Download the SACC Event Schedules To Microsoft Outlook

If you have Microsoft Outlook on you home or work computer you can download and install the Schnitzelburg Area Community Council Event and Meeting schedule into your calendar!
There are two calendars available- one with the monthly Board meetings and the other that does not include the board meetings
Copy the file onto your computer into a location that can easily be found, open Outlook and follow these directions for importing it into your calendar:

 File> Import and Export... Menu option>Select "Import from another program or file" >Next>Select "Comma Separated Values (Windows) OR Excel>Next>...
 Find the desired CSV or excel file>select "Do not import duplicate items">Next
 MSOffice2010=File>Open>Import>from another file or program>csv or microsoft excel>browse and find file on your computer>check -do not import duplicate item>Next>

 Select Calendar and click Next.
 The next window will have a title that says 'The following actions will be performed:' above an option to 'Import "(filename).csv(or excel)" into folder: Calendar.'
 Check that box and and click on 'Import "(filename).CSV" into folder: Calendar'
 From there, click and drag needed fields from the left window into the right window. Its fairly self-explanatory, but the basic corresponding fields are below: SUBJECT to Subject,
          START_DATE to Start Date, START_TIME to Start Time, LOCATION to Location
 Click OK
 Then Click Finish

 Note -the files have been converted to excel for the neighborhoodlinc website but can be saved as a .csv file to import if needed