



Microsoft Outlook – Importing Calendars

The following instructions outline the process for importing calendar files into Outlook on desktop or laptop computers.

For both Windows and Apple computers, you will want the calendar file(s) on your desktop or in some other easily accessible location.

Windows Computers

1. In Outlook, navigate to File -> Open & Export -> Import/Export -> Import an iCalendar (.ics) or vCalendar file (.vcs)
2. Find and select the calendar file you want to import
3. Choose to open as a new calendar or import the events into your personal calendar

Apple Computers

1. In Outlook, navigate to the Calendar menu
2. Decide if you want to import the events into your personal calendar, or if you want to import the calendar files into a new calendar
 - a. For importing into personal calendar:
 - Have your personal calendar as your active calendar, then drag and drop the calendar file from your desktop onto your calendar
 - b. For importing into a new and separate calendar:
 - Ctrl+click your e-mail address in the calendar menu sidebar, and select “New Folder” and name the new calendar
 - Have the new calendar as your active calendar, then drag and drop the calendar file from your desktop onto your calendar

For any additional assistance with this process, please contact the CSUB HelpDesk at (661)654-HELP.