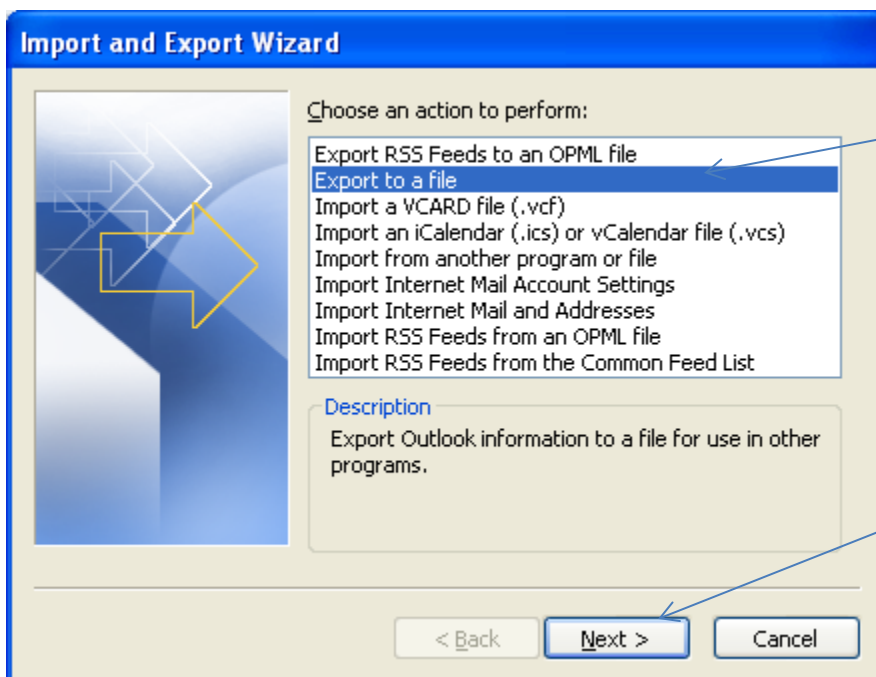
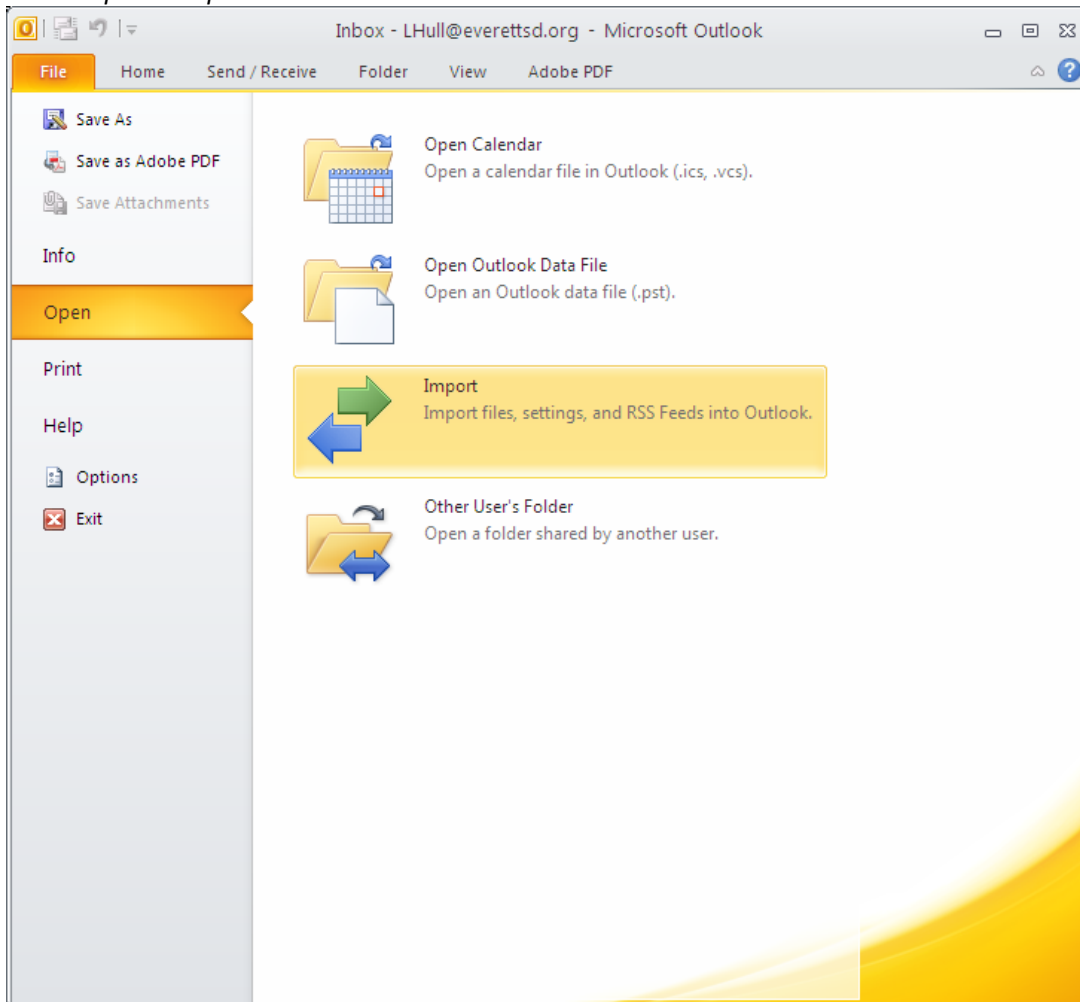


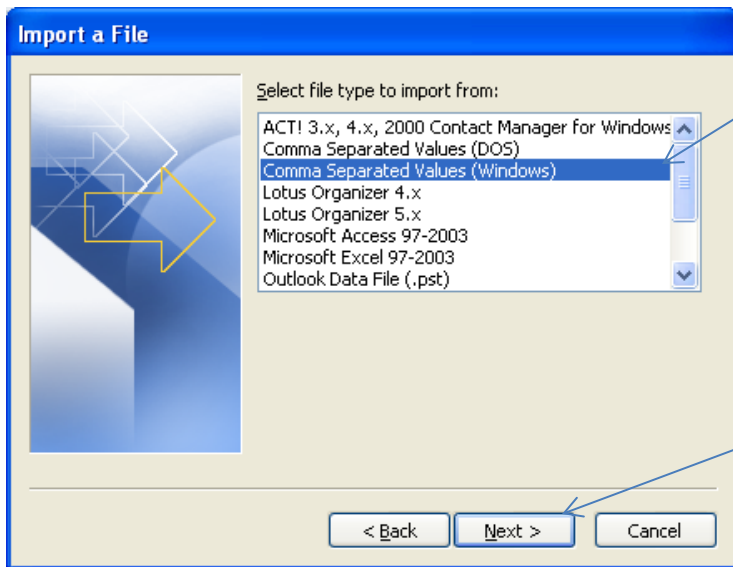
Exporting from your Outlook Calendar into your Website Calendar

Open your Calendar

Click the File tab

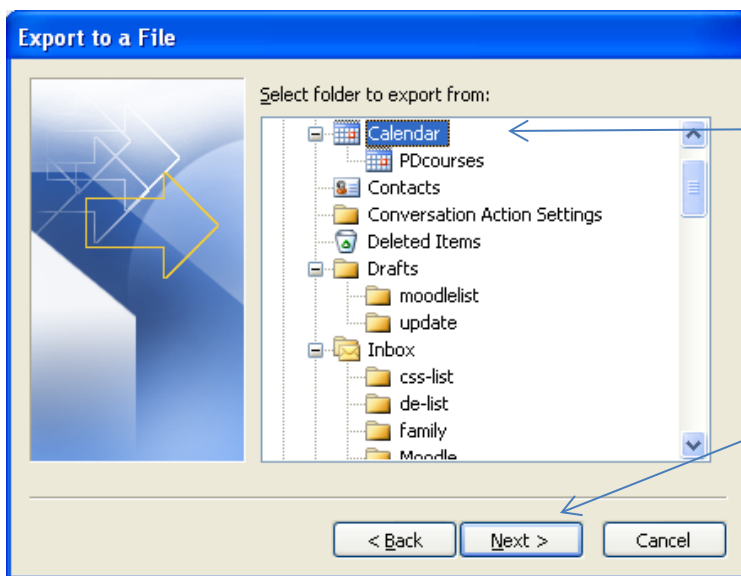
Select *Open > Import*





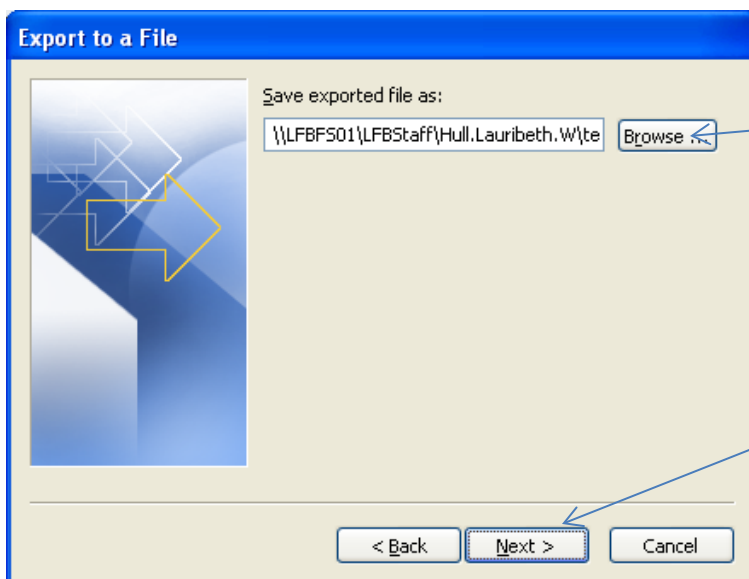
Select *Comma Separated Values*

Click *Next*



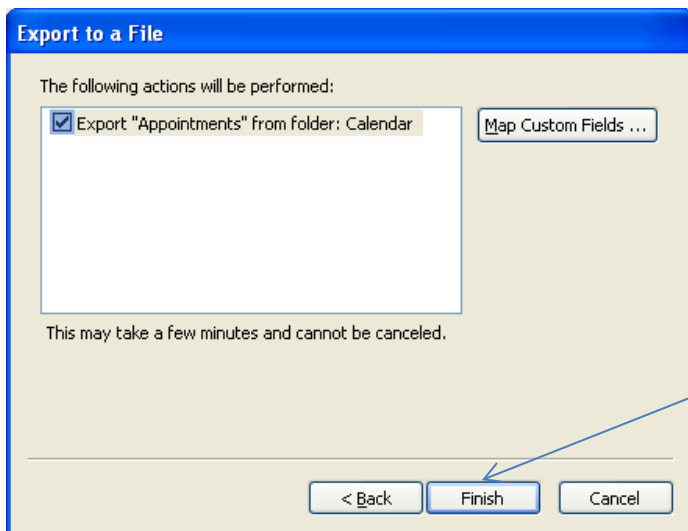
Select the Calendar you want to export

Click *Next*

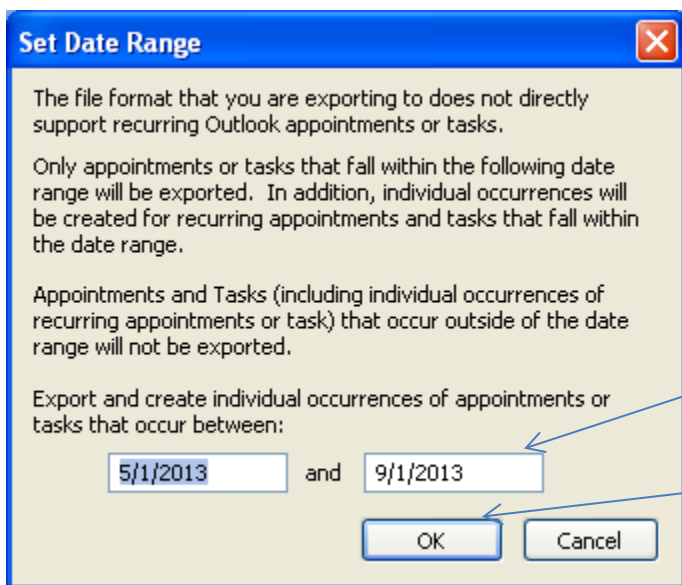


Browse to where you want to save the file and name it.

Click *Next*



Click *Finish*

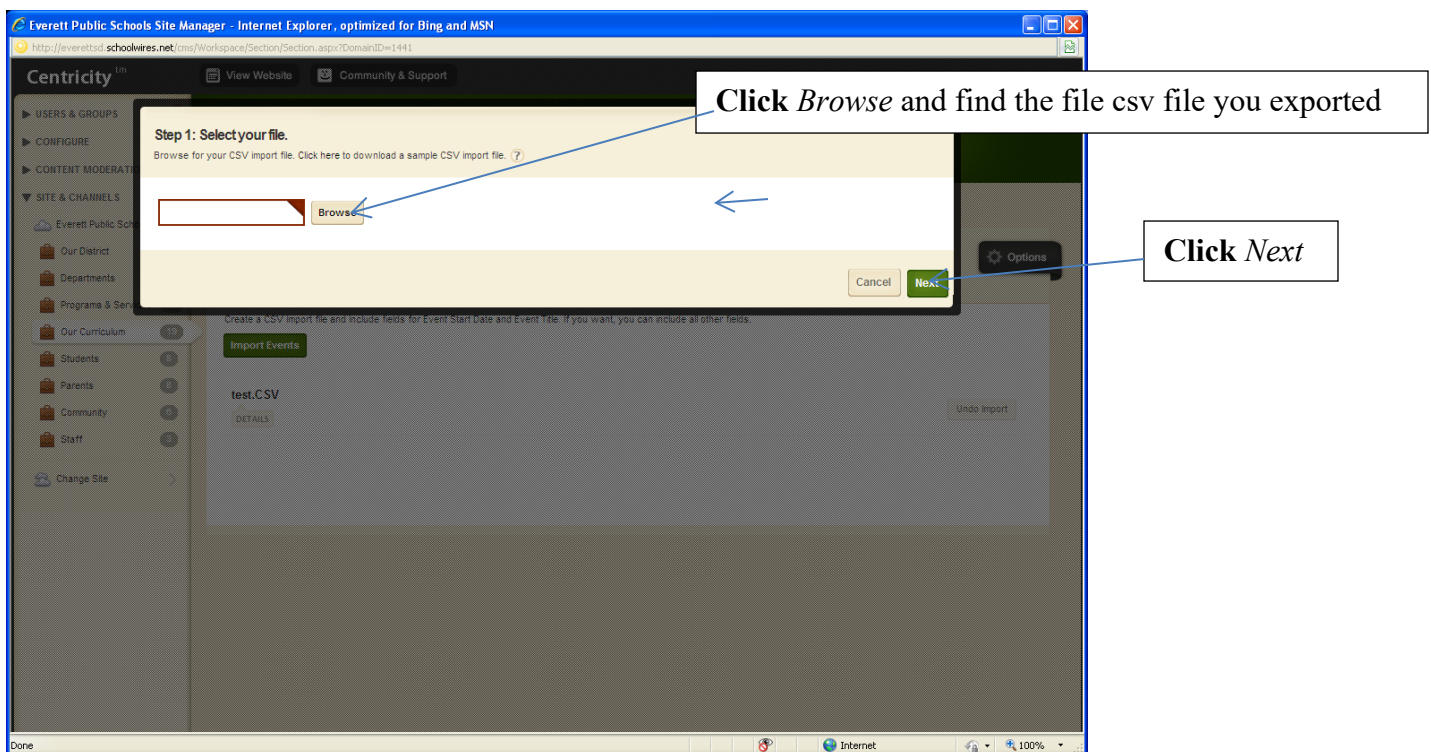
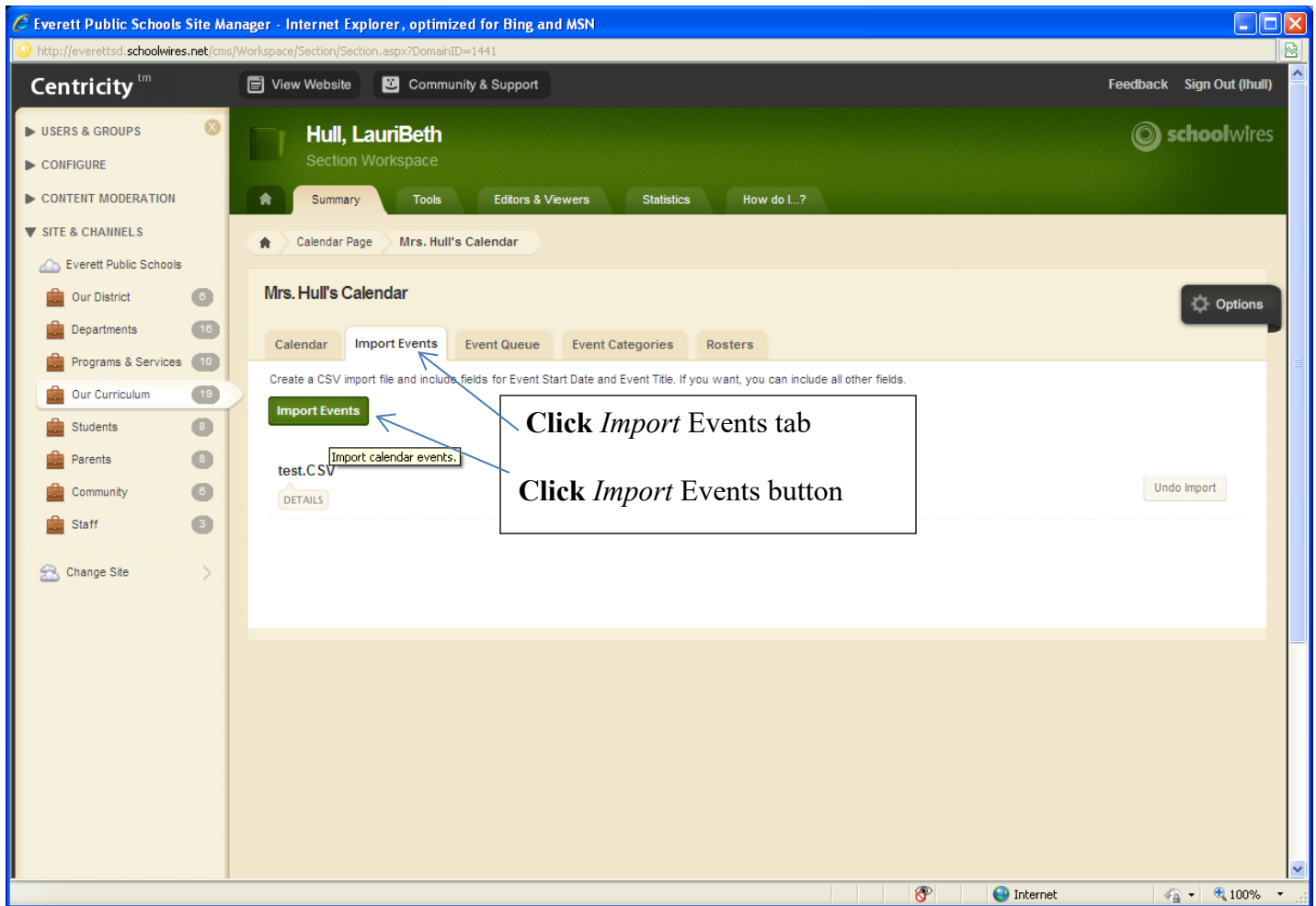


Type in the date range you want to export

Click *OK*

See how to import on next page.

Go to: Website editor (schoolwires)
Open you website calendar



Everett Public Schools Site Manager - Internet Explorer, optimized for Bing and MSN

http://everettsd.schoolwires.net/cms/Workspace/Section/Section.aspx?DomainID=1441

Centricity™

Step 2: Match field mappings

Choose an import mapping and match the Calendar fields to the fields from your CSV file using the dropdown boxes. [MORE](#)

Import Mappings

Choose an existing mapping or create your own by selecting New Custom Mapping.

New Custom Mapping

Calendar Field	Map to CSV File Field
Start Date	Start Date
Start Time	Start Time
End Date	End Date
End Time	Start Time
Event Title	Subject
Event Description	Description
All Day Event (Y/N)	-Ignore-
No End Time	-Ignore-
Contact	-Ignore-
Contact Email	-Ignore-
Contact Phone	-Ignore-
Location	-Ignore-
Category	-Ignore-
Registration (Y/N)	-Ignore-
Maximum Number of Seats	-Ignore-
Last Date to Register	-Ignore-

Cancel Back **Next**

Map the Schoolwire calendar fields to the Outlook fields.

Minimum:

Schoolwires

Start Date
Start time
End Date
End Time
Event Title
Event Description
All Day Event

Outlook

Start Date
Start time
End Date
End Time
Subject
Description
All day event

Everett Public Schools Site Manager - Internet Explorer, optimized for Bing and MSN

http://everettsd.schoolwires.net/cms/Workspace/Section/Section.aspx?DomainID=1441

Centricity™

Step 3: Preview your events

The events from your CSV file appear below. If you want, you can save your mapping for future use and flag it as the default mapping.

☒ Save this mapping as: common

☒ Make this the default mapping.

Start Date	Start Time	End Date	End Time	Event Title	Event Description
6/26/2013	8:00:00 AM	6/28/2013	8:00:00 AM	A test of exporting	this is a description
6/28/2013	10:00:00 AM	6/28/2013	10:00:00 AM	Dept. meeting	A few more items to discuss (these are mine ☐ there may be others): 1. CRC operational responsibilities ☐ we are scheduled to present our plan to the core team on July 11 ☐ that will be the first day back for me and Linda. Perhaps we have a stay of execution ☐ with many out that day? Or will I be the representative? Anyway, I know we are going to have to share something very soon. 2. CMS work timeline ☐ what is due ☐ and when? (I have some info on this, but would love to map it out more better) 3. CMS content/training for SLT retreat Aug. 8 ☐ who is doing what and when? Before the holiday and trip for several of us. Let's touch base about current projects and plan for some that are coming up way too soon! LauriBeth, were available and want to levy/bond school year site as we discussed.
6/27/2013	1:30:00 PM	6/27/2013	1:30:00 PM	Department meeting	
6/24/2013	11:30:00 AM	6/24/2013	11:30:00 AM	DocuShare Group Preparation	Establishment of a DocuShare
6/27/2013	10:30:00 AM	6/27/2013	10:30:00 AM	Badge	Hello all, As we delve deeper into projects, I'm proposing that we seem to have a piece ☐ be a problem for you because free to take all CRC staff ☐ applicable. That date is July like ☐ how the logo will be we must order pre stamps badge, who does that info title? Name and department existing CRC employees ☐ will use for staff ☐

Done

Save mapping as common

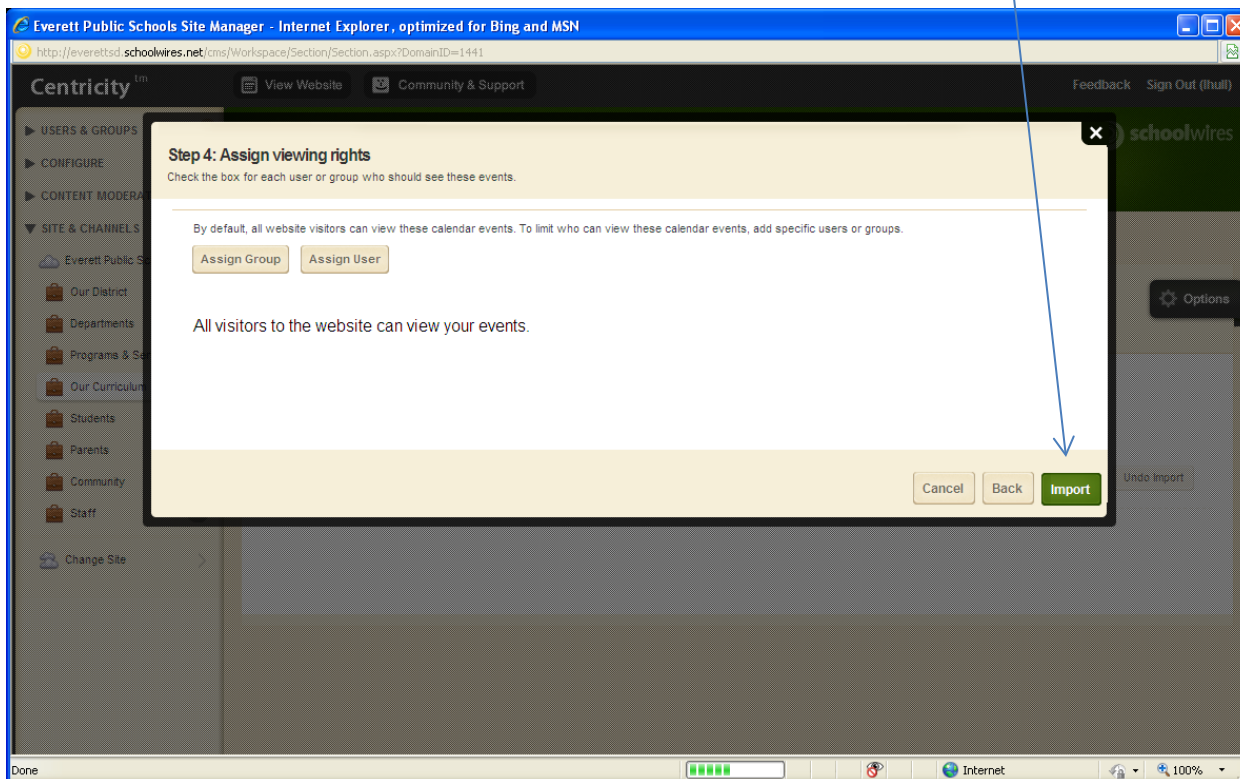
Select Make this the default mapping

This saves you from having to map every time you import.

IF needed you can change the mapping when you import

Click Next at bottom of the window

The events will show to everyone unless you assign specific viewers. Click *Import*



Events will now show in your website calendar

