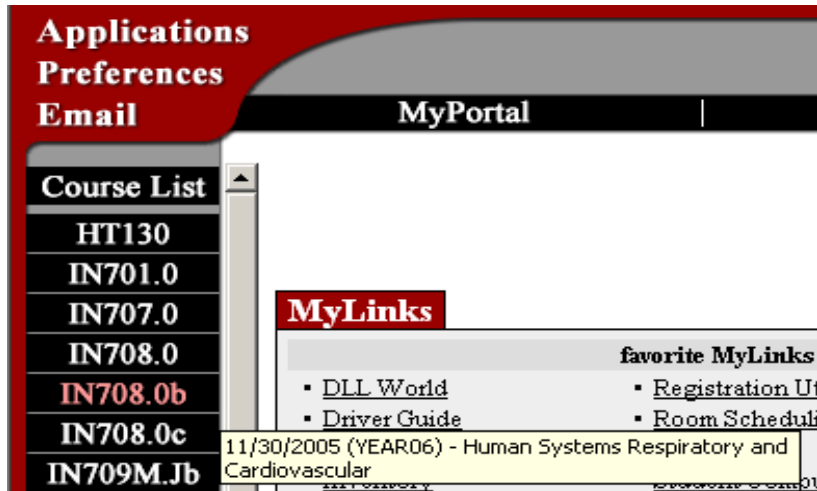
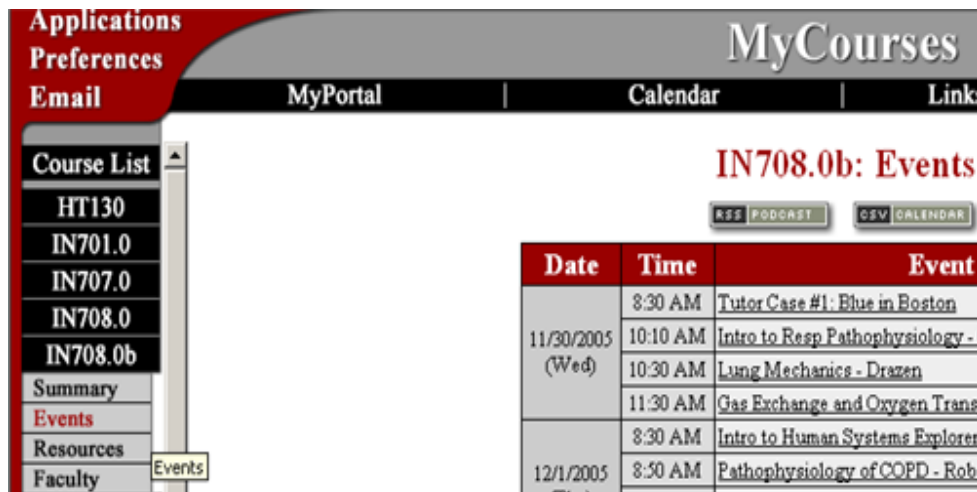


# How To Import a Course\_Events.csv File into My Outlook Calendar

1. Power on your home personal computer.
2. Launch a web browser. (Note: This document was tested with Internet Explorer v6.)
3. Log into MyCourses at <http://mycourses.med.harvard.edu> using your eCommons username and case-sensitive password.
4. Click on one of your courses (e.g., IN708.0b). Then click on **Events**.

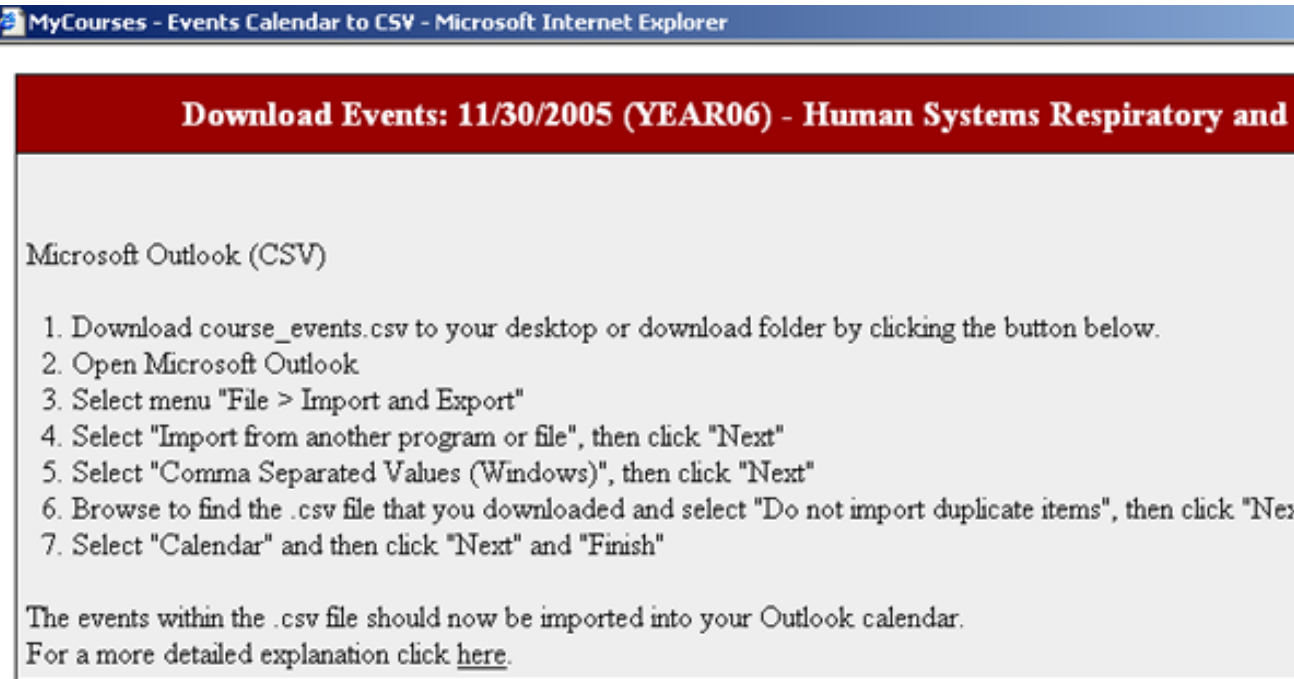


5. Look for the button, **CSV Calendar**, at the top of the main frame and click on it.



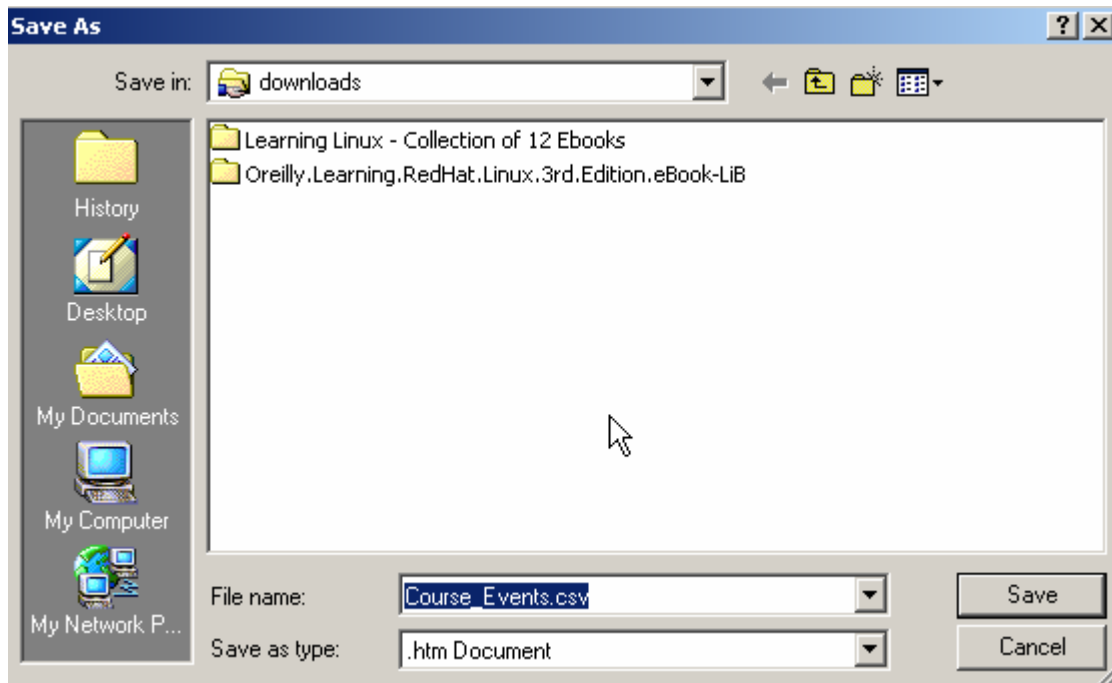
# How To Import a Course\_Events.csv File into My Outlook Calendar

6. Click on the **Download** button in the dialog box.



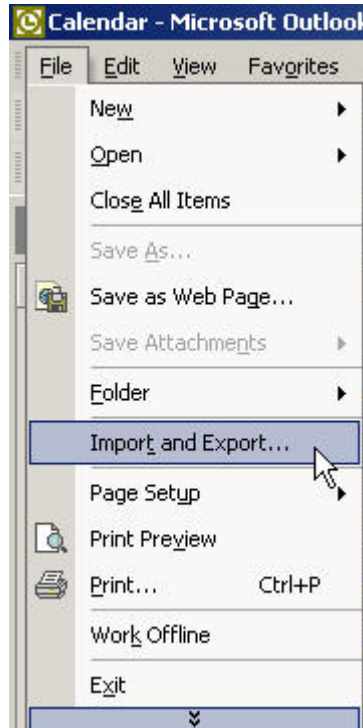
The screenshot shows a Microsoft Internet Explorer window with the address bar displaying "MyCourses - Events Calendar to CSV - Microsoft Internet Explorer". The main content area has a red header with the text "Download Events: 11/30/2005 (YEAR06) - Human Systems Respiratory and". Below the header, the text "Microsoft Outlook (CSV)" is displayed. A numbered list of seven steps provides instructions for importing the CSV file into Outlook. The steps are: 1. Download course\_events.csv to your desktop or download folder by clicking the button below. 2. Open Microsoft Outlook. 3. Select menu "File > Import and Export". 4. Select "Import from another program or file", then click "Next". 5. Select "Comma Separated Values (Windows)", then click "Next". 6. Browse to find the .csv file that you downloaded and select "Do not import duplicate items", then click "Next". 7. Select "Calendar" and then click "Next" and "Finish". Below the list, a paragraph states: "The events within the .csv file should now be imported into your Outlook calendar. For a more detailed explanation click [here](#)." At the bottom of the dialog, there are two red buttons labeled "Download" and "Close".

7. Click on the button, **Save As**, in the dialog box, and save the .csv file into your downloads folder or some location on your computer.

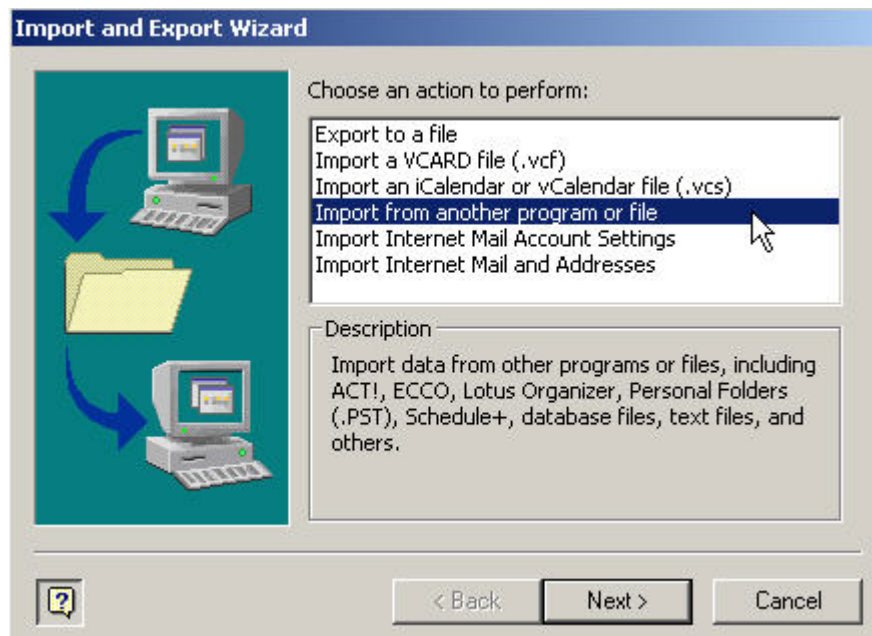


# How To Import a Course\_Events.csv File into My Outlook Calendar

8. Launch Microsoft Outlook. (**Note:** This document was tested with MS Outlook 2002 SP3).
9. Click on the Calendar icon.
10. Click on **Import and Export...** under **File** menu.

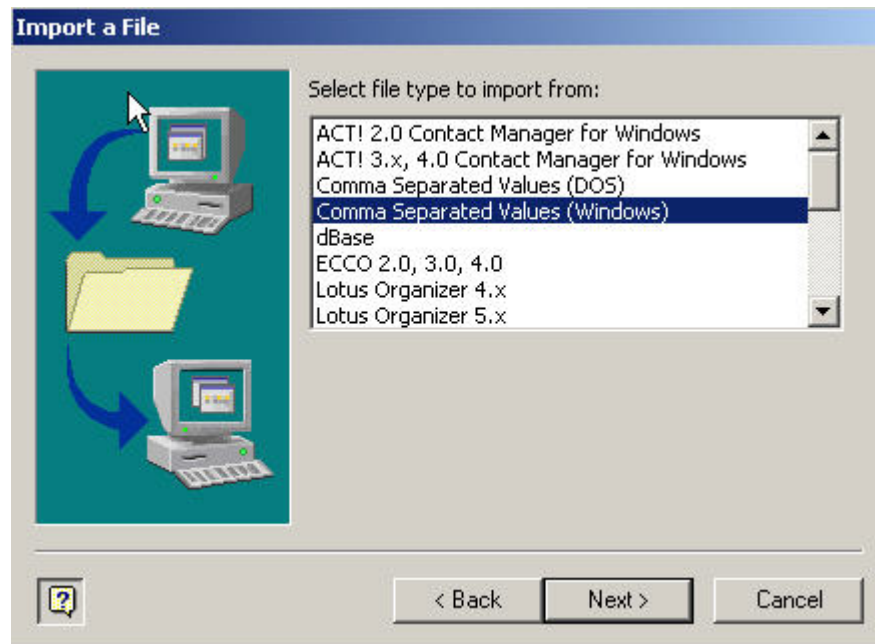


11. Highlight **Import from another program or file** under **Choose an action to perform:** in the **Import and Export Wizard** dialog box. Click **Next**.

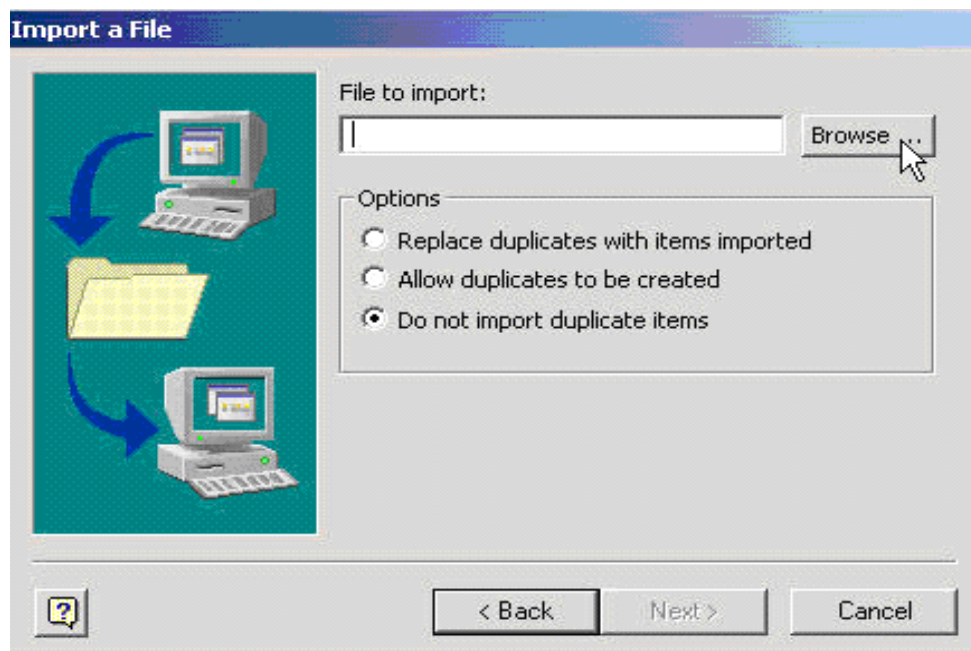


# How To Import a Course\_Events.csv File into My Outlook Calendar

12. Highlight **Comma Separated Files (Windows)** under **Select file type to import from:** and click **Next**. (Note: If prompted, you will need to install *Microsoft Outlook translator*. Make sure that you have your *MS Office Professional with Frontpage CD-ROM* handy.)

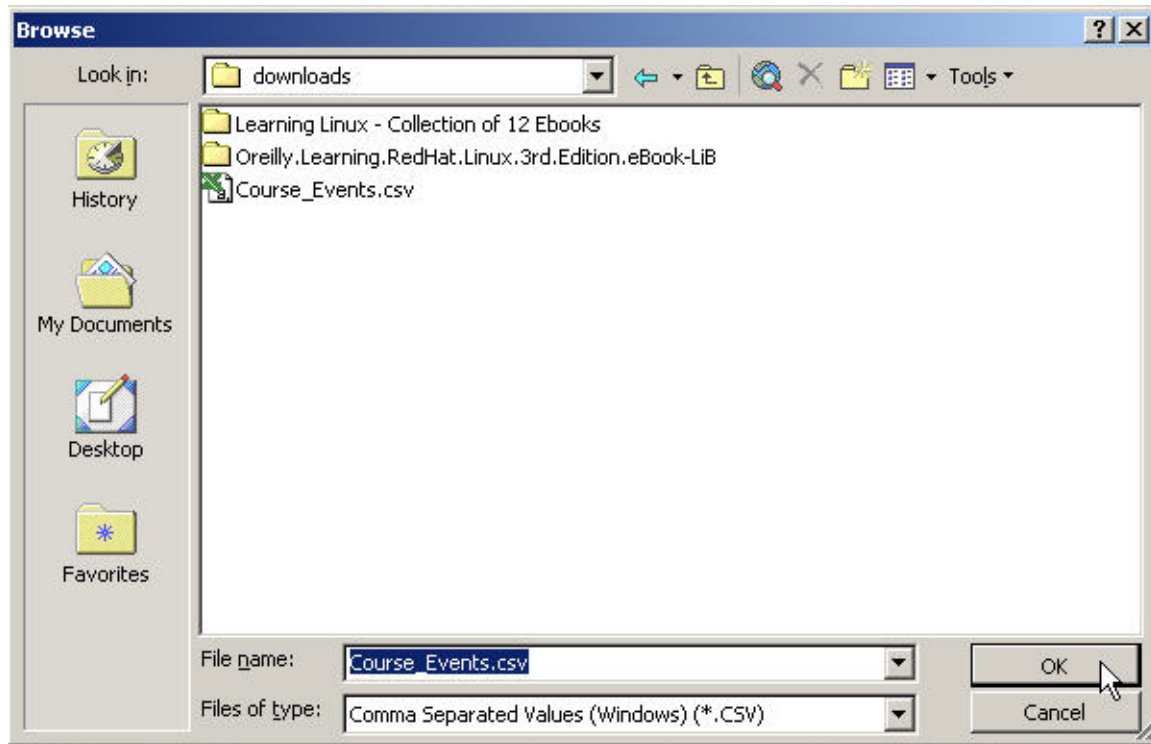


13. Select **Do not import duplicate items** under **Options**. Click on the **Browse** button under **File to import:** .

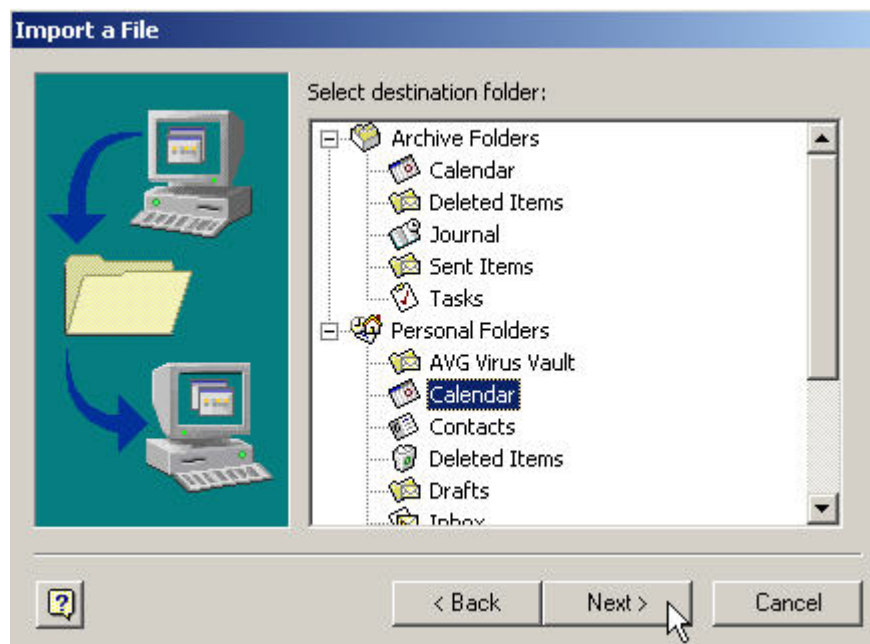


# How To Import a Course\_Events.csv File into My Outlook Calendar

14. Select the **Course\_Events.csv** file in the **Browse** dialog box. Click **Next**.

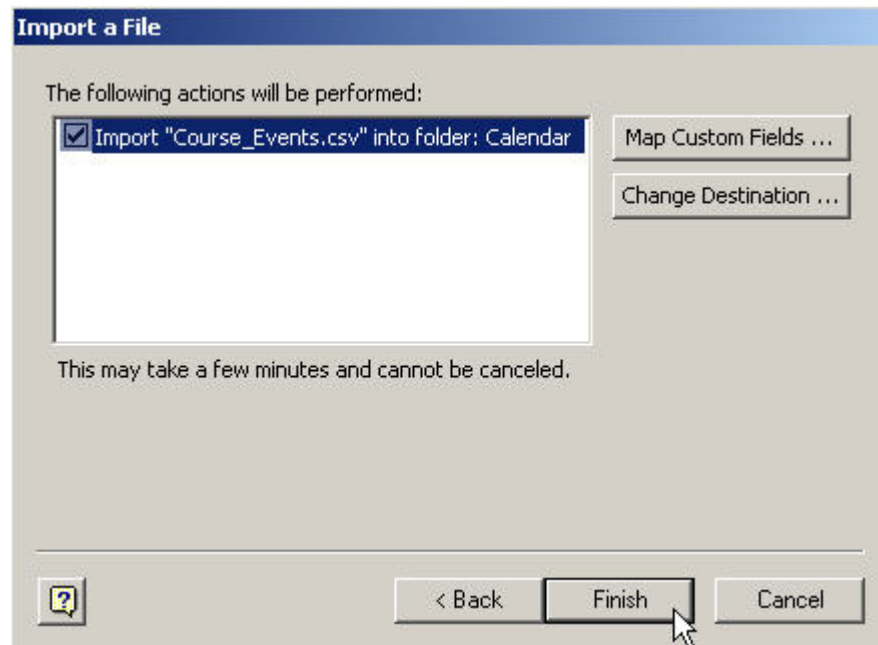


15. Highlight **Calendar** under **Select destination folder:** and click **Next**.



16. Click **Finish** to run the following actions on **Import: "Course\_Events.csv" into folder: Calendar**.

# How To Import a Course\_Events.csv File into My Outlook Calendar



17. Look at your events in your Calendar throughout the academic year. (**Note:** You need to import a .csv file for each of your courses. Just follow these directions again for each course's .csv file.)

# How To Import a Course\_Events.csv File into My Outlook Calendar

