

How to import the Moot calendar into Microsoft Outlook

Download the **moot-calendar.xls** file and save it to a location on your PC.

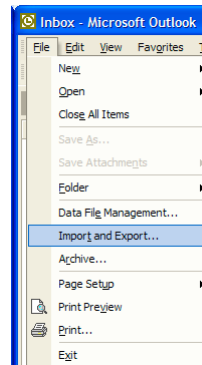
If you just want to import the entire Moot Calendar then follow the rest of these instructions.

If you want to change things like:

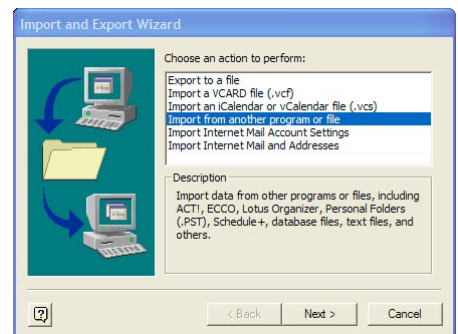
- only importing certain events
- marking meeting times as “busy” in your calendar (the default is “free”)

then skip to the section of this document titled “**Customising what is imported**” and then come back to this point.

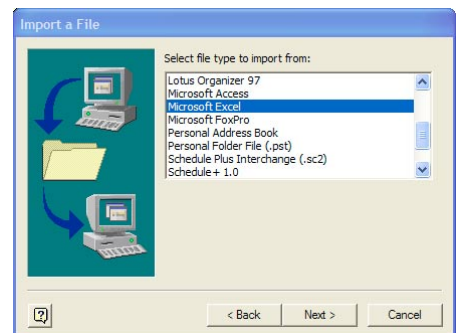
Open the **File** menu and select the “**Import and Export**” item:



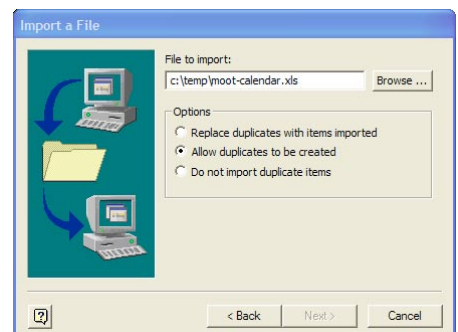
The “**Import and Export Wizard**” will open – select the “**Import from another program or file**” option and click **Next**.



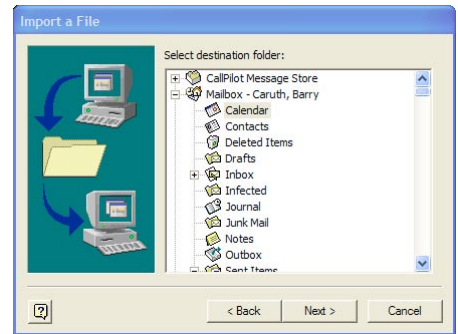
Select “**Microsoft Excel**” from the file type list and click **Next**.



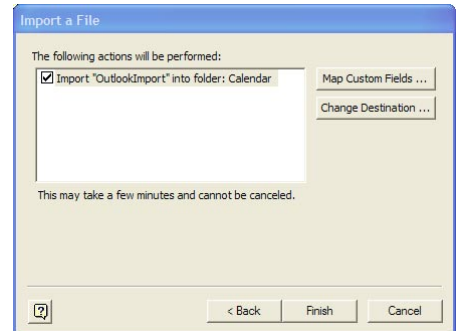
Click the **Browse** button and locate the file you want to import then Click **Next**.



Select the folder you want to import the meetings in to (usually this will be your mail **Calendar** folder) and click **Next**.



Verify that the actions to be performed look like this and click **Finish**.



The import will begin – you should see a window like this one.



Once the import is complete you should be able to see all the Moot meetings in your calendar.

Customising what is imported

You only need to read this section if you want to customise which meetings are imported by the process above.

Open the file **moot-calendar.xls** in Excel and select the “**Outlook Import**” worksheet.

To remove meetings from the list to be imported, just delete those rows from the worksheet.

To mark meetings as “busy” time in your calendar change the value in the “Show time as” column from 3 (free) to 2 (busy).

Close the file in Excel and save any changes then follow the procedure above to perform the import.