

## Natter's for Microsoft Outlook. How to Download and Import:

1. Click on the "Download Link" link in your purchase confirmation email.
2. On the file download page, click on the "Download Natter's for Outlook" link and save the file to your computer.
3. Browse to the downloaded file on your computer.
4. Right click on the file and select "Rename File." Remove the "\_temp" at the end of the file name, then press enter.
5. If the computer asks you to confirm the name change, say "Yes".
6. Open Microsoft Outlook.
7. On the Outlook menu bar, click on "File", and then below that, click "Open".
8. Next, click "Import".
9. Now from the menu that appears, select "Import from another program or file" and then click "Next".
10. Select "Outlook Data File (.pst)" and then click "Next".
11. Click on "Browse" and go to the file "Natters for Microsoft Outlook.pst", then click "Open"  
(Make sure you have already removed "\_temp" from the filename in step 4 above).
12. Under options, select "Replace duplicates with items imported" and click "Next".
13. Under "Select the folder to import from" select "Calendar".
14. Choose "Import items into the same folder in:" be sure "Calendar" under the "Personal Folders" list is selected.
15. In the same menu, make sure "Import items into the same folder in: Outlook Data File" is selected.
15. Click "Finish".
16. Congratulations you are done. Natter's for Microsoft Outlook has been added to your Outlook calendar.

(File may be purchased from: <http://www.theschoolcalendar.com> )