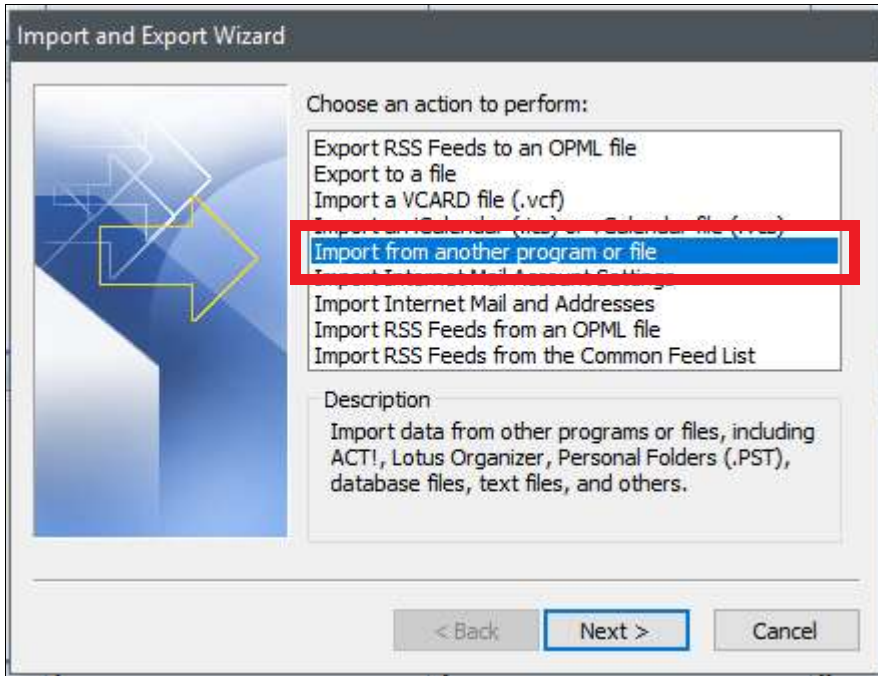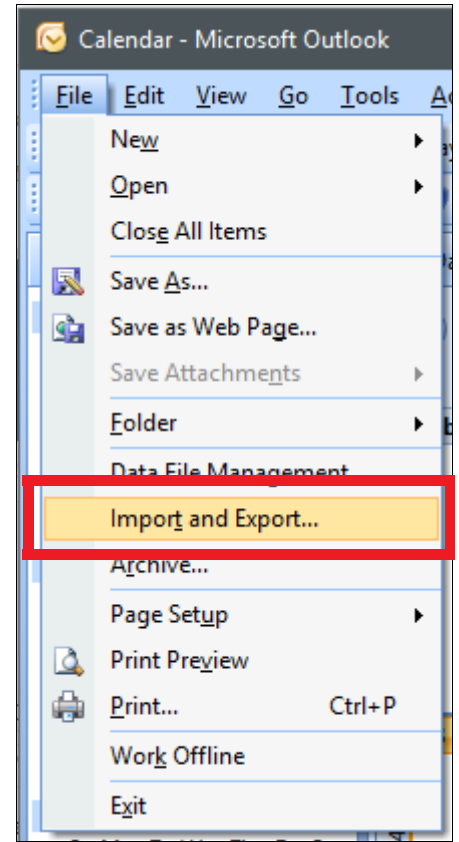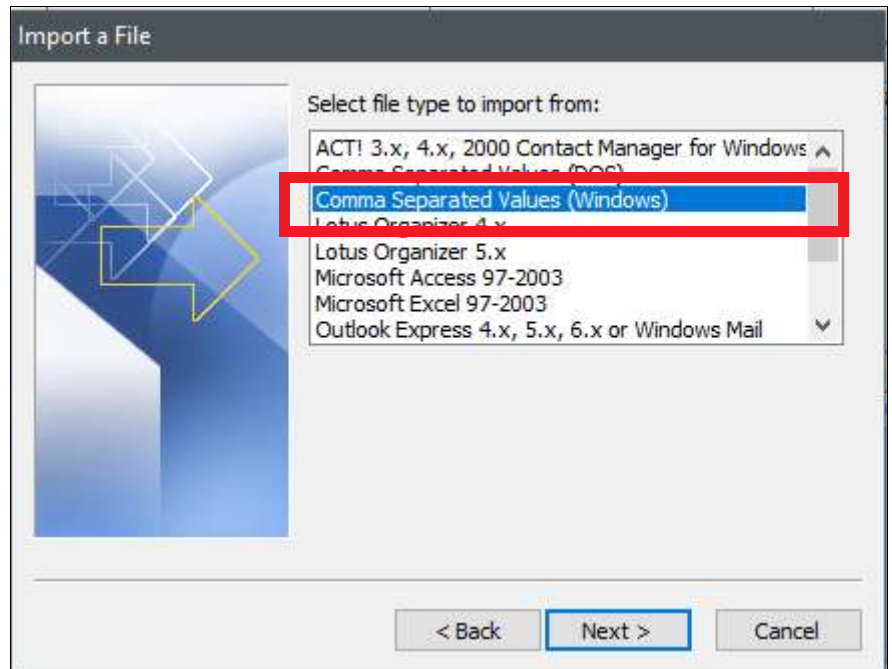# Instructions for Transferring Data to Outlook 2007 and Later -------------

1. Open Microsoft Outlook on your Computer (Not web-based Outlook)

2. Click "FILE" at the top left of Outlook

3. Click "Import and Export"

4. Click 'Import from another program or file' and then click "NEXT"

5. Select "Comma Separated Values (Windows)" then click "NEXT"

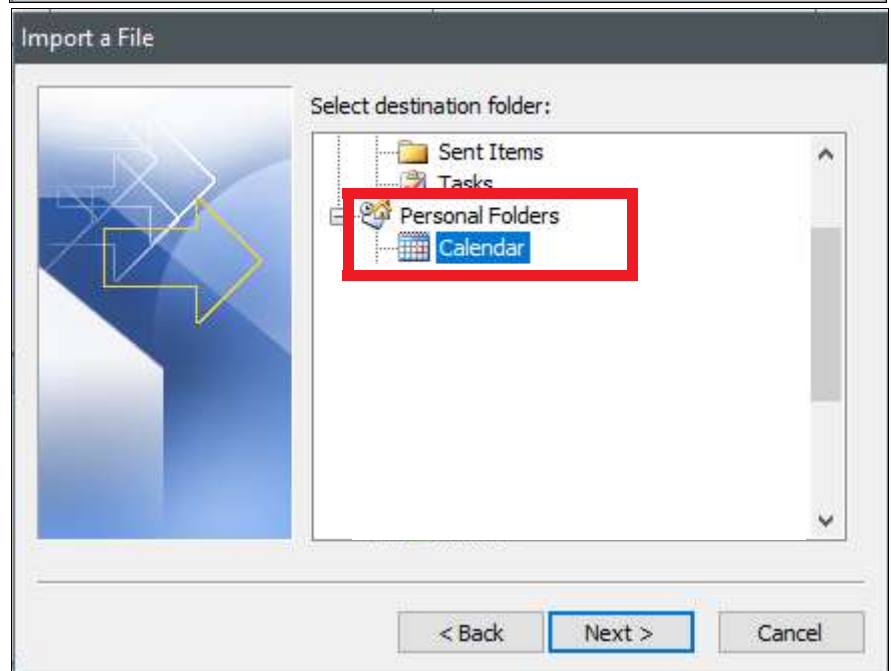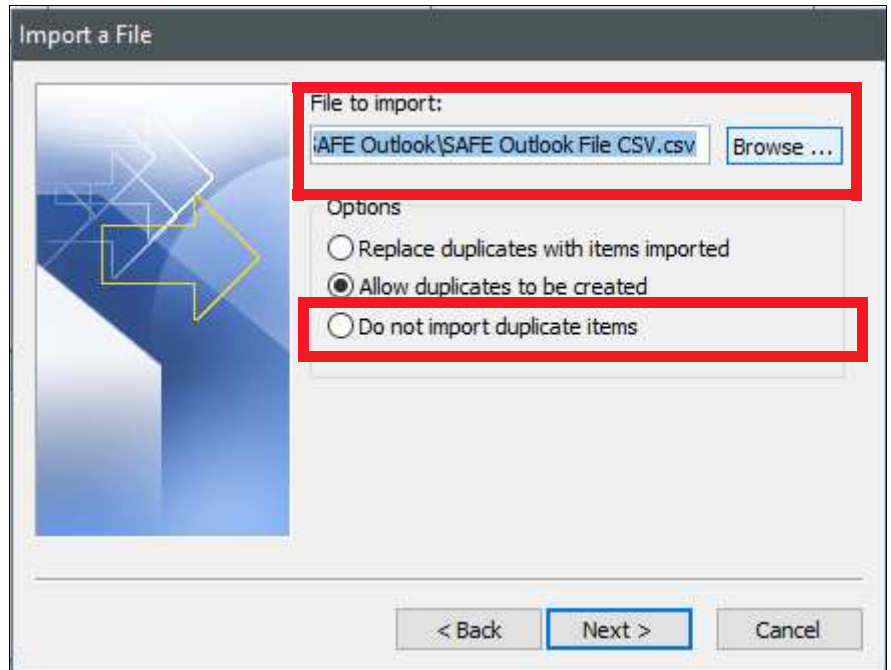# Instructions for Transferring Data to Outlook 2007 and Later -------------

6. Click "Browse" and find the folder named "SAFE Outlook" located in your "C:" drive or "My PC\C" drive and open it.

Double-Click on the file named "SAFE Outlook File CSV". This will attach the file and Outlook will remember the location each time you do an import.

If you are importing the same or a modified file and have duplicates, select the "Do not import duplicate items" option before clicking Next.

Click "NEXT" to continue.

Import a File

File to import:

AFE Outlook\SAFE Outlook File CSV.csv   [Browse ...]

Options
- ○ Replace duplicates with items imported
- ● Allow duplicates to be created
- ○ Do not import duplicate items

[< Back] [Next >] [Cancel]

7. Select the "Calendar" in your Personal Folders OR any other calendar you have custom created on the destination box. Click "NEXT" to continue.

Import a File

Select destination folder:
- Sent Items
- Tasks
- Personal Folders
  - Calendar

[< Back] [Next >] [Cancel]

Instructions for Transferring Data to Outlook 2007 and Later -------------

8. Check the box that says
"Import "SAFE Outlook File CSV.csv into folder: Cale..."

9. Click "Map Custom Fields" if you want to make sure it is linking to the corret fields. You should not have to do this because we have matches the field names from SAFE to the field names in Outlook.

10. Click "OK" (if manually mapping)
and \ or then "Finish"

This will import your data to your Outlook Calendar and you should see your appointments on the days they were scheduled or assigned.

Contact us if you have any issues.

www.thesafeprogram.com