

How to import the key dates into your outlook calendar – User Guide

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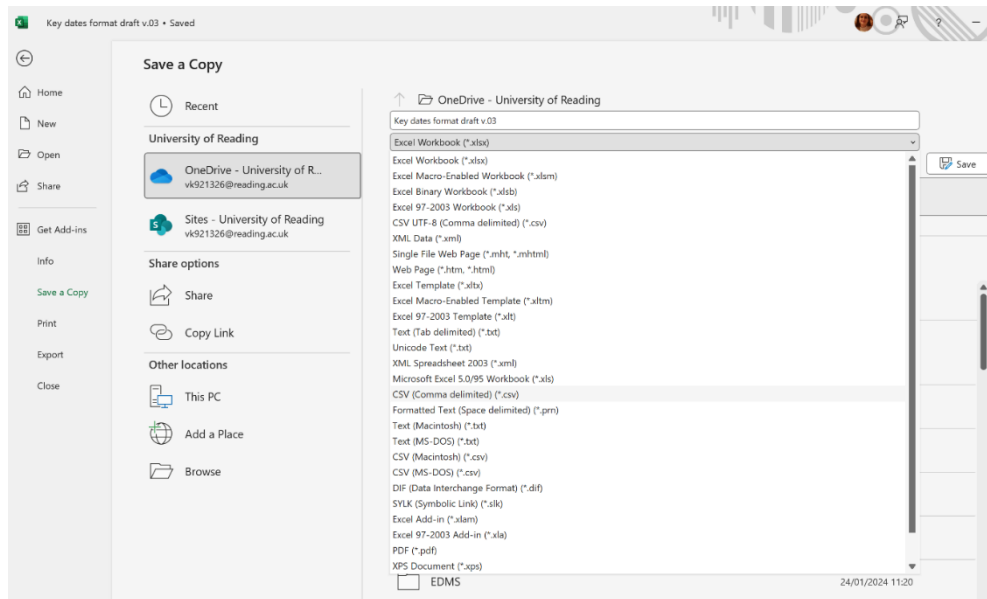
Video Tutorial

A video tutorial is available at

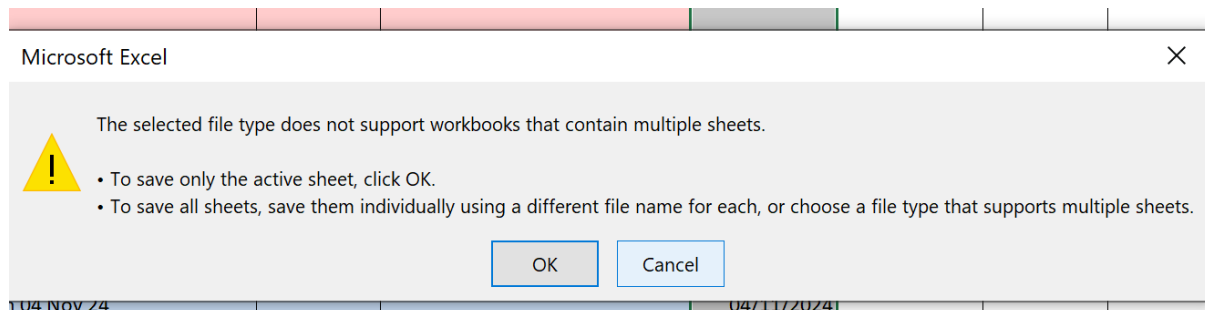
<https://reading.yuja.com/V/Video?v=777389&node=3894660&a=88936732>

Preparing the excel file:

- 1) Ensure you delete any rows you are not interested in importing (but do not delete any columns!). E.g. if you only want to import standard dates you may choose to delete any non-standard dates from the document.
- 2) When you are happy with the remaining dates, go to file > save a copy > and select CSV (Comma delimited) (*.csv) from the second drop down. Click save



3) This will open a new copy of the excel document. The following message will pop up, click **OK**.

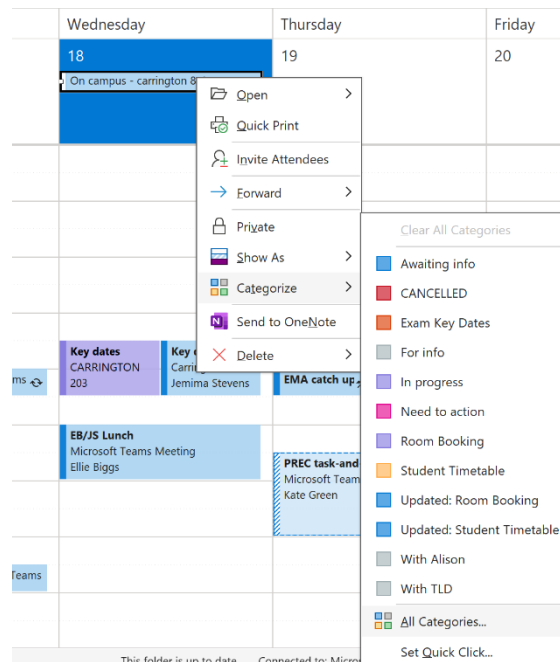


4) Exit out of the document. *Warning – the import will not work if the file remains open.*

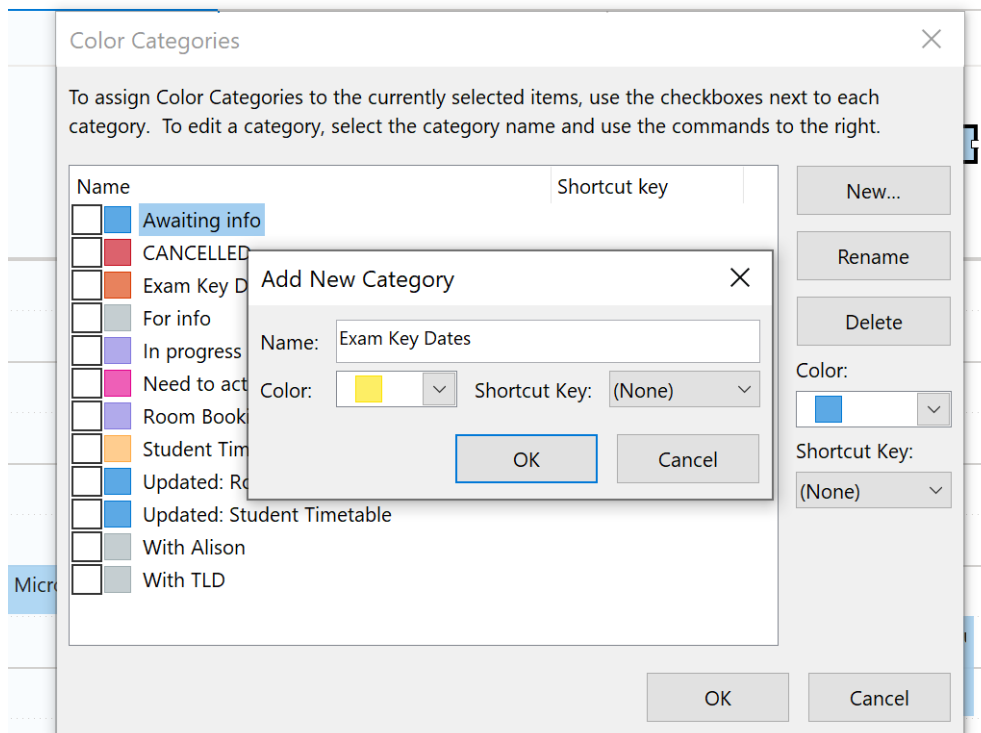
Preparing Outlook

5) Open outlook and navigate to your calendar.

6) Select any event in your calendar and right click. Select categories > all categories

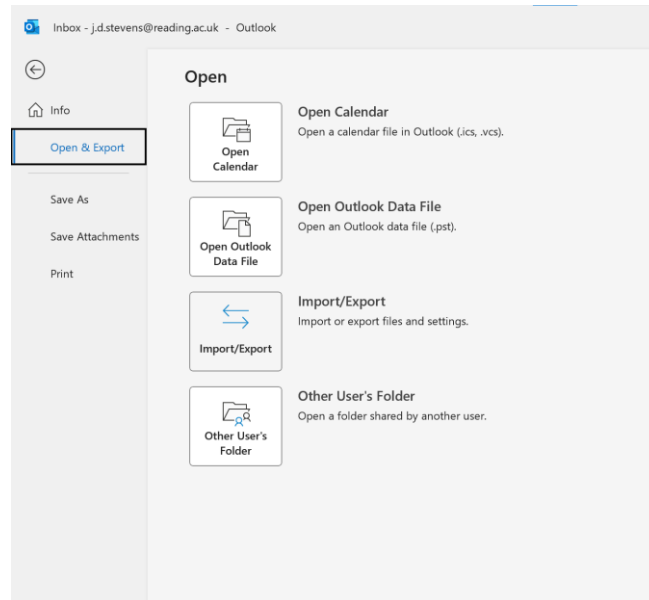


7) Create a new category by selecting New, giving it the name “Exam Key dates” (it must be this name), and clicking ok and ok again to navigate back to your calendar.

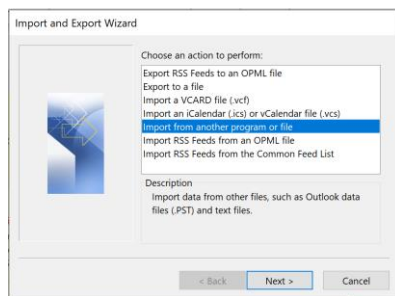


Doing the import

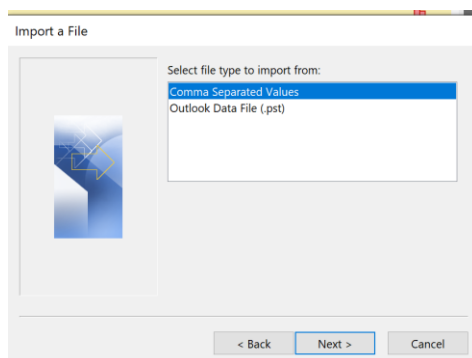
8) Go to file > select Open & Export > click Import/Export.



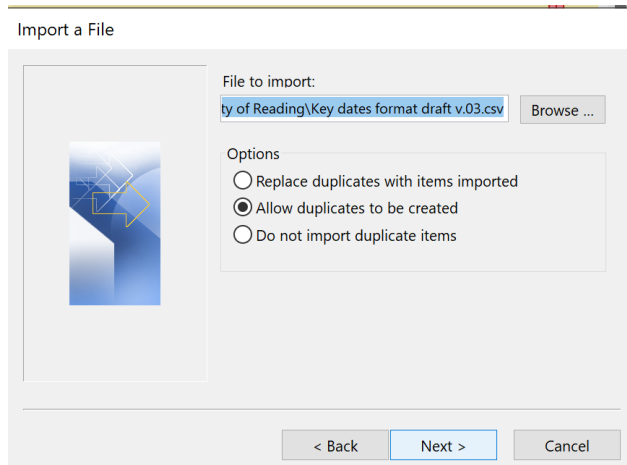
9) Navigate through the wizard, selecting the following options:
 a. Select Import from another program or file



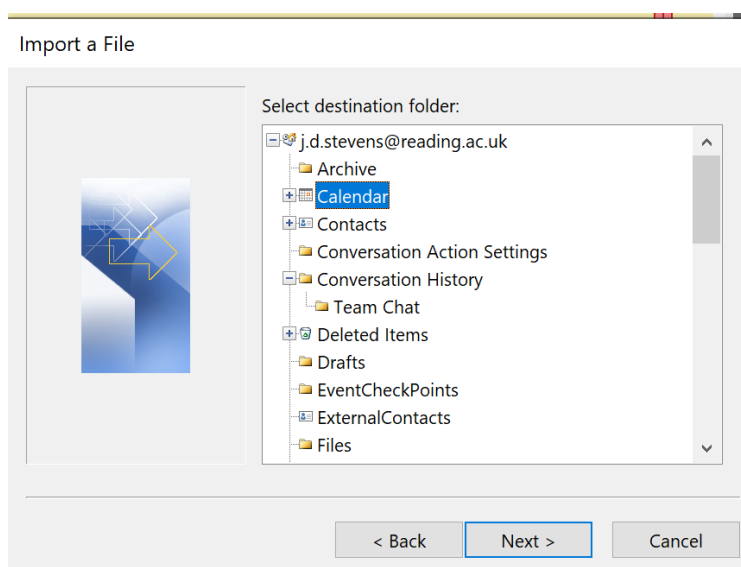
b. Select Comma separated values



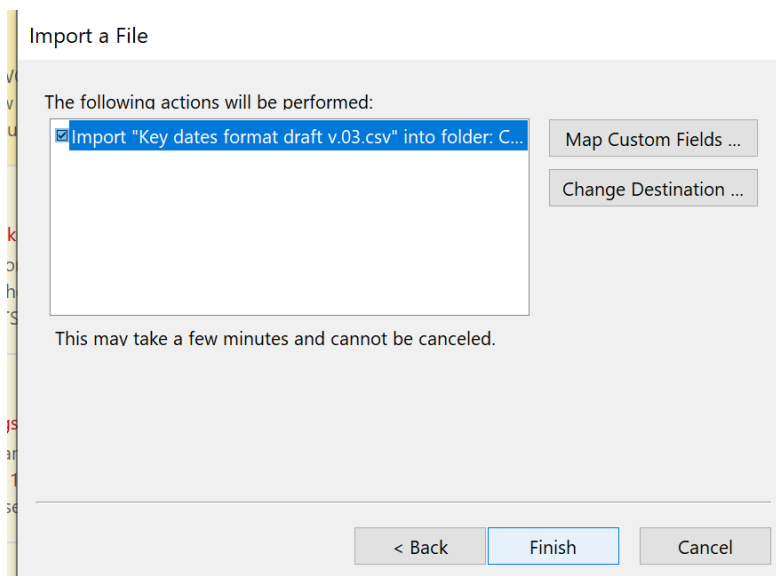
- c. Select the file location you saved the document from in step 2. Ensure allow duplicates to be created is selected. (If this is not the first time you are importing this calendar into your outlook, you may want to select “do not import duplicate items”



- d. Select the calendar you wish to import the events into. This will not work with shared calendars so please ensure it is the high level calendar shown here (or another calendar you have created for your own purposes)



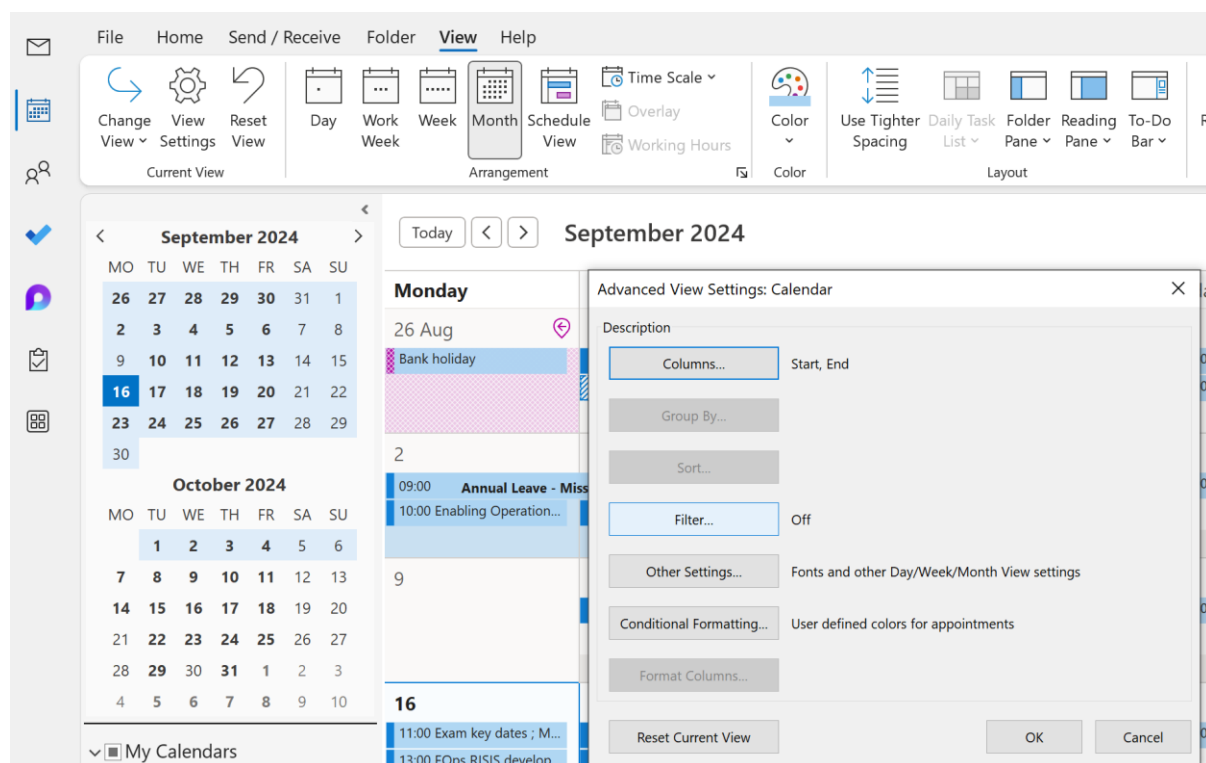
- e. Click finish. It may take a few minutes to update your calendar.



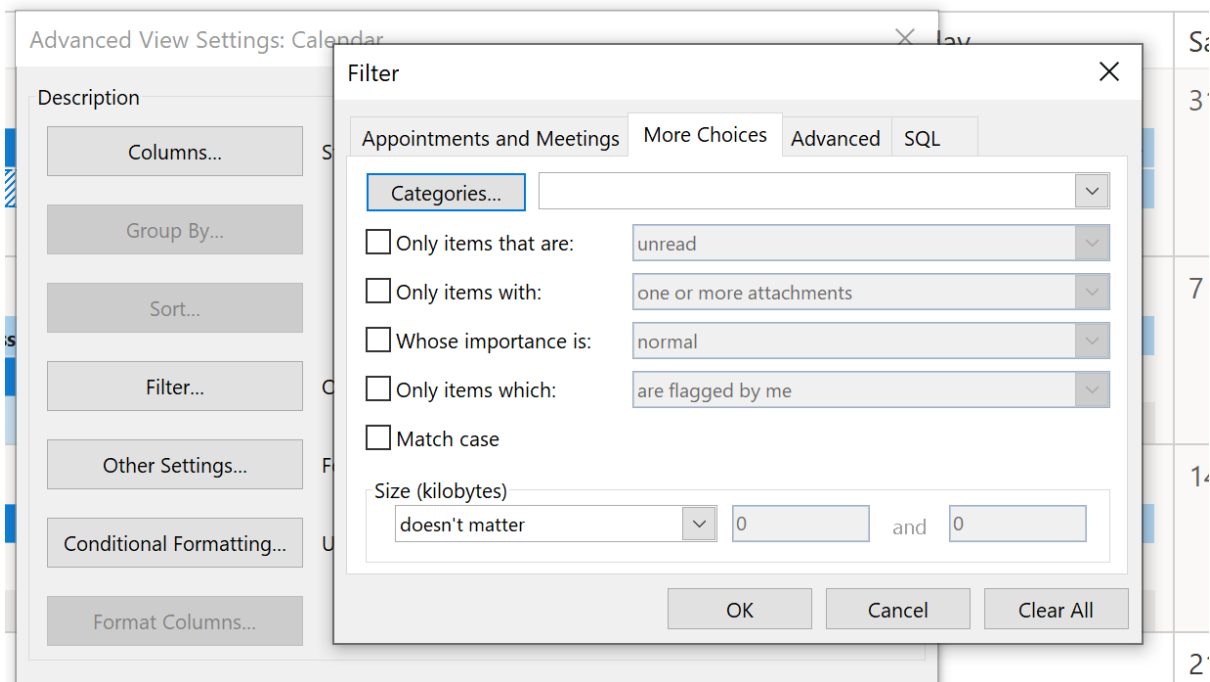
Changing your view of the calendar

Once the import is successful, you will be able to see the key dates as individual calendar invites in and amongst your normal calendar. However, if you wish to have an overall view of the exam key dates only you can set up a filter on your calendar.

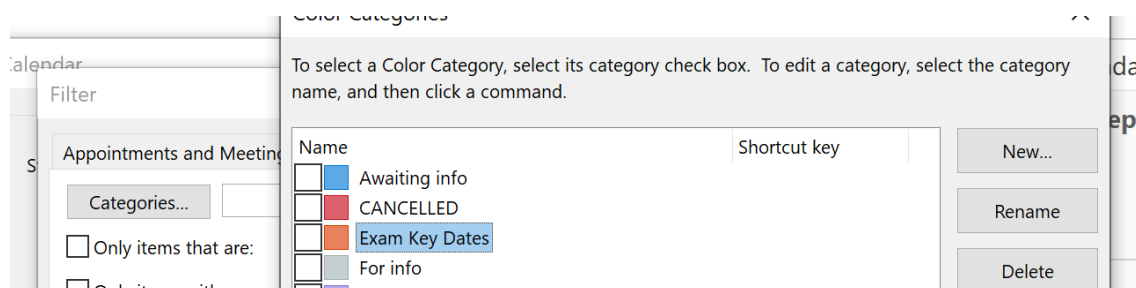
- 1) On the calendar view, navigate to view settings



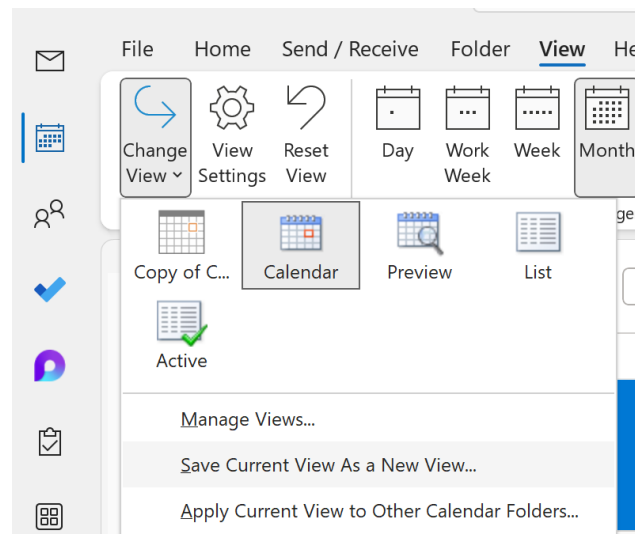
- 2) Select Filter and navigate to the more choices tab. Click categories.



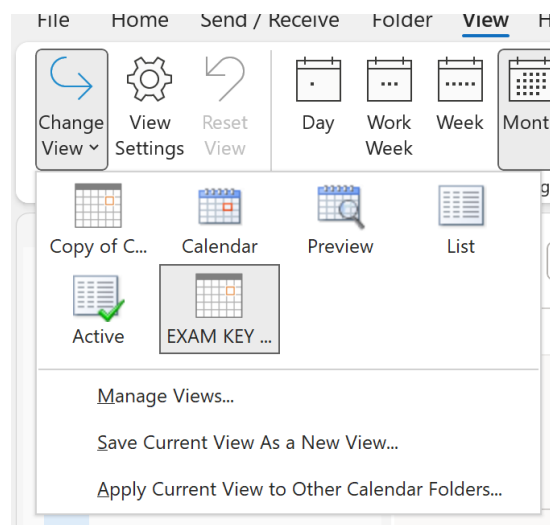
- 3) In the pop up, you should see the exam key dates category that you set up in step 7 of preparing outlook. Make sure this is ticked and click ok until you are back to your calendar.



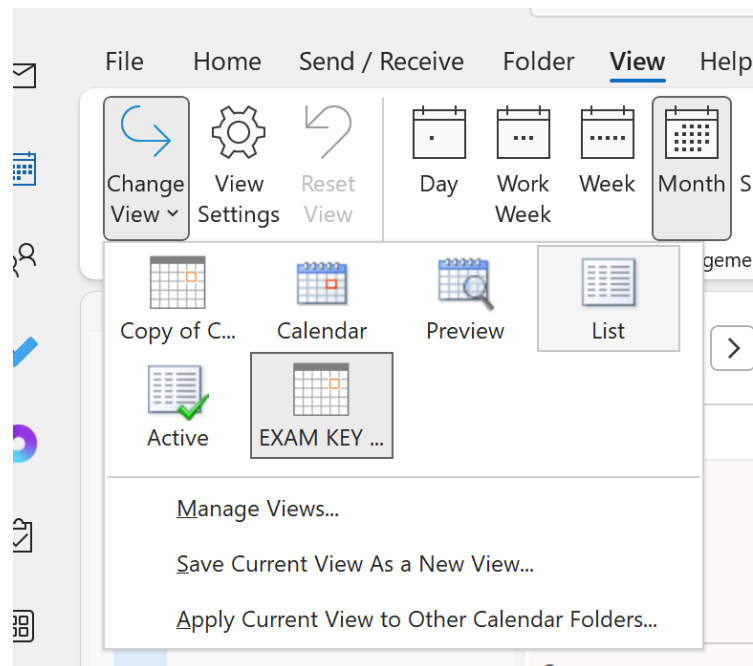
- 4) If you think you will want to access this view again, saved it as a new view under view > change view > save current view as a new view. This will give you a shortcut under the change view option in future.



- 5) When you are finished with this view you can navigate back to your original calendar under change view and reset the view.



- 6) If you wish to delete a specific event or the entire key dates calendar in the future, the easiest way is to navigate to view > change view > list.



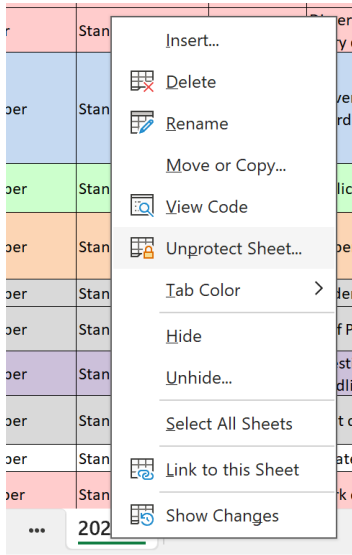
7) You should then be able to filter on category and pick out the exam key dates events you wish to delete.

	Subject	Location	Start	End	Recurrence Pattern	Categories*
	Publication of results - Greenlan...		Thu 14/08/2025 15:00	Thu 14/08/2025 16:00		Exam key dates
	Student PREC deadline - IFP Jan		Thu 14/08/2025 23:59	Fri 15/08/2025 00:59		Exam key dates
	Examination dates - Resits		Fri 22/08/2025 00:00	Sat 06/09/2025 00:00		Exam key dates
	Mark entry deadline - Non-finali...		Tue 02/09/2025 12:00	Tue 02/09/2025 13:00		Exam key dates
	Overall results deadline - UoRM IFP Sep resitters		Tue 02/09/2025 12:00	Tue 02/09/2025 13:00		Exam key dates
	Publication of results - UoRM IF...		Wed 03/09/2025 15:00	Wed 03/09/2025 16:00		Exam key dates
	Publication of results - Non-fina...		Fri 05/09/2025 15:00	Fri 05/09/2025 16:00		Exam key dates
	Mark Entry Deadline - Non-finali...		Mon 08/09/2025 12:00	Mon 08/09/2025 13:00		Exam key dates
	Overall results deadline - Non-fi...		Mon 08/09/2025 12:00	Mon 08/09/2025 13:00		Exam key dates
	Overall results deadline - IFP Ja...		Wed 10/09/2025 12:00	Wed 10/09/2025 13:00		Exam key dates
	Programme Examiners' Meeting...		Thu 11/09/2025 00:00	Sat 13/09/2025 00:00		Exam key dates
	University Progression boards - ...		Fri 12/09/2025 00:00	Wed 17/09/2025 00:00		Exam key dates
	Publication of results - Non-final...		Thu 18/09/2025 15:00	Thu 18/09/2025 16:00		Exam key dates
	Publication of results - Non-final...		Thu 18/09/2025 15:00	Thu 18/09/2025 16:00		Exam key dates

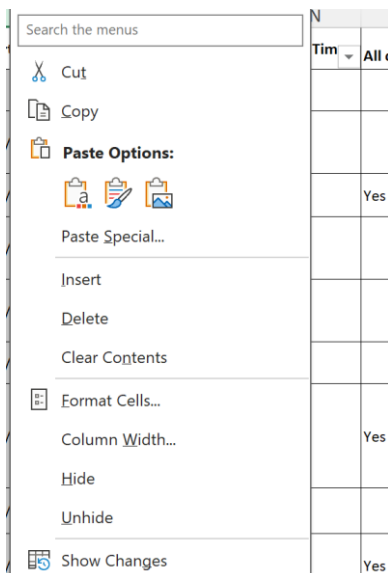
Troubleshooting

If the import isn't working, here are some tips which might resolve it.

Before trying these tips, ensure the sheet is unprotected by right clicking the 20245 tab and selecting "unprotect sheet"



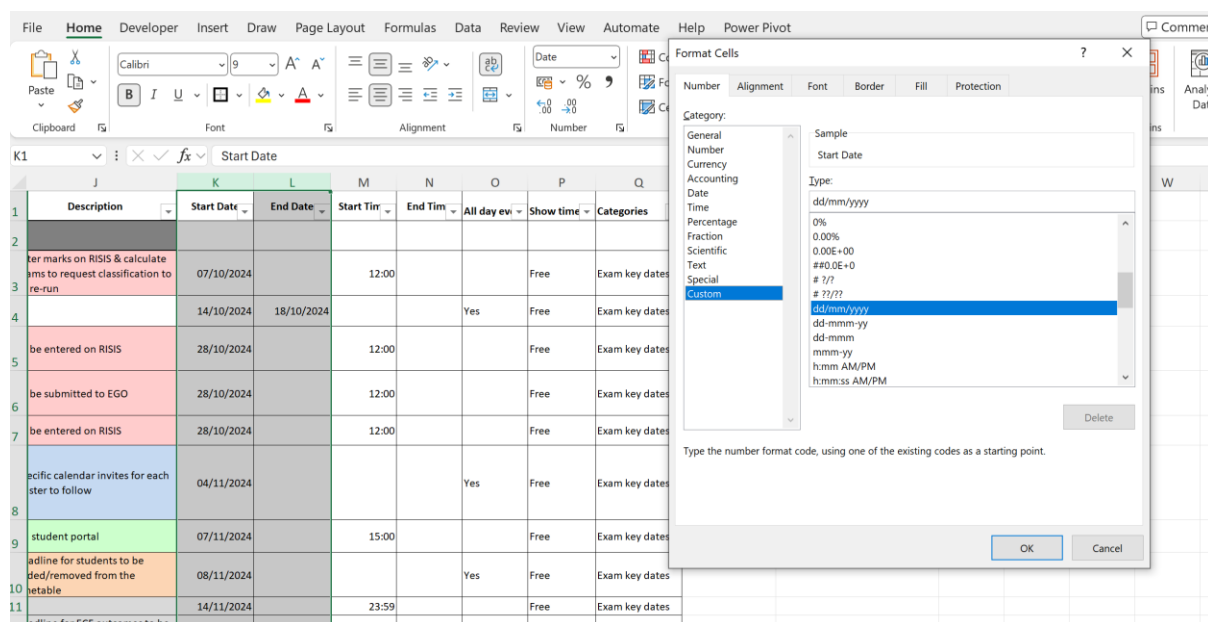
Ensure all of the columns are unhidden by highlighting the columns, right clicking and selecting "unhide"



Tip 1 – Double check that you had closed the file down before trying to import it. It will not import into outlook if open.

Tip 2 – Have you changed any of the titles of the columns in the table? The table is set up to have columns which automatically map to those in outlook. These are column G (subject), and K-Q (for dates, times etc.). If you have changed the columns to something custom, you will need to map your custom fields in step 9e of doing the import.

Tip 3 – If you have changed any of the dates in column K and L, make sure these are in the format dd/mm/yyyy. You can change this by highlighting the columns and under the Home tab, selecting number, and clicking custom from the drop down. This should match the date format of your outlook – if you have a different date format in outlook then ensure to match the excel file.



Tip 4 – if you have tried to import this into a calendar that is not your own generic outlook calendar, try and import it into this calendar to see if the issue is the import or your calendar.