

**STEP 1:**

Download UMES schedules by clicking on the appropriate links above  
(Right click and choose "SAVE TARGET AS" to a folder you can find easily)

**STEP 2:**

Import the data into your calendar application on your computer:

In Microsoft Outlook:

- Select "File > Import and Export"
- Select "Import from another program or file" and click Next.
- Select "Comma Separated Values (Windows)" and click Next.
- Find the "schedule\_name.csv" file you just downloaded, select "Do not import duplicate items" and click Next.
- Select Calendar and click Next.

The next window will have a title that says "The following actions will be performed: Import schedule\_name.csv into folder: Calendar."

- Check that box and click on 'Import "schedule\_name.csv" into folder: Calendar'
- From there, click and drag needed fields from the left window into the right window. It is fairly self-explanatory, but the basic corresponding fields are below:

SUBJECT to Subject

START\_DATE to Start Date

START\_TIME\_CT to Start Time

SUBJECT to Subject

LOCATION to Location

DESCRIPTION to Description

END\_DATE to End Date

END\_TIME\_CT to End Time

- And if you'd like Outlook to place a reminder: REMINDER\_ON\_OFF to Reminder On/Off
- Click "OK"
- Then Click "Finish"

**STEP 3 (Optional):**

Synchronize your palm or handheld device to your computer.