

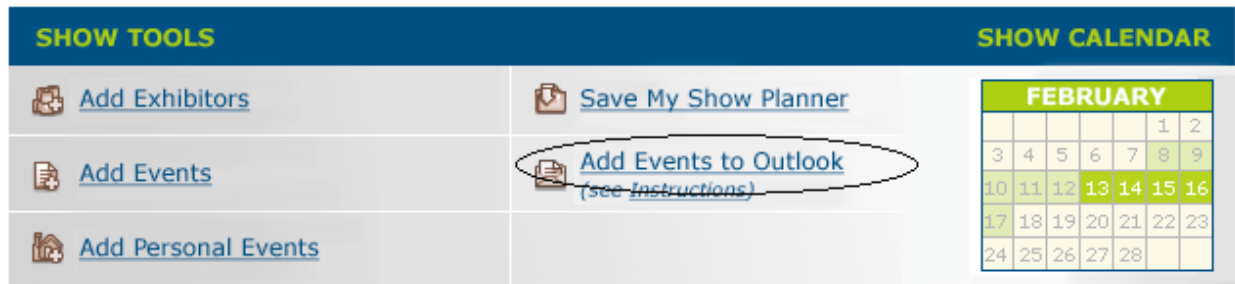
## Add All Events to Outlook

This feature allows you to export **all** of the events in My Show Planner to a comma delimited file that can be imported into Outlook. Events can also be added individually by clicking the 'Add to Outlook' icon next to the event you wish to import.

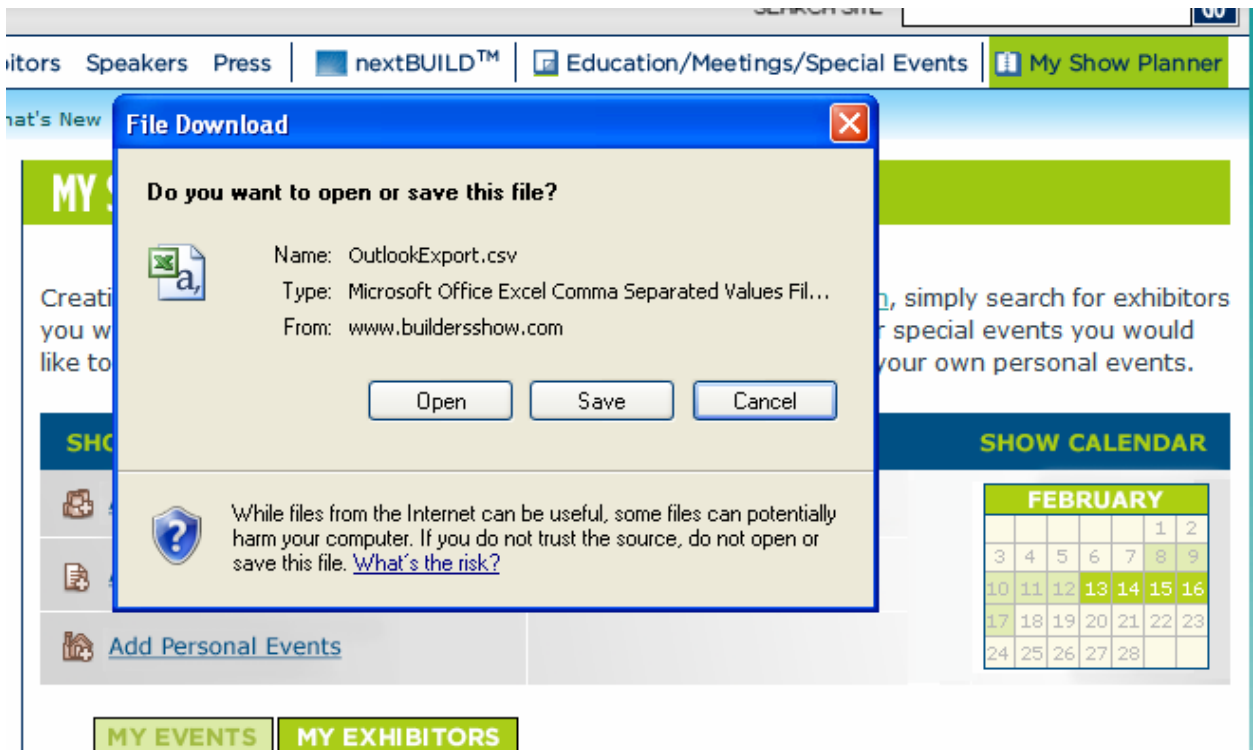
**PLEASE NOTE:** This feature is currently only available to NAHB staff and is only recommended for users currently in the Eastern Standard Time zone because all event times will be loaded in Outlook based on your current time zone. Users in other time zones will need to make manual adjustments for event times once in Orlando for the Show.

Follow the steps outlined below to perform a full event export.

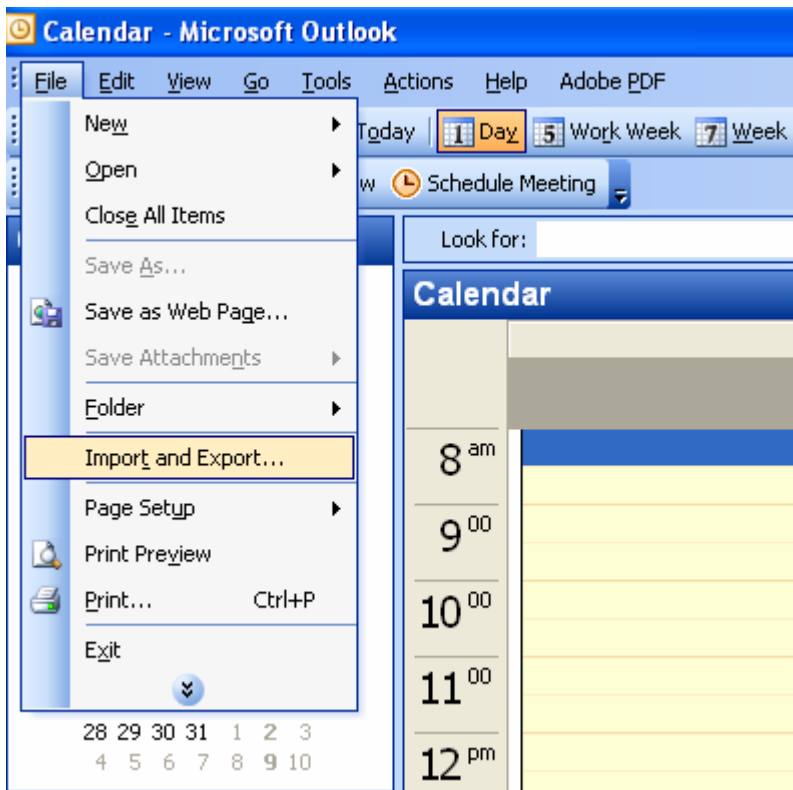
1. Click the 'Add Events to Outlook' link on the My Show Planner page



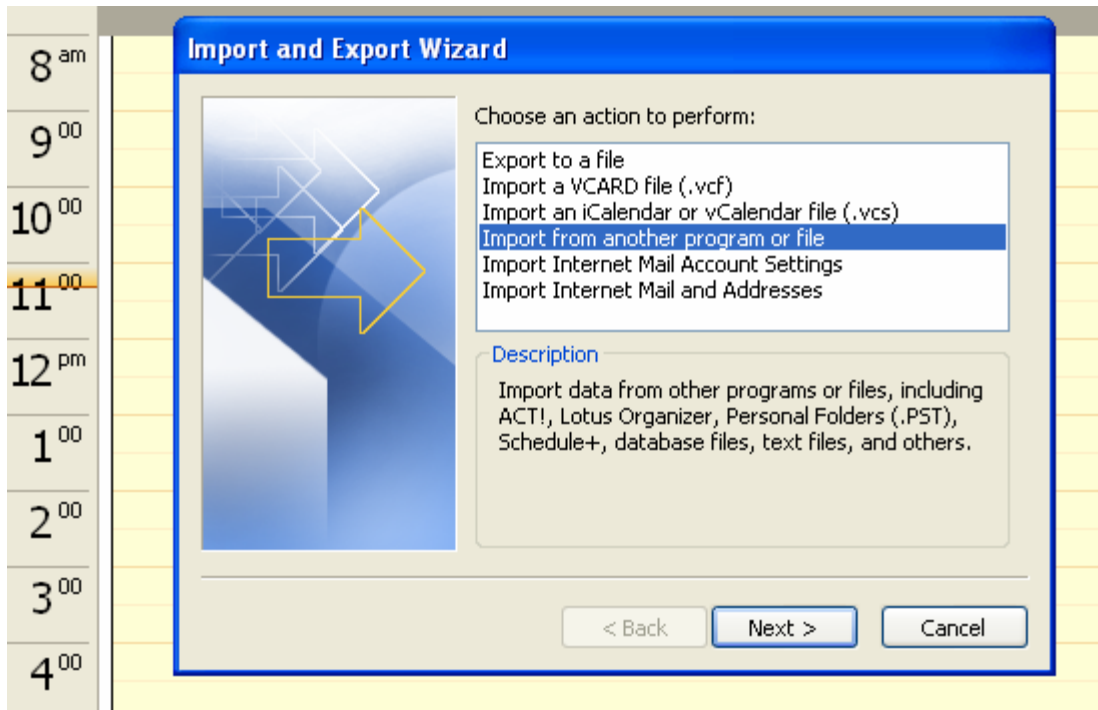
2. Click the **Save** button to save the file on your computer and take note of where you have saved the file



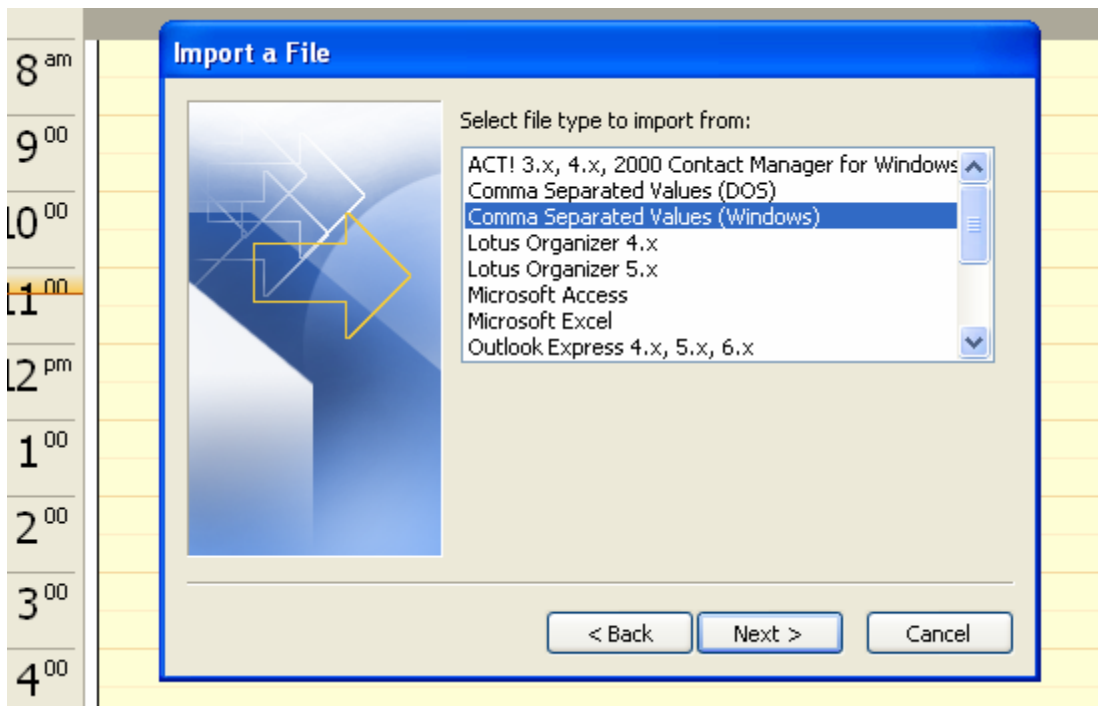
3. Go to Outlook and select 'File' > 'Import and Export' from the main menu



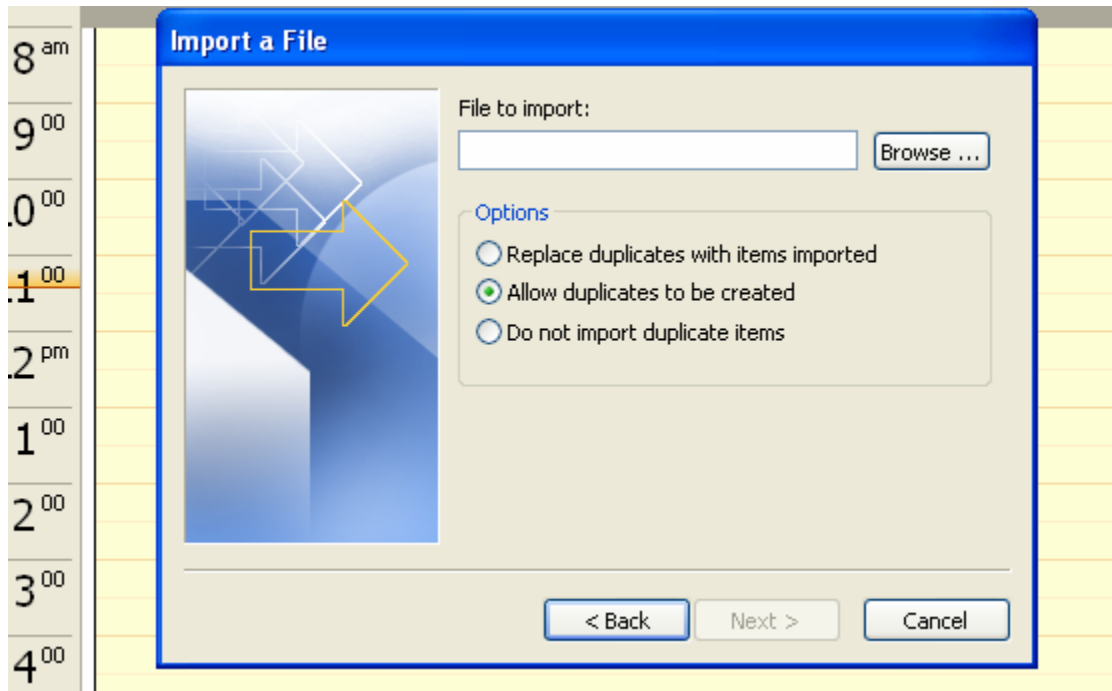
4. In the Import and Export Wizard, select 'Import from another program or file' click the **Next** button



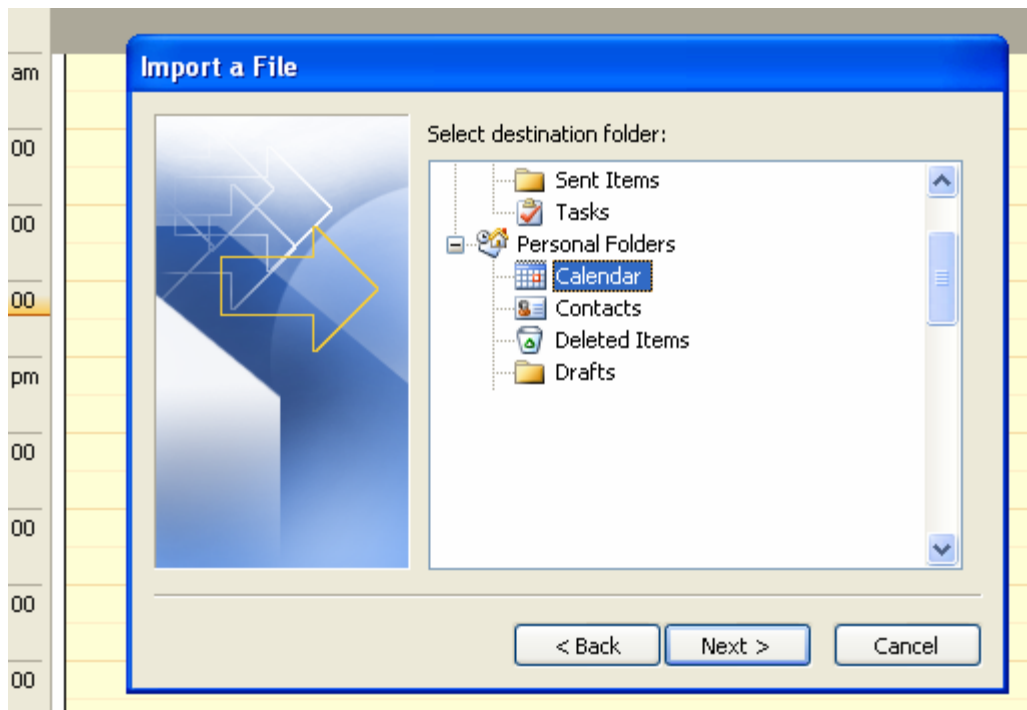
5. Select 'Comma Separated Values (Windows)' and click the **Next** button



6. **Browse** to the file you had saved on your computer and click the **Next** button



7. Select 'Calendar' and click the **Next** button



8. Click the **Finish** button

