

# Microsoft Outlook Import and Export CSV files



# Outlook Import and Export CSV files

1.0 hour

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## Exporting Calendars to CSV files

Exporting is sending data to a different file. Outlook can easily send your calendar to a CSV (Character Separated Value) file, this is text file that is usually associated with Microsoft Excel.

I recommend you are in the calendar, and on the first day you want export.

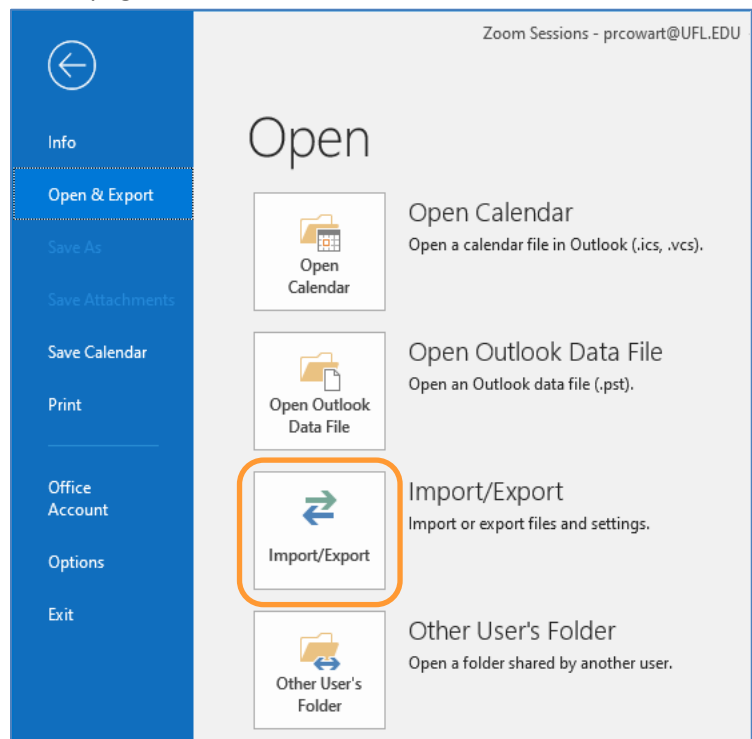
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	24	25	26	27 Oscar's Birthday	28
9 <sup>AM</sup>					
10	Check other email	Check other email	Check other email	Check other email	Check other email
11	PowerPoint: Introduction	Excel Math 5: Logic (IFS, AND, OR, Countif...)	Word Lists: Bullets, Numbers, and Outlines	Word Headers, Footers, and Page Numbers	Review videos & work on new Zoom sessions Home
12 <sup>PM</sup>					
1	Lunch with Pandora Cowart, Pandora Rosi	Tentative Lunch with Randy	Leaving work early, no lunch today!	Don't forget to eat lunch!	
2	Team Staff Meeting Zoom Cowart, Pandora Rose	Excel Basic Dashboard: Linking Worksheets	Out of work early!	Excel Data 6: Pivot Charts, Slicers, and Dynamic	
3					
4					

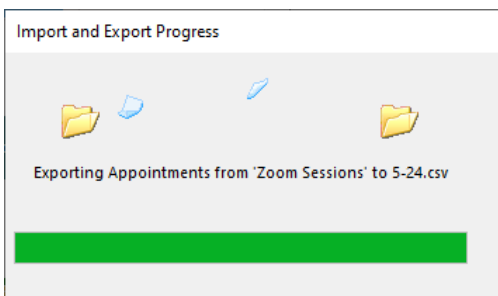
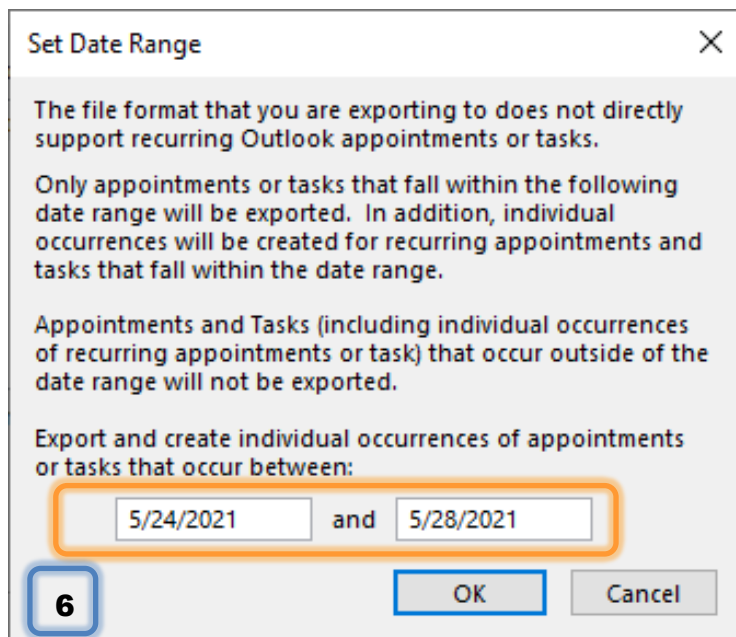
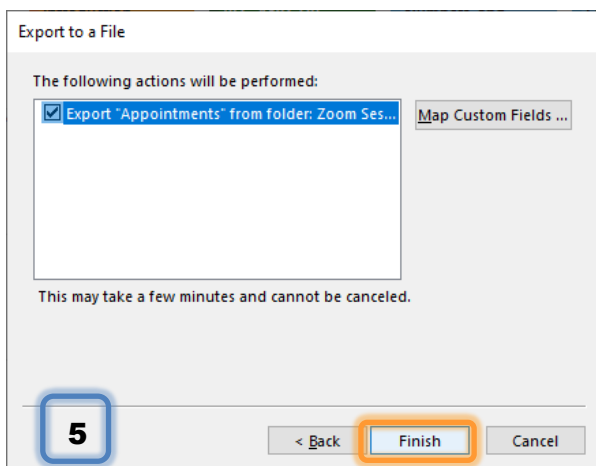
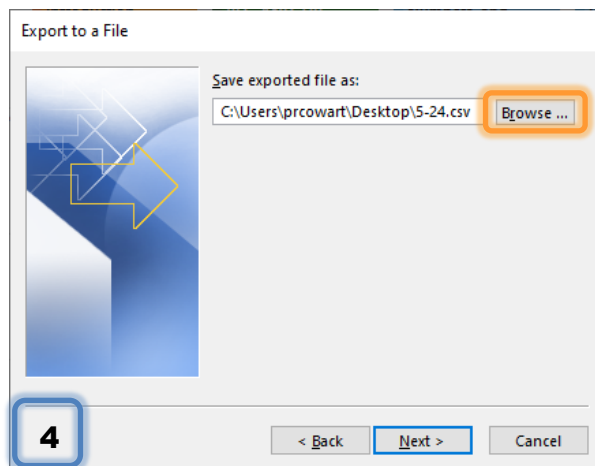
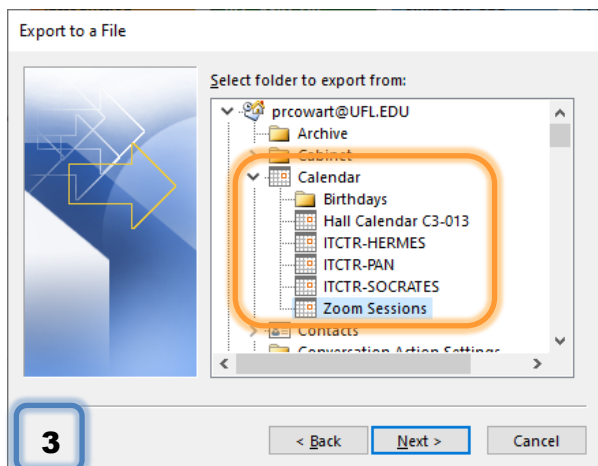
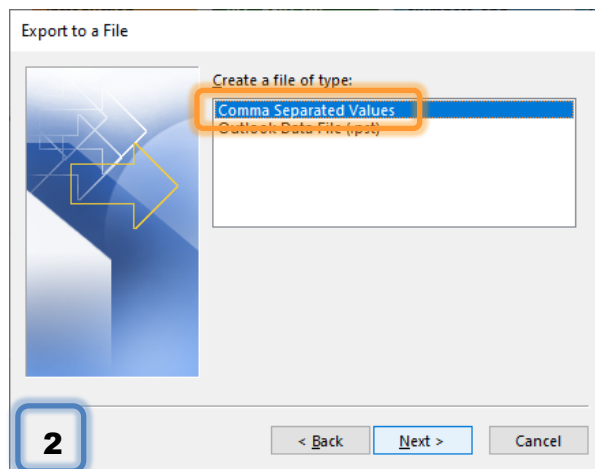
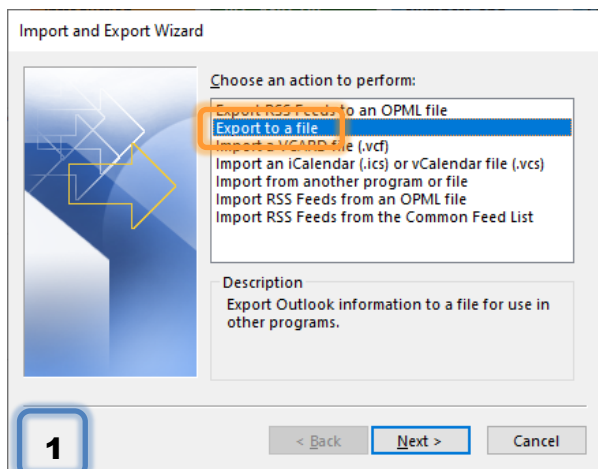
## Export to a File Wizard

Once you are in the calendar, open the File menu and find the **Open & Export** menu, and choose Import/Export. Follow the steps of the Export wizard shown on the next page.

1. Export to a File (next)
2. Comma Separated Values (next)
3. Choose the calendar you want to Export. If you were already in the right calendar, it will already be selected. (next)
4. If needed, **Browse** for a file path location where the file will be created. (next)
5. You should not need to map any custom fields, click on the **Finish** button.
6. Set a date range and click **OK**

The file will not automatically open, once the wizard is done, find the file you saved in the location you specified in step 4.





## Resulting CSV File

Subject	Start Date	Start Time	End Date	End Time	All day ev	Reminder	Reminder	Reminder	Meeting (	Required	Optional	Meeting f	Billing In	Categorie	Descripti	Location	Mileage	Priority	Private	Sensitivit	Show tim	Duration
PowerPoi	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					PowerPoi				Normal	FALSE	Normal		2
Excel Mat	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Excel				Normal	FALSE	Normal		2
Excel Bas	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Excel				Normal	FALSE	Normal		2
Word List	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Word				Normal	FALSE	Normal		2
Word Hes	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Word				Normal	FALSE	Normal		2
Excel Dat	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Excel				Normal	FALSE	Normal		2
Lunch wit	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart	prcowart				Lunch				Normal	FALSE	Normal		2
Check oth	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Admin				Normal	FALSE	Normal		2
Check oth	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Admin				Normal	FALSE	Normal		2
Check oth	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Admin				Normal	FALSE	Normal		2
Check oth	#####	#####	#####	#####	FALSE	FALSE	#####	#####	prcowart					Admin				Normal	FALSE	Normal		2
Tentative	#####	#####	#####	#####	FALSE	TRUE	#####	#####						Lunch				Normal	FALSE	Normal		1
Leaving w	#####	#####	#####	#####	FALSE	TRUE	#####	#####						Lunch				Normal	FALSE	Normal		3
Out of wo	#####	#####	#####	#####	FALSE	TRUE	#####	#####						Out Of Office				Normal	FALSE	Normal		4
Review vi	#####	#####	#####	#####	FALSE	TRUE	#####	#####	prcowart					Admin	Home			Normal	FALSE	Normal		0
Team Sta	#####	#####	#####	#####	FALSE	TRUE	#####	#####	prcowart	ITCTR-ZEUS;ITCTR-PAN;ITCTR-HERA;ITCTR				Meeting	Don't forg Zoom			Normal	FALSE	Normal		2
Oscar's Bi	#####	#####	#####	#####	TRUE	FALSE	#####	#####										Normal	FALSE	Normal		3
Don't forg	#####	#####	#####	#####	FALSE	TRUE	#####	#####						Lunch				Normal	FALSE	Normal		2

Adjust the columns so you can see the contents.

\* Removed from this document for space, because there was no data

- Subject
- Start Date
- Start Time
- End Date
- End Time
- All day event
- Reminder on/off
- Reminder Date
- Reminder Time
- Meeting Organizer
- Required Attendees
- \*Optional Attendees
- \*Meeting Resources
- \*Billing Information
- Categories
- Description
- Location
- Mileage\*
- Priority\*
- Private
- Sensitivity
- Show time as
- Duration\*

Compare the table below with the picture of the calendar on Page 3 of this handout

Subject	Start Date	Start Time	End Date	End Time	All day event	Reminder on/off	Reminder Date	Reminder Time	Meeting Organizer	Required Attendees	Categories	Description	Location	Priority	Private	Sensitivity	Show time as
Check other email accounts	5/24/21	10:00 AM	5/24/21	10:30 AM	FALSE	FALSE	5/24/21	9:30 AM	prcowart		Admin			Normal	FALSE	Normal	2
PowerPoint: Introduction	5/24/21	11:00 AM	5/24/21	12:00 PM	FALSE	FALSE	5/24/21	10:45 AM	prcowart		PowerPoint			Normal	FALSE	Normal	2
Lunch with Pandora	5/24/21	12:45 PM	5/24/21	1:30 PM	FALSE	FALSE	5/24/21	12:15 PM	prcowart	prcowart	Lunch			Normal	FALSE	Normal	2
Team Staff Meeting	5/24/21	2:00 PM	5/24/21	4:00 PM	FALSE	TRUE	5/24/21	1:30 PM	prcowart	ITCTR-ZEUS; ITCTR-PAN; ITCTR-HERA; ITCTR-CIRCE	Meeting	Don't forget to make a list of topics you would like to discuss before our meeting!	Zoom	Normal	FALSE	Normal	2
Check other email accounts	5/25/21	10:00 AM	5/25/21	10:30 AM	FALSE	FALSE	5/25/21	9:30 AM	prcowart		Admin			Normal	FALSE	Normal	2
Excel Math 5: Logic (IFS, AND, OR, Countf...)	5/25/21	11:00 AM	5/25/21	12:00 PM	FALSE	FALSE	5/25/21	10:45 AM	prcowart		Excel			Normal	FALSE	Normal	2
Tentative Lunch with Randy	5/25/21	12:30 PM	5/25/21	1:30 PM	FALSE	TRUE	5/25/21	12:00 PM			Lunch			Normal	FALSE	Normal	1
Excel Basic Dashboard: Linking Worksheets	5/25/21	2:00 PM	5/25/21	3:00 PM	FALSE	FALSE	5/25/21	1:45 PM	prcowart		Excel			Normal	FALSE	Normal	2
Check other email accounts	5/26/21	10:00 AM	5/26/21	10:30 AM	FALSE	FALSE	5/26/21	9:30 AM	prcowart		Admin			Normal	FALSE	Normal	2
Word Lists: Bullets, Numbers, and Outlines	5/26/21	11:00 AM	5/26/21	12:00 PM	FALSE	FALSE	5/26/21	10:45 AM	prcowart		Word			Normal	FALSE	Normal	2
Leaving work early, no lunch today!	5/26/21	12:30 PM	5/26/21	1:30 PM	FALSE	TRUE	5/26/21	12:00 PM			Lunch			Normal	FALSE	Normal	3
Out of work early!	5/26/21	2:00 PM	5/26/21	5:00 PM	FALSE	TRUE	5/26/21	1:30 PM			Out Of Office			Normal	FALSE	Normal	4
Oscar's Birthday	5/27/21	12:00 AM	5/28/21	12:00 AM	TRUE	FALSE	5/26/21	11:30 PM						Normal	FALSE	Normal	3
Check other email accounts	5/27/21	10:00 AM	5/27/21	10:30 AM	FALSE	FALSE	5/27/21	9:30 AM	prcowart		Admin			Normal	FALSE	Normal	2
Word Headers, Footers, and Page Numbers	5/27/21	11:00 AM	5/27/21	12:00 PM	FALSE	FALSE	5/27/21	10:45 AM	prcowart		Word			Normal	FALSE	Normal	2
Don't forget to eat lunch!	5/27/21	12:30 PM	5/27/21	1:30 PM	FALSE	TRUE	5/27/21	12:00 PM			Lunch			Normal	FALSE	Normal	2
Excel Data 6: Pivot Charts, Slicers, and Dynamic Dashboards	5/27/21	2:00 PM	5/27/21	3:00 PM	FALSE	FALSE	5/27/21	1:45 PM			Excel			Normal	FALSE	Normal	2
Check other email accounts	5/28/21	10:00 AM	5/28/21	10:30 AM	FALSE	FALSE	5/28/21	9:30 AM	prcowart		Admin			Normal	FALSE	Normal	2
Review videos & work on new Zoom sessions	5/28/21	11:00 AM	5/28/21	5:00 PM	FALSE	TRUE	5/28/21	10:30 AM	prcowart		Admin		Home	Normal	FALSE	Normal	0

Show Time As: 0-Working Elsewhere; 1-Tentative; 2-Busy; 3-Free Time; 4-Out of Office

## Importing CSV into Outlook

When Outlook exports to a CSV files, it generates a lot of columns (fields). It does not need those same field to be in the CSV file when you import.

All you \*need\* is:

- Subject
- Start Date
- Start Time
- End Date
- End Time

You can, of course, include any and all of the other columns. Ones I use often are:

- Categories (because I like the colors)
- Description (the body of the appointment)

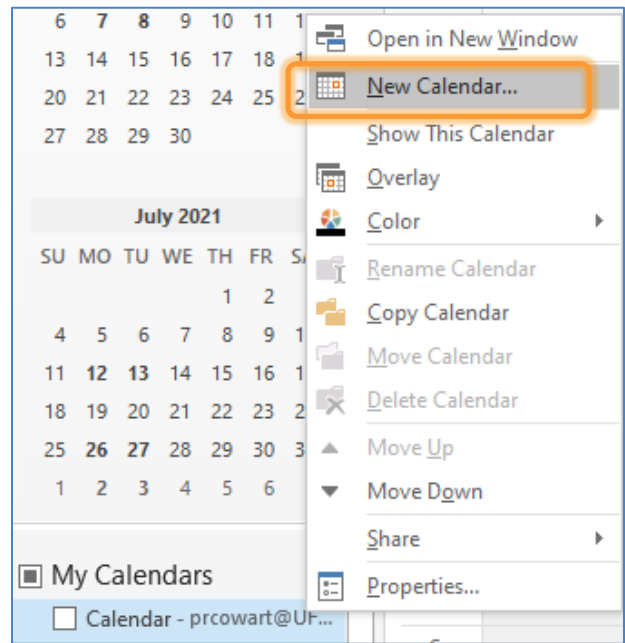
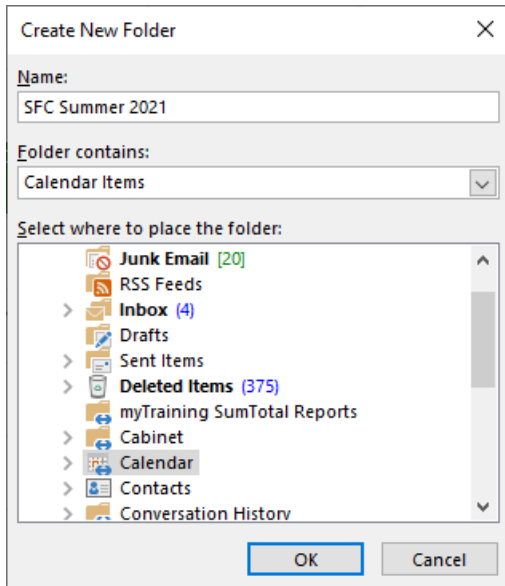
	A	B	C	D	E	F	G	H
1	Subject	Start Date	Start Time	End Date	End Time	Categories	Description	Location
2	De-Stress And R	6/7/2021	7:30 PM	6/7/2021	8:30 PM	Health & Wellness	Students will le	Online, ZOOM
3	Intro To Energe	6/7/2021	6:00 PM	6/7/2021	7:00 PM	Health & Wellness	Students will be	Online, ZOOM
4	Belly Dancing Fo	6/8/2021	2:30 PM	6/8/2021	3:30 PM	Dance	Zoom Belly Dan	Online, ZOOM
5	Kundalini Yoga	6/8/2021	6:00 PM	6/8/2021	7:30 PM	Health & Fitness	We will use pos	Online, ZOOM
6	Beginner's Strei	6/8/2021	4:30 PM	6/8/2021	5:30 PM	Health & Fitness	This class is des	Online, ZOOM
7	Mindfulness-Ba	6/8/2021	6:30 PM	6/8/2021	7:30 PM	Health & Wellness	Mindfulness-Ba	Online, ZOOM
8	Integrated Ener	6/8/2021	6:00 PM	6/8/2021	8:00 PM	Health & Wellness	This class will a	Online, ZOOM
9	Intermediate Sp	6/8/2021	7:15 PM	6/8/2021	8:45 PM	Language	Students will in	Online, ZOOM
10	Beginner Spanis	6/8/2021	5:30 PM	6/8/2021	7:00 PM	Language	This course is dk	Online, ZOOM
11	Retirement Plan	6/8/2021	6:30 PM	6/8/2021	8:00 PM	Money & Finance	Retirement plan	Online, ZOOM
12	Intro Emergenc	6/8/2021	7:00 PM	6/8/2021	8:00 PM	Special Interests	This course is dk	Online, ZOOM
13	Moon Astrology	6/8/2021	6:30 PM	6/8/2021	8:30 PM	Special Interests	Discover how to	Online, ZOOM
14	Posture And Str	6/9/2021	8:00 AM	6/9/2021	9:00 AM	Health & Fitness	Students will le	Online, ZOOM
15	Lunchtime Yoga	6/9/2021	12:15 PM	6/9/2021	1:00 PM	Health & Fitness	This gentle, all-	Online, ZOOM
16	Stretch And Rel	6/10/2021	6:30 PM	6/10/2021	8:00 PM	Health & Fitness	Focus on basic t	Online, ZOOM
17	Beginner's Strei	6/10/2021	4:30 PM	6/10/2021	5:30 PM	Health & Fitness	This class is des	Online, ZOOM
18	Estate Planning	6/10/2021	6:30 PM	6/10/2021	8:00 PM	Money & Finance	Understanding i	Online, ZOOM
19	Digital Amateur	6/10/2021	7:00 PM	6/10/2021	8:00 PM	Special Interests	This class is des	Online, ZOOM
20	Mandala Art Jou	6/12/2021	2:00 PM	6/12/2021	3:00 PM	Hobbies	Explore the hea	Online, ZOOM
21	De-Stress And R	6/14/2021	7:30 PM	6/14/2021	8:30 PM	Health & Wellness	Students will le	Online, ZOOM
22	Intro To Energe	6/14/2021	6:00 PM	6/14/2021	7:00 PM	Health & Wellness	Students will be	Online, ZOOM
23	Seniors...Want	6/14/2021	5:30 PM	6/14/2021	6:30 PM	Hobbies	Learn about our	Online, ZOOM
24	Understanding i	6/14/2021	6:00 PM	6/14/2021	7:30 PM	Money & Finance	There are sever	Online, ZOOM
25	Beginning Argei	6/15/2021	8:00 PM	6/15/2021	8:30 PM	Dance	Learn to tango i	Online, ZOOM
26	Beginning Bach	6/15/2021	7:30 PM	6/15/2021	8:00 PM	Dance	Learn how to da	Online, ZOOM
27	Beginning Swin	6/15/2021	7:00 PM	6/15/2021	7:30 PM	Dance	Learn to swing c	Online, ZOOM
28	Belly Dancing Fo	6/15/2021	2:30 PM	6/15/2021	3:30 PM	Dance	Zoom Belly Dan	Online, ZOOM
29	Beginning Line	6/15/2021	12:00 PM	6/15/2021	12:30 PM	Dance	Introduction to	Online, ZOOM
30	Kundalini Yoga	6/15/2021	6:00 PM	6/15/2021	7:30 PM	Health & Fitness	We will use pos	Online, ZOOM
31	Beginner's Strei	6/15/2021	4:30 PM	6/15/2021	5:30 PM	Health & Fitness	This class is des	Online, ZOOM
32	Integrated Ener	6/15/2021	6:00 PM	6/15/2021	8:00 PM	Health & Wellness	This class will a	Online, ZOOM
33	Herbs And Smu	6/15/2021	6:00 PM	6/15/2021	7:00 PM	Hobbies	This class will te	Online, ZOOM
34	Intermediate Sp	6/15/2021	7:15 PM	6/15/2021	8:45 PM	Language	Students will in	Online, ZOOM
35	Beginner Spanis	6/15/2021	5:30 PM	6/15/2021	7:00 PM	Language	This course is dk	Online, ZOOM

## Temporary Calendar

You can import your CSV into any calendar, but I'm going to put the SFC\_Sum\_2021.csv into a new calendar.

In Outlook, in the calendar View, right-click on your calendar and choose New Calendar.

Name the calendar and click **OK**.

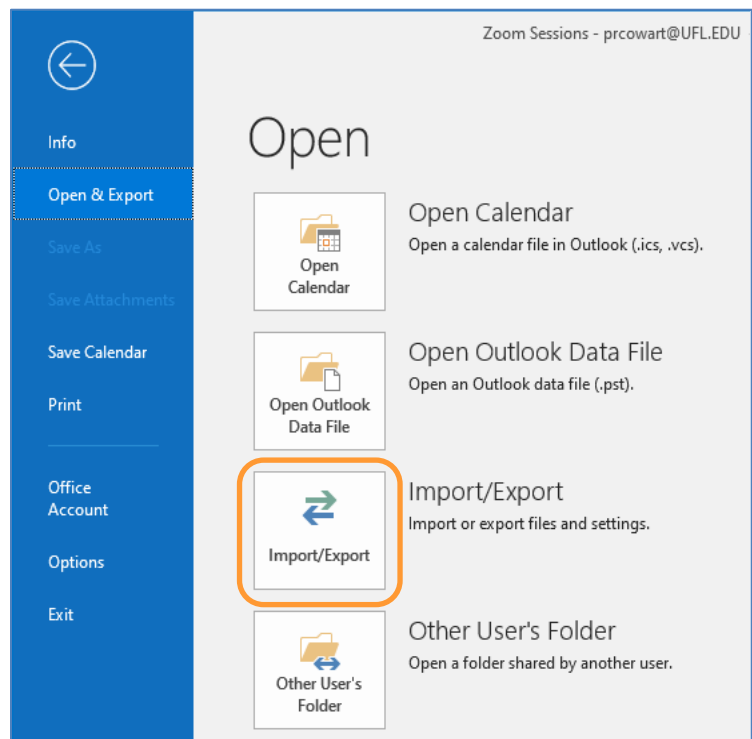


This will create a new calendar in your calendar list in the pane on the left bottom of your window. Click the check box to open your new calendar. If you want, close any other calendars.

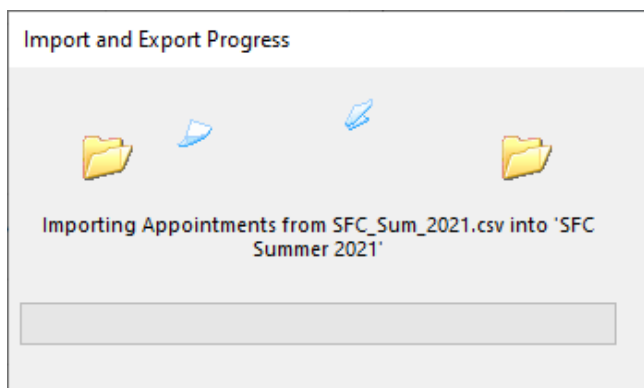
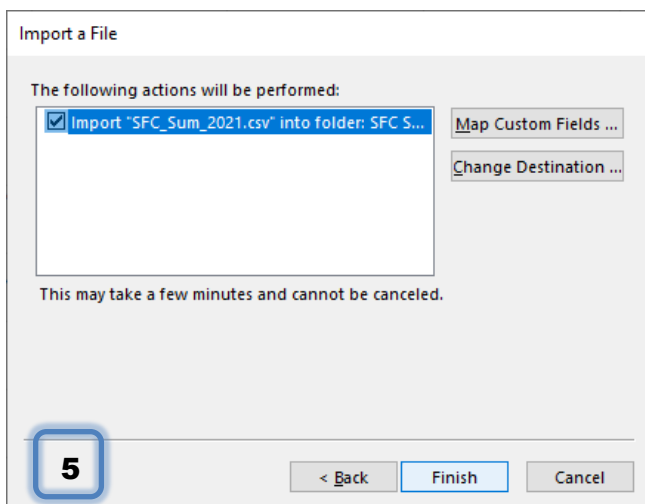
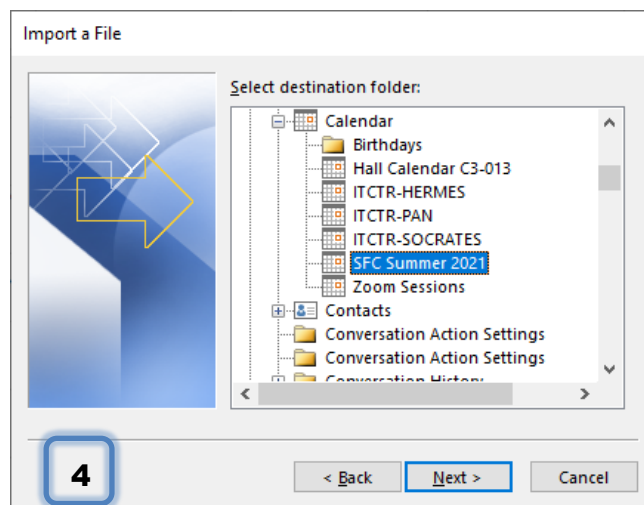
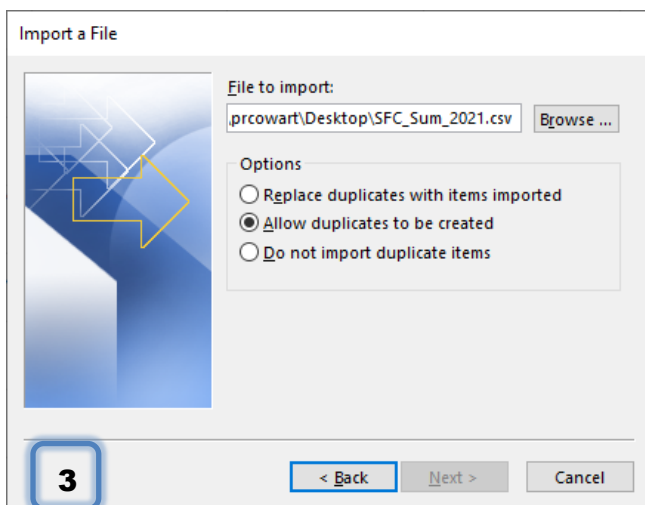
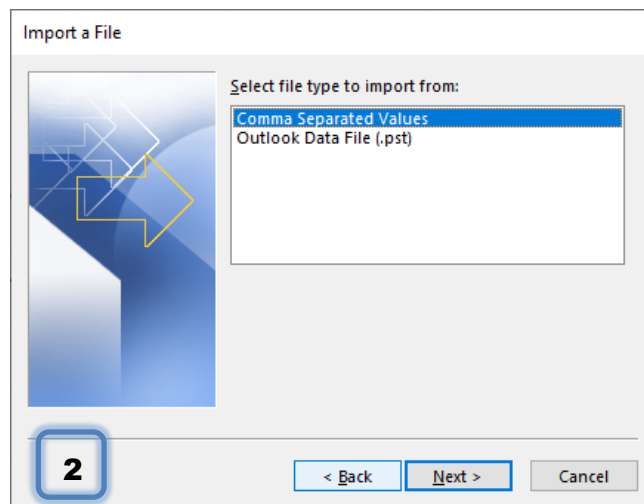
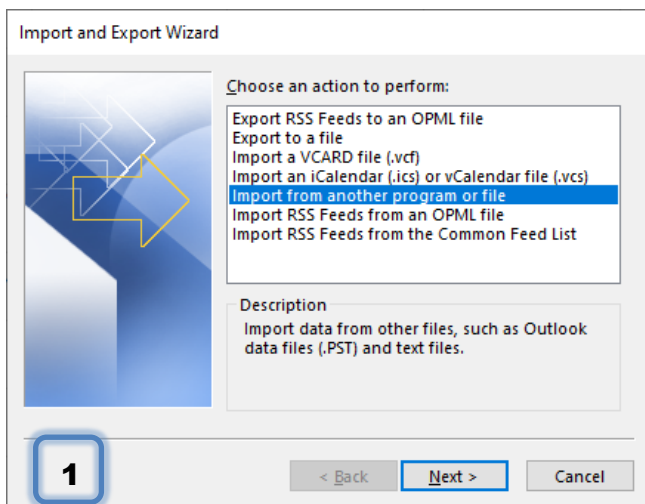
## Import Wizard

Once you are in the calendar, open the File menu and find the **Open & Export** menu, and choose Import/Export. Follow the steps of the Import wizard shown on the next page.

1. Import from another program or file (next)
2. Comma Separated Values (next)
3. If needed, **Browse** for the file. (next). Choose the option that best fits your needs, are you okay with duplicats?
4. Choose the calendar you want to Export. If you were already in the right calendar, it will already be selected. (next)
5. You should not need to map any custom fields, click on the **Finish** button.







Change the dates on your calendar to find the new schedule. This dataset started on June 7, 2021

June 2021      Gainesville, Florida      Today 87°F / 68°F      Tomorrow 87°F / 67°F      Thursday 74°F / 59°F      Search SFC Summer 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 30	31	Jun 1	2	3	4	5
6	7 6:00pm Intro To Energetic Medicine; Online, ZOOM 7:30pm De-Stress And Relax With Meditation; Online, ZOOM	8 2:30pm Belly Dancing For Everyone; Onl... 4:30pm Beginner's Strength Training; O... 5:30pm Beginner Spanish; Online, ZOOM 6:00pm Integrated Energetic Exercise; O... 6:00pm Kundalini Yoga; Online, ZOOM 6:30pm Moon Astrology; Online, ZOOM	9 8:00am Posture And Stretching Yoga; Online, ZOOM 12:15pm Lunchtime Yoga; Online, ZOOM	10 4:30pm Beginner's Strength Training; Online, ZOOM 6:30pm Estate Planning; Online, ZOOM 6:30pm Stretch And Relax With Yoga; Online, ZOOM 7:00pm Digital Amateur Ham Radio; Online, ZOOM	11	12 2:00pm Mandala Art Journaling; Online, ZOOM
13	14 5:30pm Seniors...Want To Downsize?; Online, ZOOM 6:00pm Understanding Medicare; Online, ZOOM 6:00pm Intro To Energetic Medicine; Online, ZOOM 7:30pm De-Stress And Relax With Medit...	15 9:00am Silver River: Naturalist's Edition ... 12:00pm Beginning Line Dancing; Onlin... 2:30pm Belly Dancing For Everyone; Onl... 4:30pm Beginner's Strength Training; O... 5:30pm Beginner Spanish; Online, ZOOM 6:00pm Integrated Energetic Exercise; O...	16 8:00am Posture Online, ZOOM 12:15pm Lunch 6:00pm Savvy S... Online, ZOOM	17	18	19
20 10:00am Suncoast: The World Of Mangroves *; OZELLO BOAT RAMP	21 6:00pm Intro To Energetic Medicine; Online, ZOOM 7:30pm De-Stress And Relax With Meditation; Online, ZOOM	22 12:00pm Beginning Line Dancing; Onlin... 2:30pm Belly Dancing For Everyone; Onl... 4:30pm Beginner's Strength Training; O... 5:30pm Beginner Spanish; Online, ZOOM 6:00pm Integrated Energetic Exercise; O... 6:00pm Kundalini Yoga; Online, ZOOM	23 8:00am Posture Online, ZOOM 12:15pm Lunch	24	25	26
27	28 6:00pm Intro To Energetic Medicine; Online, ZOOM 7:30pm De-Stress And Relax With Meditation; Online, ZOOM	29 12:00pm Beginning Line Dancing; Onlin... 2:30pm Belly Dancing For Everyone; Onl... 4:30pm Beginner's Strength Training; O... 5:30pm Beginner Spanish; Online, ZOOM 6:00pm Integrated Energetic Exercise; O... 6:00pm Kundalini Yoga; Online, ZOOM	30 8:00am Posture Online, ZOOM 9:00am Suwannee River: SUWANNEE R... 12:15pm Lunch	31		

Belly Dancing For Everyone - Appointment

File Appointment Insert Format Text Review Help Tell me what you want to do

Actions Show Skype Meeting Teams Meeting Meeting Notes Invite Attendees Options Tags Insights View Templates My Templates

**Dance**

Subject: Belly Dancing For Everyone

Location: Online, ZOOM

Start time: Tue 6/8/2021 2:30 PM Eastern Time (US & Canada)  All day event

End time: Tue 6/8/2021 3:30 PM Eastern Time (US & Canada)

Zoom Belly Dancing is a fun and creative way to get physical and offers a wonderful low-impact aerobic workout for women of all ages, shapes, and abilities. Belly dancing works your core muscles, tones, improves flexibility, and helps reduce stress. It will get you moving and in touch with your inner self as you shimmy your way into shape. It doesn't take much space, so if you can walk, you can belly dance!

DAN0020.1B2  
6 Tue., starts 6/8, 2:30 - 3:30 p.m.  
Instructor: Marjorie Malerk  
FEE \$44  
NOTE: Be sure there's enough available space for you to be able dance.

In Folder SFC Summer 2021

Double-click on any appointment to see the detail.

The values in our CSV included:

Start Date, End Date, Start Time, End Time,  
Subject, Category, Location, and Description

If you would like to see the colors, you will need to set up the categories. Right-click on an appointment, choose Categorize, All Categories. Select the option marked (not on list) and click the New button and pick a color.

The screenshot displays the Microsoft Outlook calendar interface for Tuesday, June 8, in Gainesville, Florida. The weather is 87°F / 68°F. The calendar shows several appointments:

- 8:00 AM - 9:00 AM: (Appointment title partially obscured)
- 2:00 PM - 3:00 PM: **Belly Dancing For Everyone** Online, ZOOM
- 4:00 PM - 5:00 PM: **Beginner's Strength Training** Online, ZOOM
- 7:00 PM - 8:00 PM: **Emergency Communication** Online, ZOOM
- 8:00 PM - 9:00 PM: **Intermediate Spanish** Online, ZOOM

An "Add New Category" dialog box is open in the foreground, showing the following details:

- Name: Health & Wellness
- Color: [Orange color swatch]
- Shortcut Key: (None)
- Buttons: OK, Cancel