

How to import a calendar from Outlook:

Save the Excel Comma Separated File 'IFS Deadlines 2011-12' to the desktop.

In the calendar window of Outlook, click on "File" in the top left hand corner.

Choose "Import and export" from the drop down list.

Choose "Import from another program or file" in the pop up window then click "Next".

Choose "Comma Separated Values (Windows)" then click "Next".

In "File to import" click on "Browse" which opens a new window: choose the file you have saved to your desktop then click OK, which brings you back to the "File to import" window. Choose "Allow duplicates to be created" then click "Next".

Select your calendar in the "Select destination folder" then click "Next".

A final summary will appear, click "Finish" for Outlook to import the file into your calendar.

New dates should now appear in your calendar.