**Outlook Calendar Import for 2018 Claims pay guideline instructions**

1. Save the spreadsheet to your computer (I find it easiest to save to the desktop)
2. **In Outlook Calendar**, click on:
   1. **File**
   2. **Open & Export**
   3. **Import/ Export**
   4. **Import from another program or file**
   5. **Select Comma Separated Value**
   6. **Browse –** select the file you previously saved and click the **Do not import duplicate items** button **(Next>)**
   7. Select your **Calendar** **(Next>)**
   8. **(To Add 15 minute Reminders) Map Custom Fields…**Drag and drop value **Reminderonoff** to field **Reminder on/off** and Click **OK**
   9. **Finish**