

****Note;****While the New Outlook currently doesn't support direct CSV imports into your calendar, there's a workaround using Classic Outlook to accomplish this.

To address this issue, I recommend a couple of approaches:

1. Switch to Classic Outlook:

- In **New Outlook** , locate the toggle switch at the top-right corner of the window.
- Click the switch to revert back to **Classic Outlook** . The interface will refresh and switch to the Classic version.

2. Open the Import/Export Wizard:

- In Classic Outlook, click on the **File** tab in the top-left corner.
- From the left sidebar, choose **Open & Export** .
- Select **Import/Export** . This opens the **Import and Export Wizard** .

3. Select CSV File Type:

- In the Import/Export Wizard, choose the option **Import from another program or file** and click **Next** .
- Select **Comma Separated Values (CSV)** as the file type and click **Next** .

4. Choose Your CSV File:

- Browse for the **CSV file** on your computer that you want to import.
- Under the options for duplicates, you can choose:
 - **Replace duplicates with items imported**
 - **Allow duplicates to be created**
 - **Do not import duplicate items**
- Click **Next** .

5. Select Calendar as the Destination:

- In the next window, select the **Calendar** folder where you want the events to be imported.
- This will usually be under your email account, with a folder named **Calendar** . Select it and click **Next** .

6. Map CSV Fields to Calendar Fields:

- You'll now see a window where you can **Map Custom Fields** .

- Click **Map Custom Fields** to ensure your CSV columns (e.g., Subject, Start Date, End Date) correspond correctly to Outlook calendar fields.
 - Drag the CSV fields on the left and match them with the appropriate Outlook fields on the right.
- Once you're satisfied with the mapping, click **OK**.

7. Complete the Import:

- After mapping the fields, click **Finish**.
- Outlook will import the events from the CSV file into your calendar.

Switch Back to New Outlook:

Once the import is complete, you can switch back to New Outlook:

1. Go to the top-right corner of Classic Outlook.
2. Toggle the switch to go back to **New Outlook**.
3. Your imported calendar events should now appear in the New Outlook calendar.

Convert CSV to ICS :

If you don't have access to classic Outlook, consider converting your CSV file into an ICS format using an online converter. This way, you can directly import the ICS file into the new Outlook:

- Use a reliable online tool to convert your CSV data into an ICS format.
- Once converted, go to your new Outlook calendar.
- Click on **Add Calendar > From File** and select the ICS file.

OR

1. Use an online converter (search for "CSV to ICS converter").
2. Upload your CSV file and follow the prompts to convert it.
3. Download the resulting ICS file.
4. Open new Outlook, go to **Add Calendar > From File**, and select the ICS file.

Notes:

- If any fields are not correctly mapped during import, you can always go back and re-map them by repeating the process.

- If the events do not appear immediately in New Outlook, try restarting the application to refresh the calendar view.

By following these steps, you should be able to successfully import your calendar entries into Outlook.