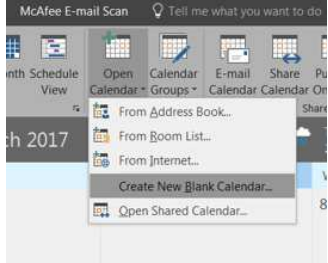
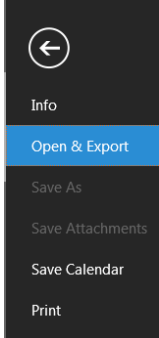
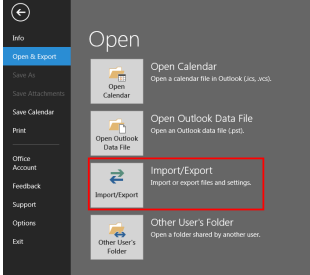
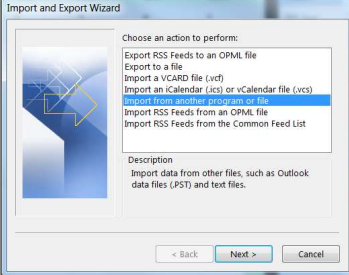
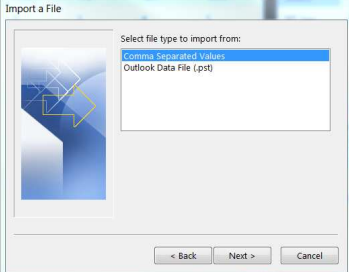
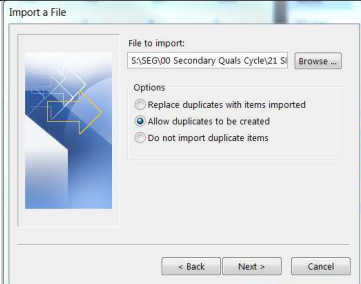
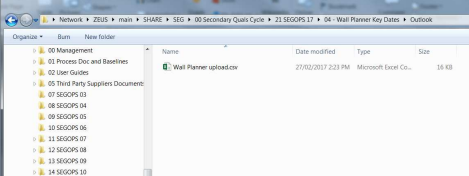
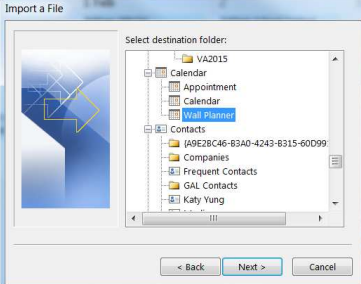
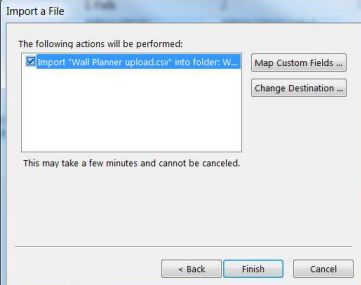
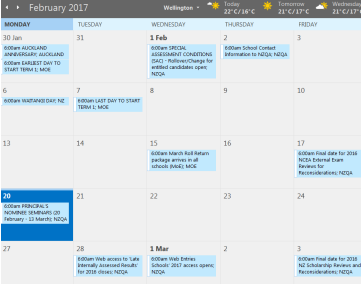


# To import CSV Key Dates Calendar to Microsoft Office 365 Outlook

**Please note:** these instructions are only for users of Microsoft Office 365 Outlook, for other email applications, please seek the support from your IS department.

1.	Download the CSV file with key dates and save to your own computer.	
2.	<p><b>Importing options:</b></p> <ol style="list-style-type: none"> <li><b>Existing Calendar</b> - start from step 2 onwards.</li> <li><b>Create New Calendar</b> – start here. Under Calendar view, using the drop-down menu, 'Open Calendar' on toolbar, select, 'Create New <u>B</u>lank Calendar...'. Name and save the calendar.</li> </ol>	
3.	Go to 'File' and click on 'Open and Export'.	
4.	Click on 'Import/Export'.	
5.	Select 'Import from another program or file' and click 'Next'.	
6.	Select 'Comma Separated Values' and click 'Next'.	

7.	Select one of the three options that works for you and click 'Browse' to locate the csv file.	
8.	Locate the folder containing the saved 'Wall Planner upload.csv' file and click 'Open'.	
9.	Select the calendar to import the key dates and click 'Next'.	
10.	Click on 'Finish'.	
11.	The key dates information should now appear in your selected calendar.	
12.	For any feedback or suggestions, please email <a href="mailto:katy.yung@nzqa.govt.nz">katy.yung@nzqa.govt.nz</a> .	