

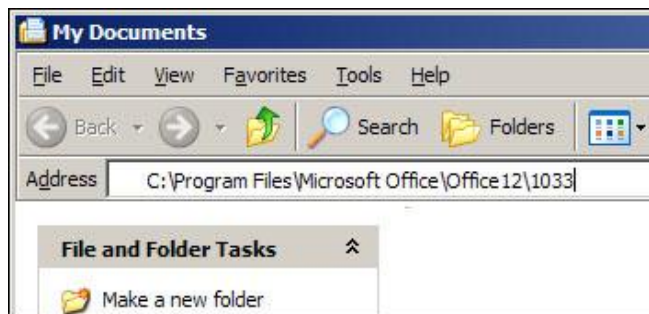
## Importing the BGSU Academic Calendar into Outlook 2007

Before you can import the BGSU Academic Calendar banners into Outlook, you will need to find the OUTLOOK.HOL file in your Outlook application and replace it with the file specified below. To do that:

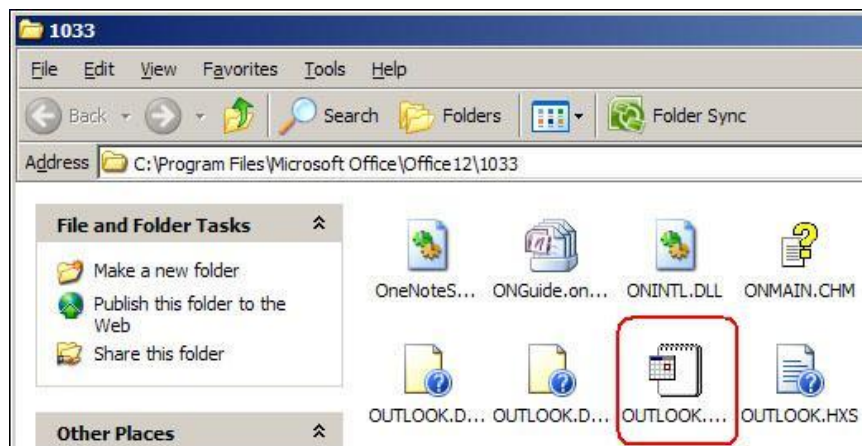
1. Quit Outlook.
2. Ctrl + click on this link → <http://www.bgsu.edu/downloads/exchange/OUTLOOK.HOL> and download this file to your desktop or go to <http://www.bgsu.edu/its/tsc/self-help/page50555.html> to get the file.



3. Go to My Documents and replace the words 'My Documents' with this address: C:\Program Files\Microsoft Office\Office12\1033 (the directory that contains the file you need to replace) and press **Enter**.

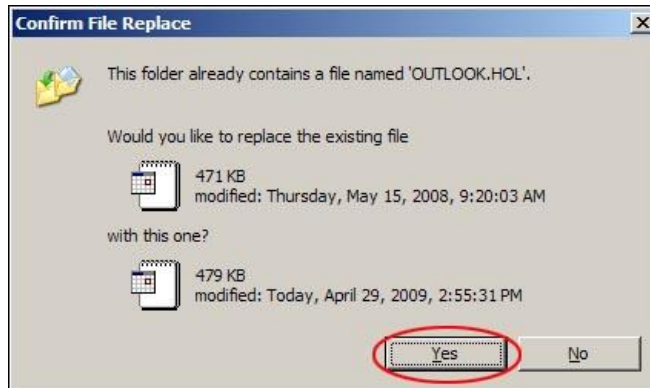


4. You will see the contents of the folder that contains your Outlook.hol file. Grab the file you downloaded to your desktop and pull it into the window that contains your OUTLOOK.HOL file.



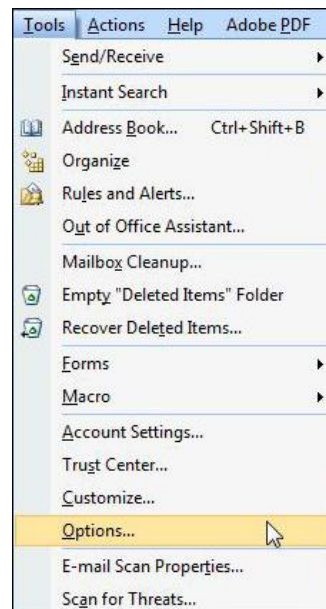
# Importing the BGSU Academic Calendar into Outlook 2007

5. You will be prompted to confirm the file replacement. Click **Yes**.

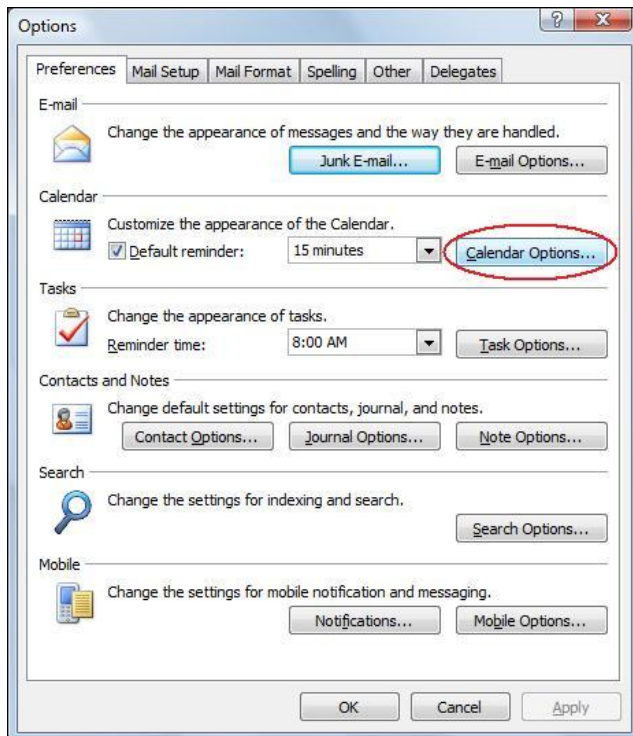


6. Now that the file is replaced, launch Outlook.

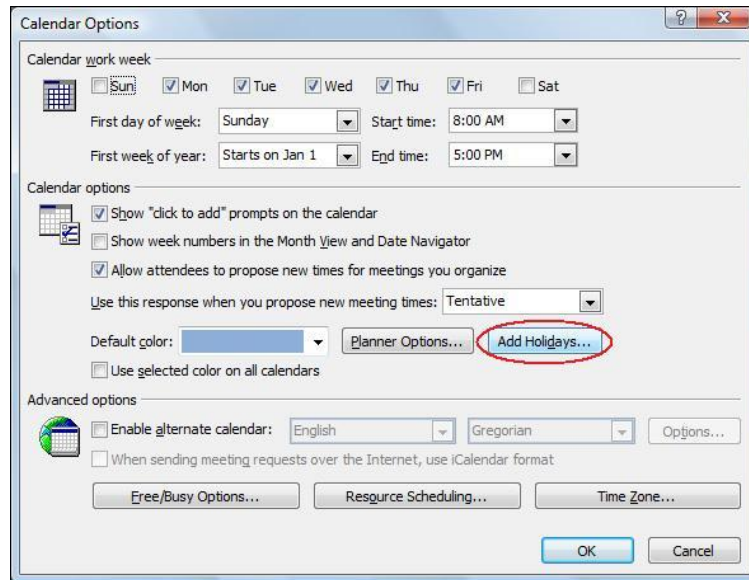
7. On Outlook's Tools menu, select Options...



8. On the Options window, click Calendar Options.



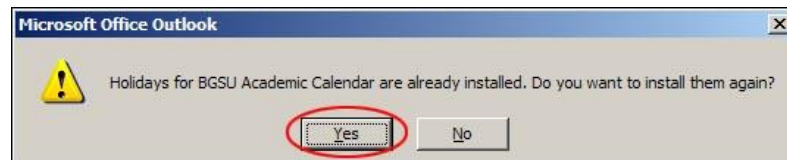
9. On the Calendar Options window, click ‘Add Holidays...’.



10. When the Add Holidays to Calendar window opens, you will see that United States is checked by default. If you have already added the United States holidays, uncheck that option. If not, is up to you if you want those banners added also; keeping both will result in a few duplicates that you can remove individually. Then scroll to the top of the list and check ‘BGSU Academic Calendar’. Then, when the holiday sets you want are checked, click **OK**.



11. If you downloaded last year’s BGSU Academic Calendar file, you will see a warning message. Click **Yes** to download this year’s calendar.



12. You will see the holidays being imported into your calendar. This will take a few minutes. When you see a message that the holidays were imported into your calendar, click **OK** 3 times to close all of the windows. You are done!

# Importing the BGSU Academic Calendar into Outlook 2007

