

## Importing the **Elections Calendar** .csv file into Microsoft Outlook

- > Download the Elections Calendar Excel file formatted for import to Microsoft Outlook.
- > In your Outlook calendar, create a fresh new calendar to which the election calendar can be imported. Do this by clicking the “+ Add” option near the top-right corner of the screen and select “Create New Black Calendar” Give it an appropriate name such as “YYYY Elections Calendar”. It is ideal to import the calendar spreadsheet to a calendar dedicated only to the Elections deadlines; this way, all of the elections events can be easily hidden, isolated, or deleted. The New calendar file needs to be created as a fresh new calendar, NOT a sub-calendar within an existing calendar folder.
- > Select “File”
- > click “Open and Export”
- > Select “Import / Export”
- > Choose “Import from another program or file”
- > Comma Separated Values > Select “Browse”
- > Choose the Elections Calendar .csv file and click “Open”
- > Outlook will then prompt the user to choose how duplicate events should be handled; if the elections calendar spreadsheets are only added to fresh blank sub-calendars, then it doesn’t matter which choice is selected. If for some reason, you need to add a calendar .csv file to a calendar that already contains many events, choose whichever option you deem most appropriate.
- > When asked to “select the destination folder”, ensure that the fresh new calendar you created for this election calendar is highlighted. If it is not, select it before continuing.
- > Now, within the “Import a File” prompt, the .csv file is setup so the default mapping should connect all the necessary values to their correct corresponding fields in Outlook, **so you may simply select “Finish”**. If you would like to double check the field mapping or adjust the way the spreadsheet data gets matched to various Outlook fields, you may edit the mapping scheme by clicking “map custom fields”
- > After selecting “Finish” outlook will process the import, which can take a minute or so. Then the election events should populate on your selected calendar.

## Importing the Calendar to Google and other web-based calendars

- > Download the Elections Calendar ICS file **.zip**
- > Right click on the file and choose Extract all from the dropdown menu
- > You can upload that extracted file into your web-based calendar