can download an iCal file containing academic week numbers from StaffNet.

1. Open your web browser and go to www.abdn.ac.uk/staffnet/working-here/week-numbers-713
2. Select the academic session you want to add to your Outlook calendar from the **Session** drop-down list, and click **Add to Calendar** to download the iCal file.



3. A download notification will appear in your web browser. At this point, you have two options:

Option 1

Add academic week numbers to a **new calendar** in Outlook:

- Click **Open**.
- A new Outlook calendar containing academic week numbers will open automatically.

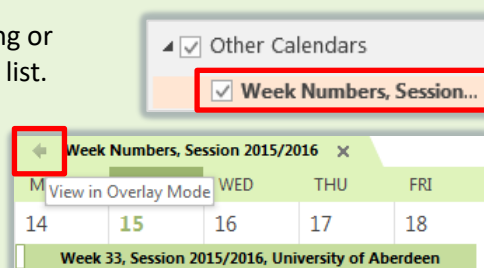


Show and hide this calendar in Outlook by ticking or unticking the checkbox in your **Other Calendars** list.

Overlay this with your own calendar.

First show both calendars, side by side, then click the overlay arrow icon.

Delete this calendar by right-clicking the list item, and clicking **Delete Calendar**.



Option 2

Add week numbers to **your calendar** in Outlook:

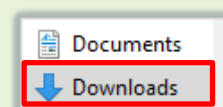
- Click **Save as** to save a copy of the iCal file to a suitable location on your computer. You will need this later.



Note:

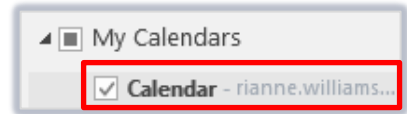
Some browsers may not give you the option to **Save** or **Save as**, and so you will not be able to specify the location you would like to save the file to.

Instead, the file is saved automatically to the **Downloads** folder on your computer, located at: **C:\Users\youruserID\Downloads**



Import the iCal file into your calendar in Outlook (for Option 2)

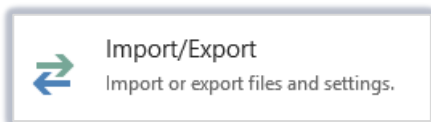
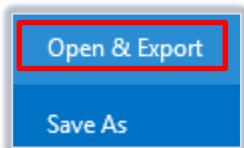
When you have saved a copy of the iCal file containing academic week numbers, you can import this into your main Outlook calendar. This is the calendar with *your* account name.



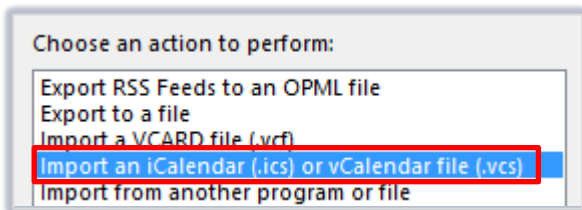
Want to add academic week numbers to a **different** calendar?

If you want to import academic week numbers to the main calendar for a different account – for example, a shared Mailbox – log in to your computer and open Outlook with that account.

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



4. Click **Import an iCalendar (.ics) or vCalendar file (.vcs)**, then **Next**.

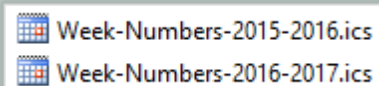


5. Browse to locate and select the **iCal** file you downloaded, then click **OK**.

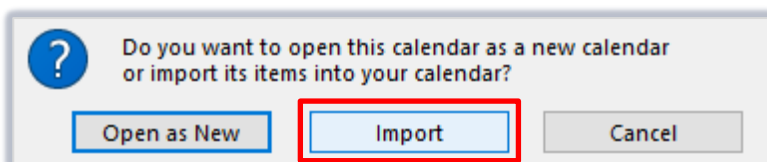


The iCal file is named **Week-Numbers-YYYY-YYYY.ics** (where YYYY-YYYY is the academic session you chose to download).

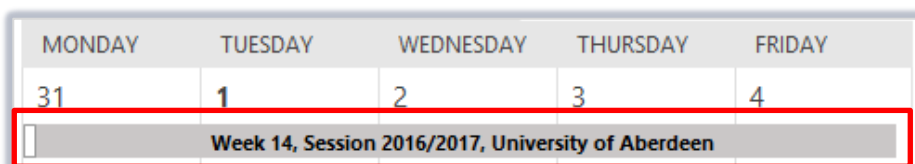
If you cannot find the file, check your **Downloads** folder (**C:\Users\youruserID\Downloads**).



6. When prompted to open a new calendar, or import items in your calendar, click **Import**.



7. When you open your Outlook calendar, you will see week numbers at the top of your calendar view, spanning each week.

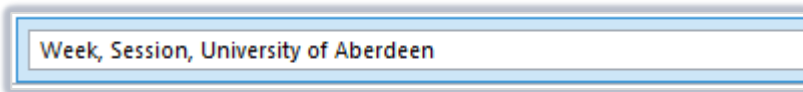


Editing or deleting imported academic week number events (for Option 2)

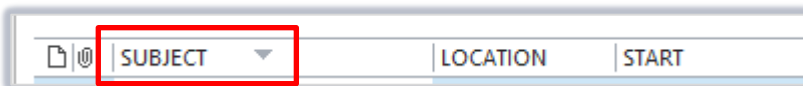
When you have imported week numbers into an Outlook calendar, you may want to make changes such as applying colour categories, or deleting the week numbers if you have changed your mind.

Instead of editing or deleting each event individually, it is quicker to search for and select the whole list.

1. Go to **Calendar** view in Outlook.
2. Tick the calendar containing academic week numbers, and untick all other calendars in your list.
3. In the **Search Calendar** box (top right), type **Week, Session, University of Aberdeen**.



4. Your calendar will change to **List** view as you type. Your search results are highlighted in yellow.
5. Click the **Subject** column heading to sort your events by subject.



6. Click the **Week 1** event, press and hold the **Shift** key, and click the final **Week 52/53** event. This will select the whole block of week number events.

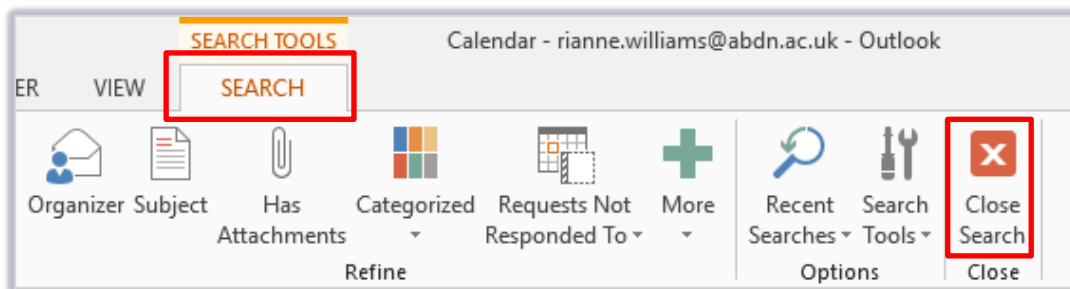


7. Right-click the selected block of events. Depending on what you want to do, you can then:
 - Click **Categorize**, then select a colour category to apply.
 - Click **Delete** to delete the events from your calendar.



Be careful to make sure that you have not selected any other events that you do not want to delete.

8. To close the search and return to your calendar, click the **Search** tab, then click **Close Search**.



9. Your calendar will return to **Calendar** view.

Further information and help

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