

Moving Calendars from Meeting Maker to Exchange

Moving calendar information from meeting maker is a three step process, firstly the information is exported from Meeting Maker, then headings are added in Excel and lastly the excel file is imported into Outlook. Although you can export a colleagues calendar from Meeting Maker, it must be imported on the owners PC. Unfortunately reminder data is not imported into Outlook, despite it being part of the exported information.

Exporting from Meeting Maker

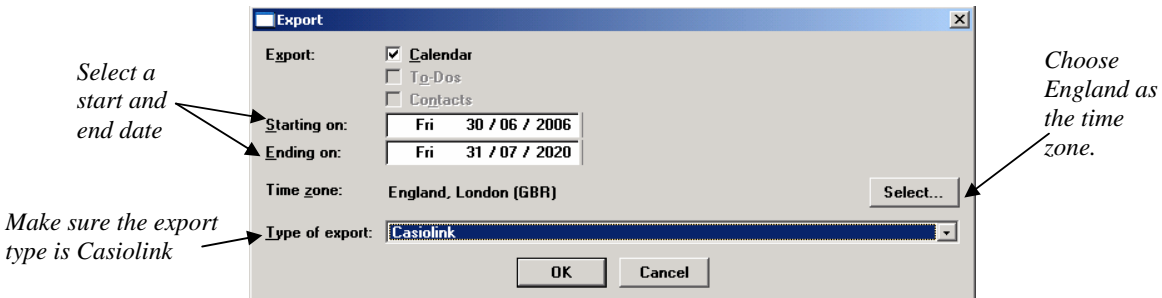
1. Log on to Meeting Maker.
2. From the File menu, select Export.
3. In the dialog box displayed click in the Starting On text box.
4. Enter the start date for calendar items to be exported.
5. In the Ending On text box, enter the date to copy items up to (if you are not sure of the last date in your calendar enter something like 2020 as the year).
6. Click on the Select button against the Time zone option and choose England from the list displayed.
7. Make sure that Casiolink is selected from the Type of Export drop-down list.



The date is displayed in four sections, clicking in the day, date, month or year displays nudge buttons to the right of the text box that can be used to change the date, or you can enter the number directly into the box



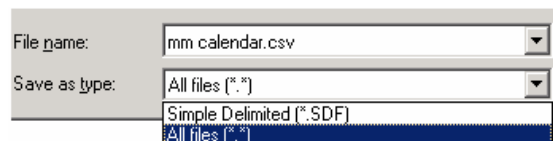
Your completed dialog box should look something like that below:



8. Click OK.
9. From the Save In drop-down list, select your G: drive.
10. In the File Name text box, type:

mm calendar.csv

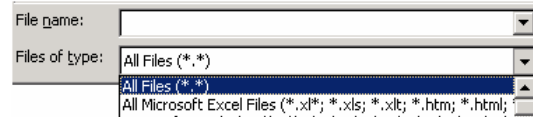
(it is important that the filename ends in .csv)



11. From the Save As Type drop-down list, select all files (*.*)).
12. Click on Save.
13. Close Meeting Maker.

Format the calendar information in Excel

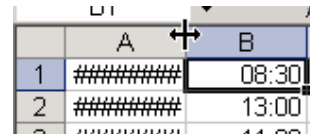
14. Start Excel.
15. From the File menu, select Open.
16. From the Look In drop-down list, select your G: drive.
17. From the Files of Type drop-down list, select All Files.
18. Highlight the mm calendar.csv file.
19. Click the Open button.



The file will open containing the information from your meeting maker calendar.

Cell A1

	A	B	C	D	E	F	G	H
1	#####	08:30	17:00	08:15	Team meeting @ Computer centre			
2	#####	13:00	14:15	12:45	Untitled			
3	#####	11:00	12:30	10:45	planning meeting @ seminar room 2 bjl			
4	#####	13:00	14:15	12:45	Untitled			
5	#####	13:00	14:15	12:45	Untitled			
6	#####	09:00	13:00		training @ Staff house			



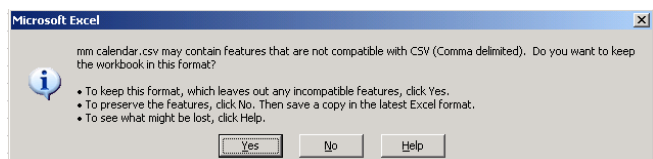
If one or more of your cells has multiple hash(#) signs in it, enlarge the cell by clicking on and holding the cell's boundary line and dragging it until the hash signs are replaced by numbers.

20. Click in cell A1.
21. From the Insert menu, select Rows.
22. Enter the headings into cells as shown below (add appropriate headings for any other columns that have been exported).

	A	B	C	D	E	F	G
1	Start Date	Start Time	End Time	Alert	Subject		
2	01/07/2006	08:30	17:00	08:15	Team meeting @ Computer centre		
3	03/07/2006	13:00	14:15	12:45	Untitled		
4	04/07/2006	11:00	12:30	10:45	planning meeting @ seminar room		
5	04/07/2006	13:00	14:15	12:45	Untitled		

A1 - Start Date
 B1 - Start Time
 C1 - End Time
 D1 - Alert
 E1 - Subject

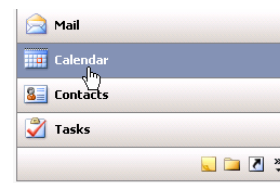
23. From the File menu, select Save.
24. The dialog box opposite is displayed, click on Yes to retain the csv format.
25. Close Excel.
26. Click the No button when a dialog box appears asking if you want to save the changes.

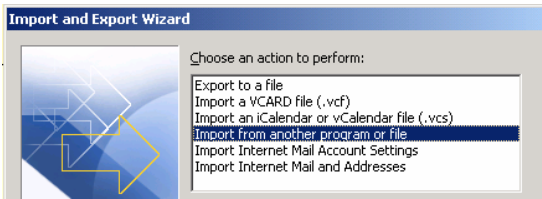


Importing into Outlook

Imported calendars are stored in your personal calendar, you must therefore be logged onto Outlook on the PC of the owner of the calendar

27. Start Outlook.
28. Click on calendar in the navigation pane.
29. Select Import and Export from the File menu.

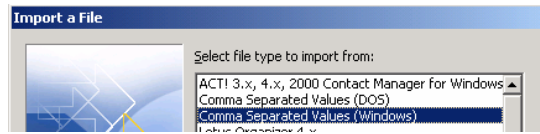




30. From the Choose an Action To Perform list box, select Import From Another Program or File.

31. Click Next.

32. From the Select File Type To Import From list box, select Comma Separated Values (Windows).

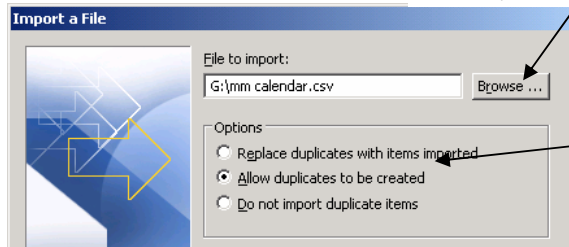


33. Click Next.

34. Click the Browse button.

Browse to locate the mm calendar file on your G: drive LOOK

35. Select your G: drive from the In drop-down list..



Select the Allow duplicates to be created option

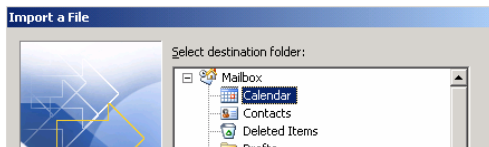
36. Select the mm calendar.csv file.

37. Click OK.

38. Select the Allow Duplicates To Be Created option.

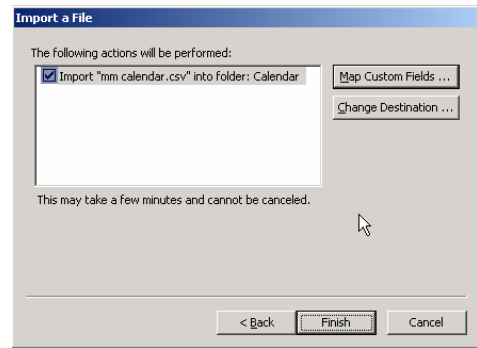
39. Click Next.

40. Select Calendar as the destination folder.



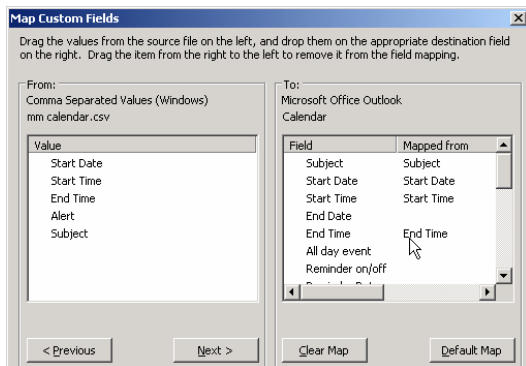
41. Click Next.

42. Make sure that the the Import "Calendar.csv" into folder: Calendar option is selected.

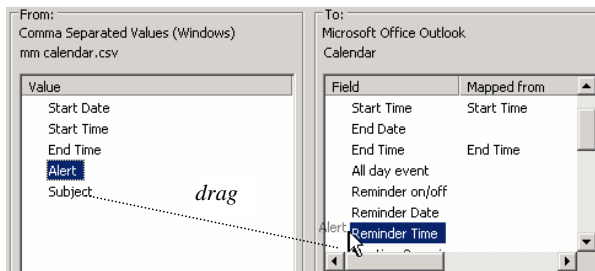


43. Click on the MAP Custom Fields button.

The dialog box opposite is displayed, showing the values and the Outlook fields they have been mapped to.



44. The Start Date and Time, End Time and Subject will have all been mapped automatically. To map any remaining exported values, highlight the value in the from column and drag to the appropriate field in the To column.



45. Click OK, then Finish.

46. Your Meeting Maker calendar has now been converted into Outlook. From the Folder List list, select Calendar to verify that the information has been moved.

(PLEASE NOTE that in the example shown the Alert field is mapped to the Reminder time. The reminder will not work in Outlook unless a reminder date and Reminder on are entered manually).