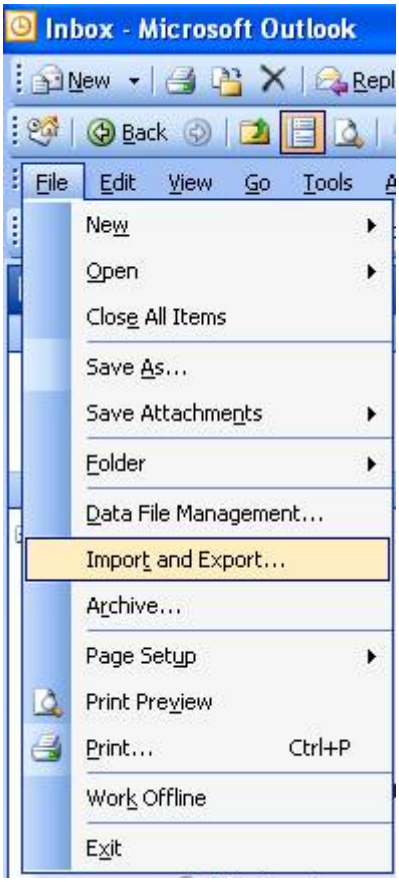
Importing an Excel file into your Outlook Calendar

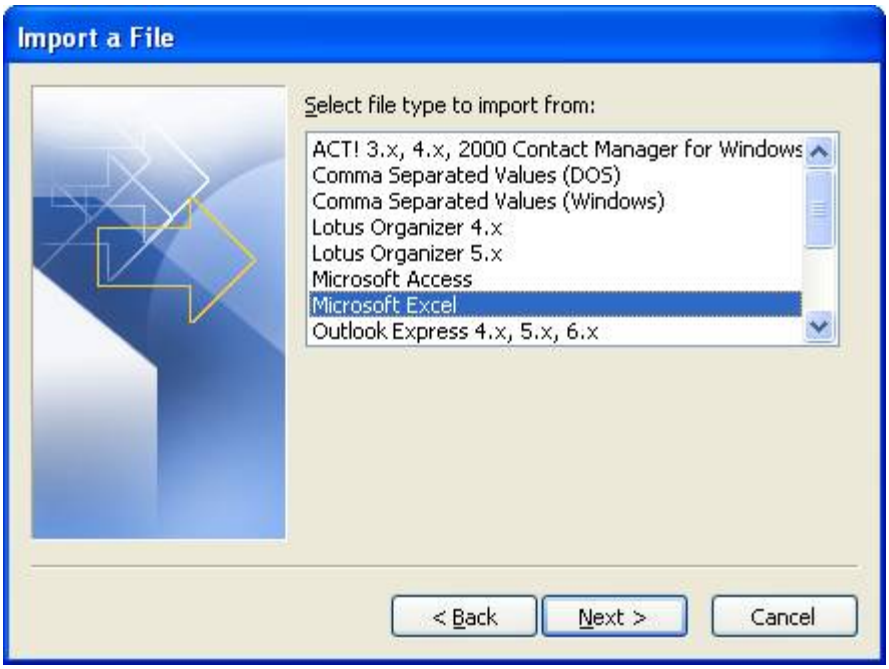
In Outlook 2003:

1. Go to *File* and choose *Import and Export*

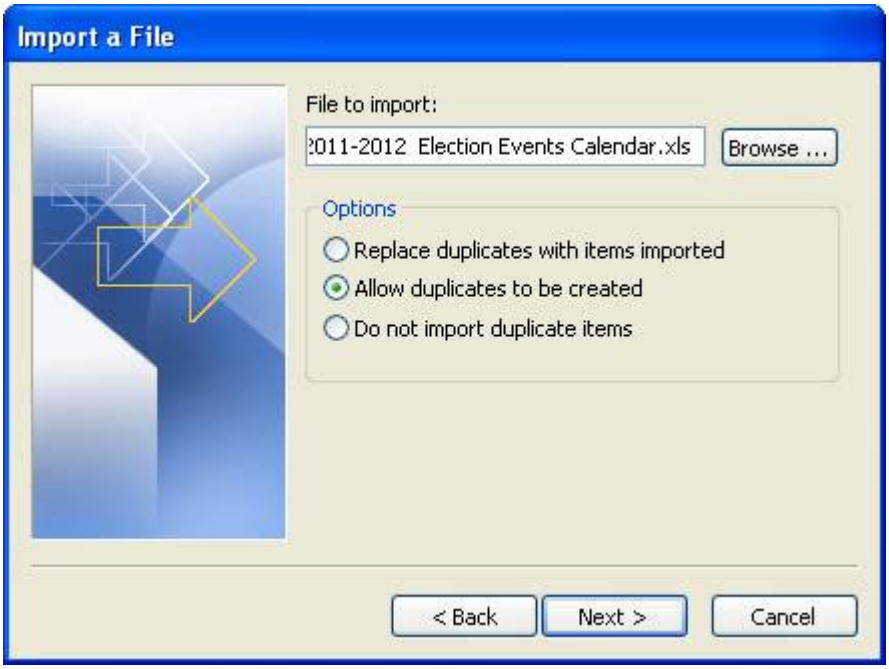


2. Select *Import from another program or file* and click *Next*

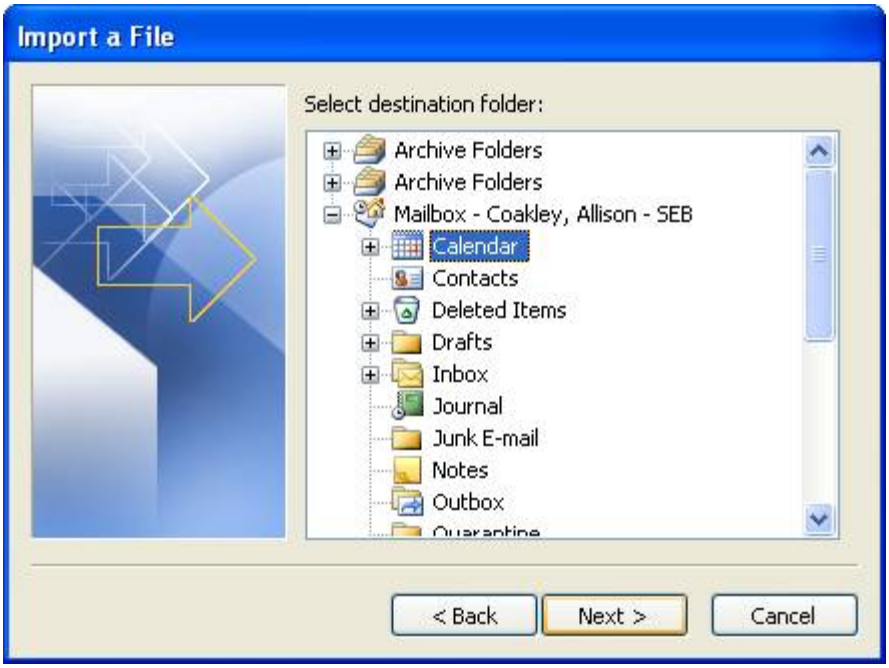
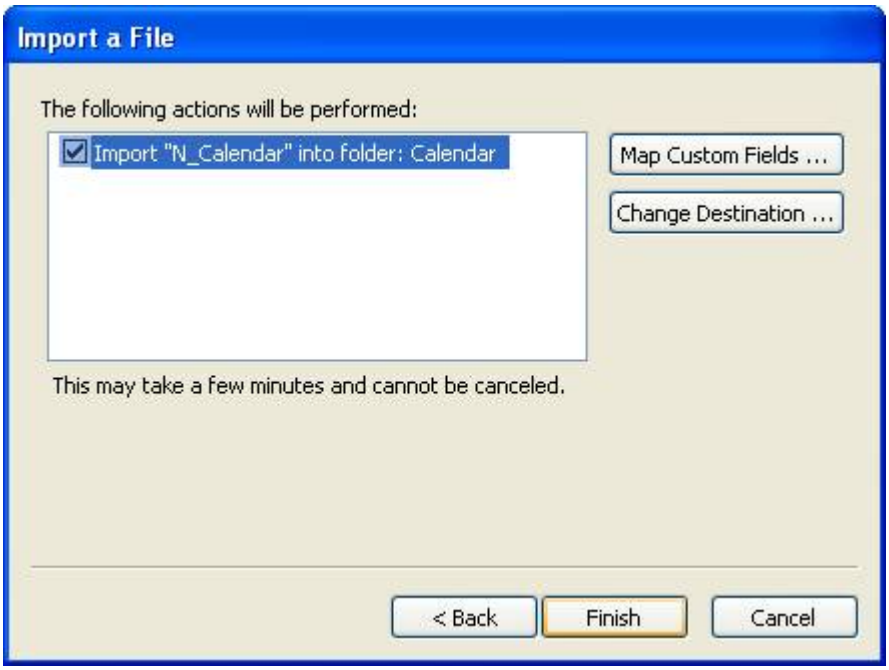
3. Select *Microsoft Excel*, and click *Next*



4. Click *Browse* and navigate to the location where you saved the Excel file and click *OK*, and then click *Next*



5. Select the calendar you want to add to, then click *Next*



6. Click *Finish*