

Import to Outlook

To import events from your Calendar page to your Outlook, follow these steps.

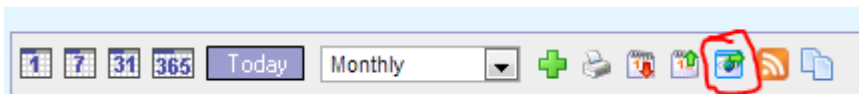
Login to your site and go to the Calendar. Change the view to accommodate which events you want (Monthly View exports only the months events, Yearly view grabs everything for that year). Click on the Export Events icon, For the Conversion Type: Select CSV File (Comma delimited), click in Export Events, Save the file in your PC.

In Outlook 2010, click on File, Options, Advanced. Click Export to open Import and Export Wizard, and from the window that appears, select Import from another program or file.

From the list provided, select Comma Separated Values (Windows). Browse to the CSV File you saved earlier. Specify your Options, click Next and select your Outlook Calendar, click Next and check the box with the file name. Finish.

Subscribe to a Calendar

- 1) Navigate to Calendar you wish to subscribe to.
- 2) Click on the **Subscribe** button (shown below, circled in red)



3) Fill out relevant information:

A) **Title:** The name of your alert.

B) **Alert Type:** Choose to either get alerts online, or email alerts.

i) If choosing email, please fill in valid email address in the email address field.

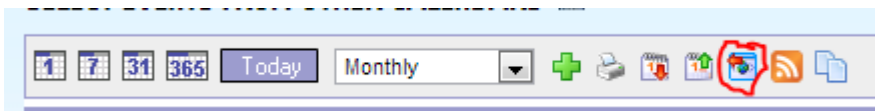
ii) Select **Email Type:** Html or Text

iii) **Notification Time:** Chose to get your alert as soon as an event is added or updated on the calendar, at the end of a day when an event is added or updated, or at the end of the week when an event is added or updated.

4) Click **Add Alert**.

Unsubscribe from a Calendar

- 1) Navigate to the calendar you are subscribed to
- 2) Click the **Unsubscribe** button (shown below circled in red)



Tip: You can also unsubscribe by clicking the unsubscribe link in the footer of your email alerts from the calendar.