

Importing the HHS Panther Schedule to Outlook

After downloading the "HHS Basketball schedule.zip" file, you will need to unzip the file. Open Outlook and follow these directions for importing it into your calendar:

- Select the File / Import and Export... Menu option.
- Select "Import from another program or file" and click Next.
- Select "Comma Separated Values (Windows)" and click Next.
- Find the desired CSV file and select "Do not import duplicate items" and click 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" into folder: Calendar.'
- Check that box and click on "Finish"
- Your calendar should be updated with the Panther games