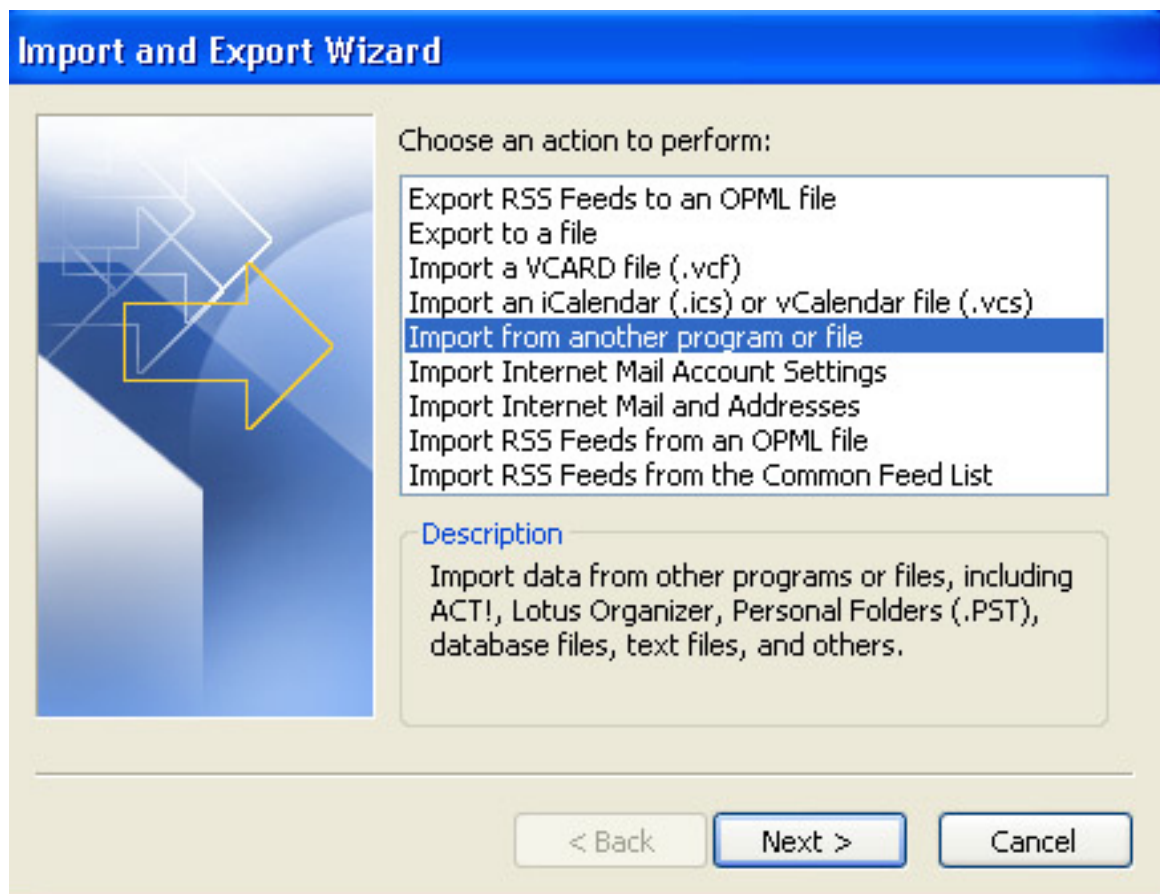


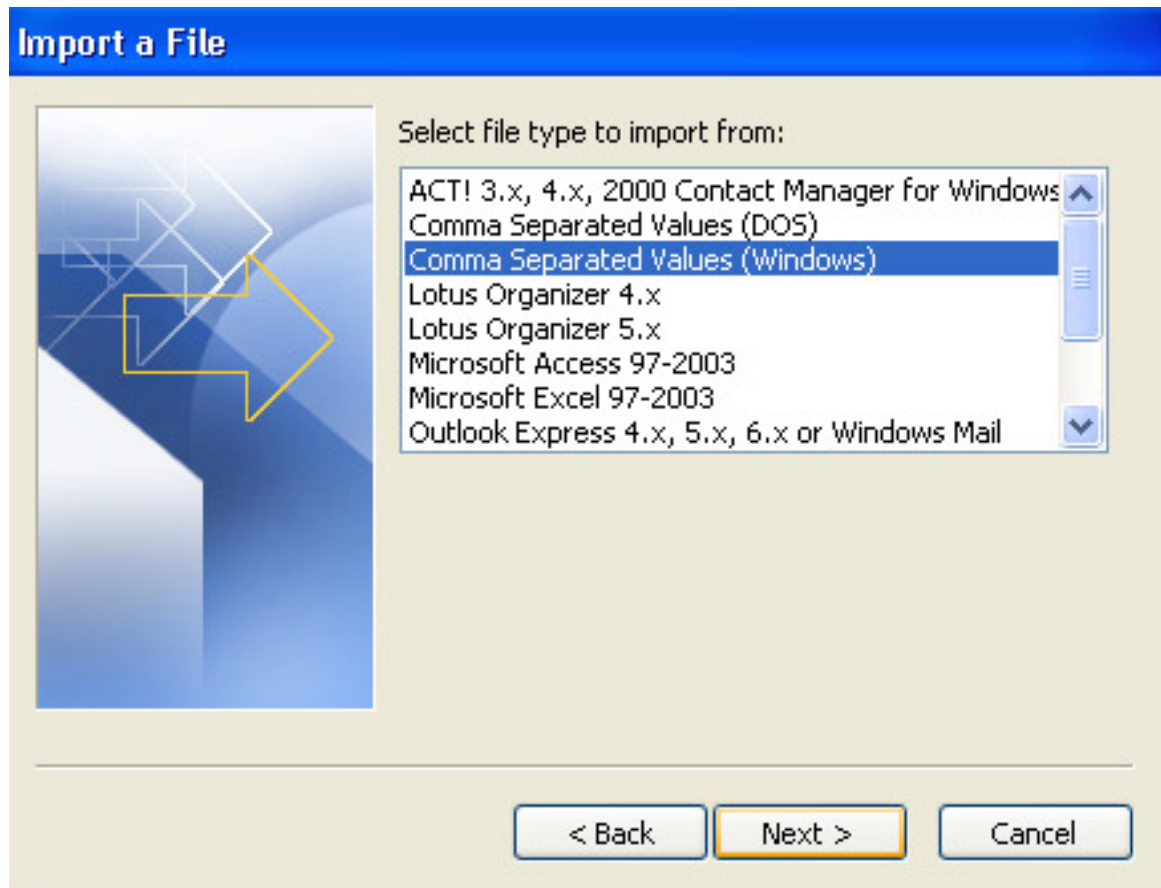
## Importing Loyola Athletics' Schedules to Microsoft Outlook

**Note:** Schedules are subject to change. Please check [loyolagreyhounds.com](http://loyolagreyhounds.com) for the most up-to-date schedule information.

1. Right-click on link above website schedule (eg. 2009 Loyola Men's and Women's Soccer Schedules) and choose 'Save Link As.'
2. Save link to convenient location as ".CSV" file.
3. Open your Outlook Calendar.
4. Click 'File' and choose 'Import and Export'
5. When box opens (see below), make sure 'Import from another program or file' is selected, and then click 'Next.'

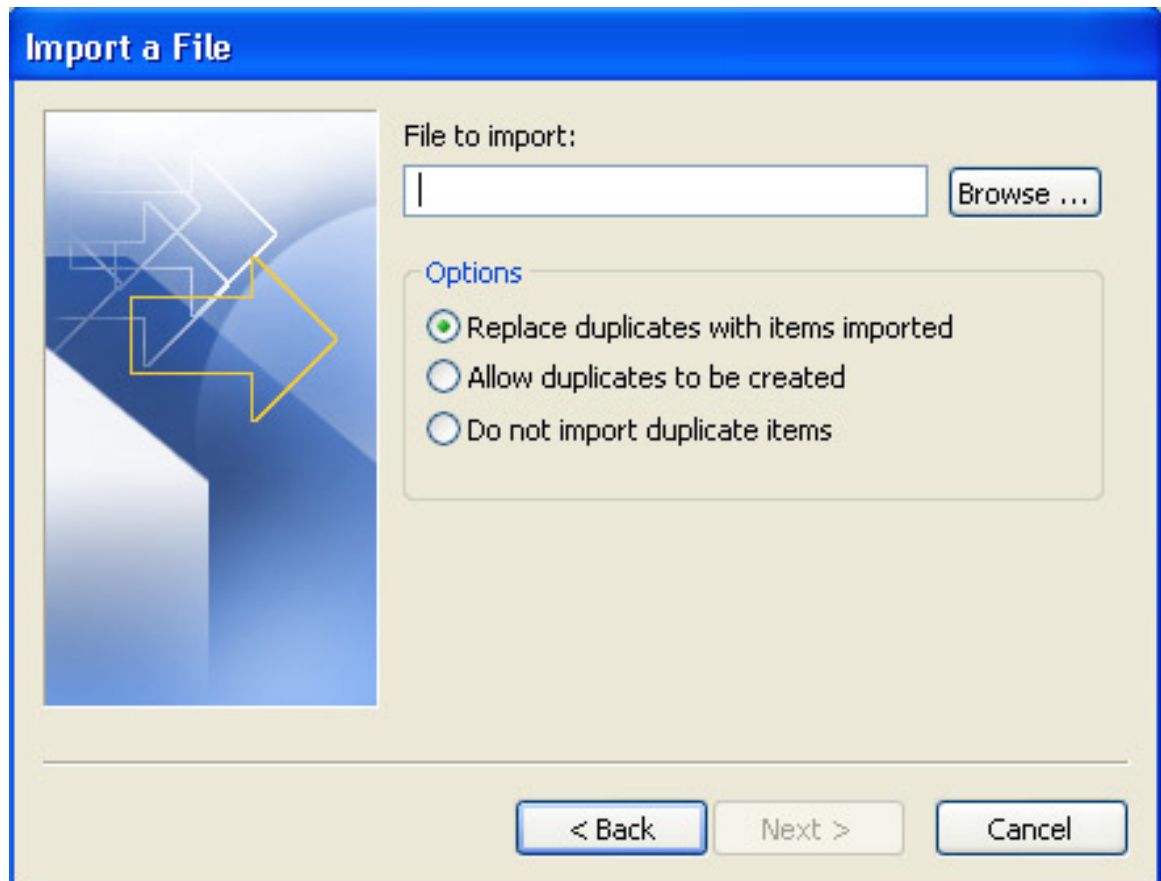


6. Select 'Comma Separated Values (Windows)' and click 'Next.'

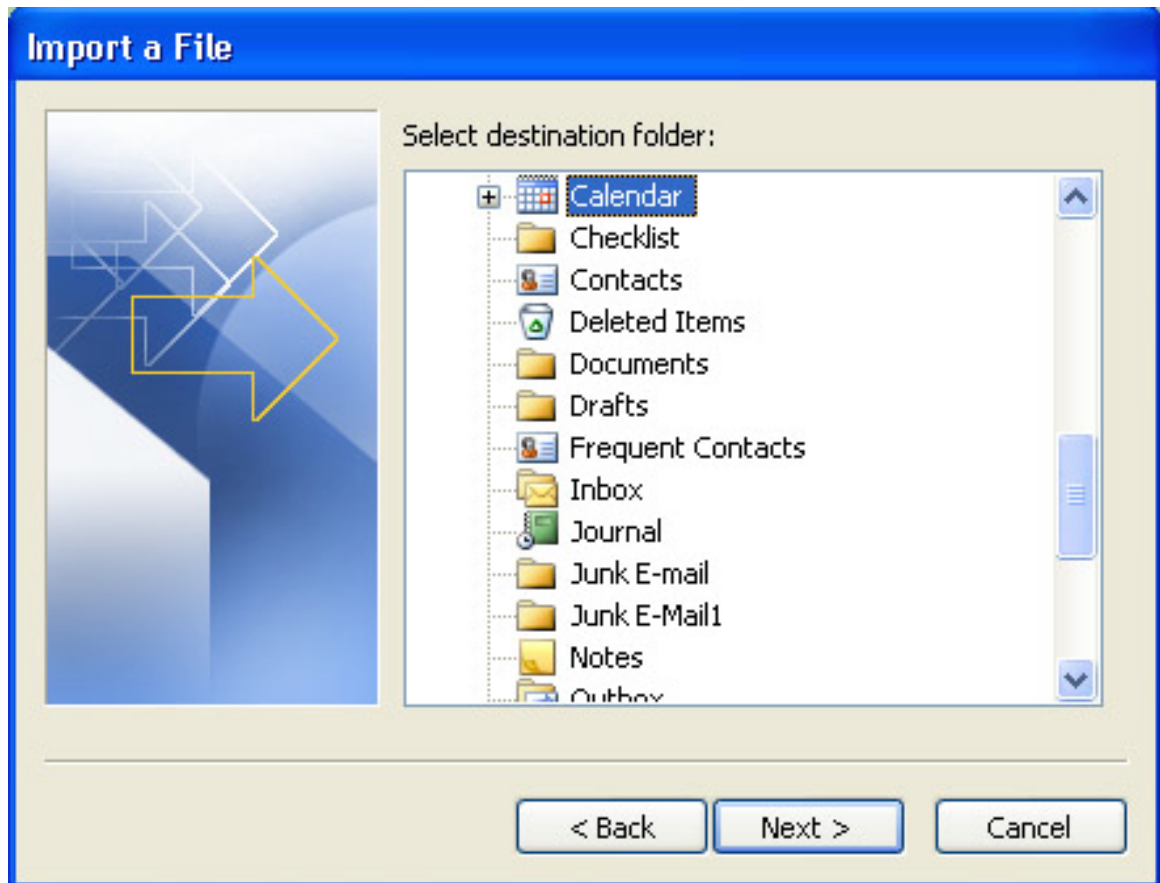


7. Click 'Browse' and find the file that you saved.

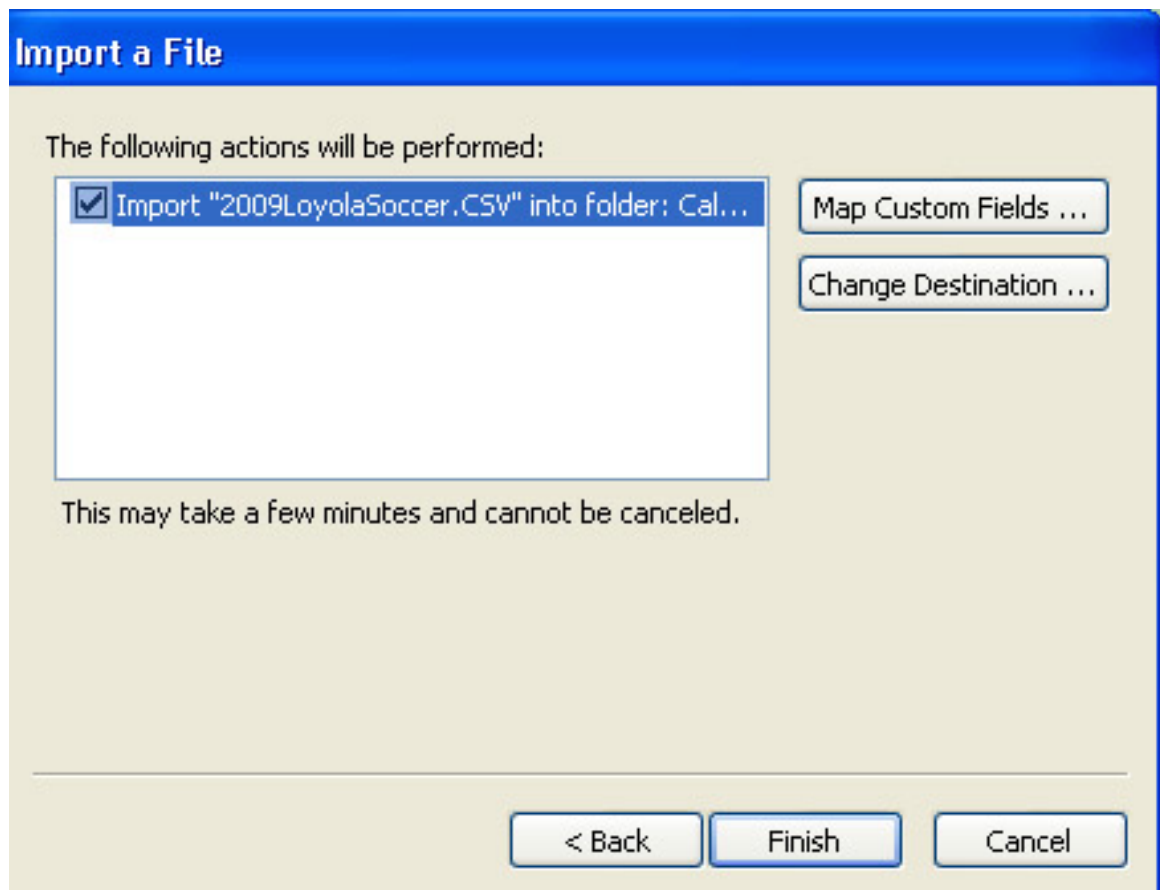
8. Select the option 'Replace duplicates with items imported' and click 'Next.'



9. Select your personal calendar as the destination folder and click 'Next.'



10. Click 'Finish'.



The events from the sports' schedules have now been successfully entered to your Outlook calendar.