

## Quick guide

## Downloading meeting dates into an Outlook Calendar

1. On the SharePoint West Suffolk Intranet homepage, - click on 'Councillors', which can be found on the purple row, second from left.



## Then click on 'Calendar'



2. Click on 'Download meeting dates or papers'



3. Click on 'Download meeting dates'



4. Set the date range and tick the relevant committees you want to download meeting dates for.

	Download meeting dates
	Date range:
	10/04/2019 - 10/04/2020
,	Go
	Committees
	- *Leadership Team
	*Senior Management Team
	Anglia Revenues and Benefits Partnership Joint Committee
	☑ Cabinet
	Cabinet Planning
	Constitution Review Group
	☑ Delegation Panel

...and click on 'Download' at the bottom of the page



5. Select the option to download as a **vCalendar** of meetings (iCalendar is no longer supported on Outlook).

## Download meeting dates

Click one of the following links to download an electronic calendar update file containing meetings for your selecte committees in the date range 10/04/2019 - 10/04/2020 You have the choice of downloading in either VCS or ICS format, depending on the calendar software you are using. If you are using software released more than 5 years ago, choose the VCS format.Refer to your software documentation if you are unsure which to choose. VCalendar of meetings 10/04/2019 - 10/04/2020 KCS 2KB ICalendar of meetings 10/04/2019 - 10/04/2020 KCS 2KB

At the bottom of the page, select 'Save As' and save the file as a vCalendar in a folder that suits you. Please do not select the option to open the file straight away, as the meeting dates will automatically download into a separate Outlook calendar.

lo you want to open or save <b>MeetingCale</b>	ndar.vcs (688 bytes) from svr-mgov-01?	Councillors all     Open     Sav	WanCe Save Save as Save and open
Save As Save As Organize  New folder Some library fash rec are upon	Documents	Search Documents	
★ Favorites ■ Desktop ↓ Downloads ₩ Recent Places	Documents library Includes: 2 locations Name ^ Custom Office Templates	Arrange by: Date modified 17/10/16 09: 13	Folder  Type File folder
<ul> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul>	<ul> <li>My Data Sources</li> <li>OneNote Notebooks</li> <li>MeetingCalendar</li> </ul>	02/06/16 12:18 18/08/15 10:57 27/02/17 09:26	File folder File folder vCalendar File
P Computer P public (\\svr-file-01 GIS (\\svr-gissdw-C	<u> </u>		
File name: Meet Save as type: VCale	ingCalendar ndar File	Save	Cancel

6. Open up Outlook, go to 'File' – 'Open and Export' and select 'Import/Export'



7. Choose 'Import an iCalendar or vCalendar file' and click on 'Next'

Import and Export Wizar	d		
	Choose an action to perform:		
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (xcf) Import an ICalendar (ics) or vCalendar file (xcs) Import from another program or file Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List		
	Description Import information from an iCalendar or vCalendar file to the Calendar folder.		
	< Back Next > Cancel		

8. Navigate to the folder where the calendar was saved, select 'MeetingCalendar' and click 'Open' then 'Import'. You will need to ensure that you have selected the file type 'vCalendar Format' to be able to navigate the file.

Microsoft Outlook	Documents library Indudes: 2 locations		Arrange by: Folder 🔻		
Favorites	Name ^		Date modified	Туре	
Downloads	🕌 Custom Office Templates 📾 My Data Sources		17/10/16 09:13 02/06/16 12:18	File folder File folder	
🕞 Libraries	OneNote Notebooks OneNote Notebooks		18/08/15 10:57 27/02/17 09:26	File folder vCalendar File	
Music     Pictures     Videos					
Computer public (\\svr-file-01 GIS (\\svr-gissdw-C	<u>م</u>			Þ	
File na	ame:	▼ Tools ▼	vCalendar Format All Files iCalendar Format		

9. The meeting dates will now be imported into your Outlook Calendar.