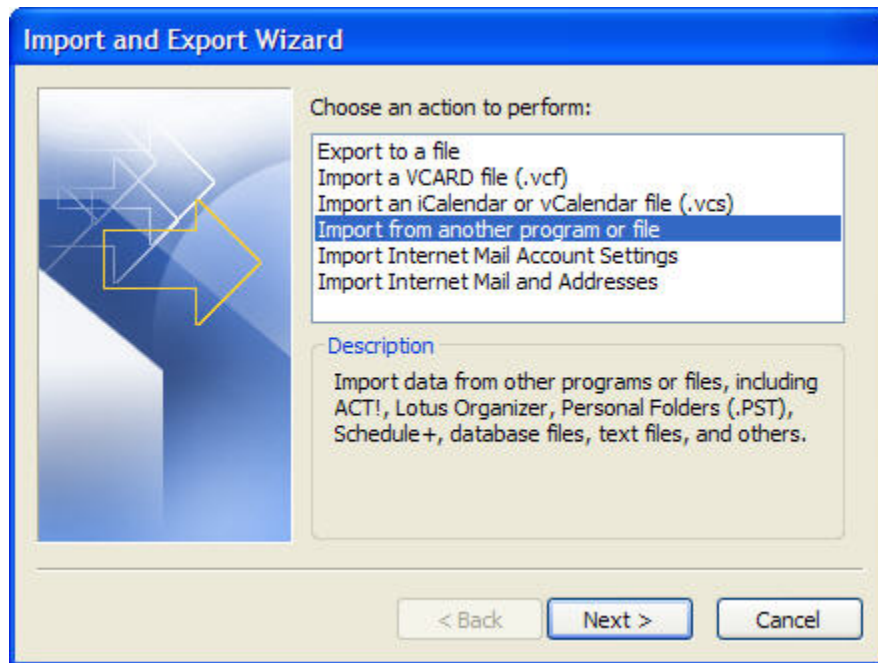
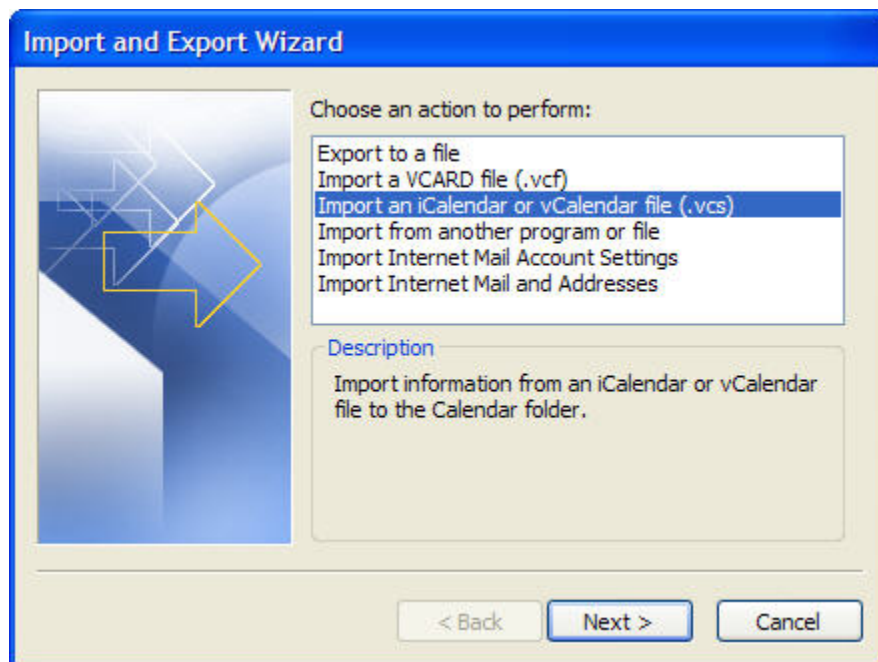


Import iCalendar File into Outlook

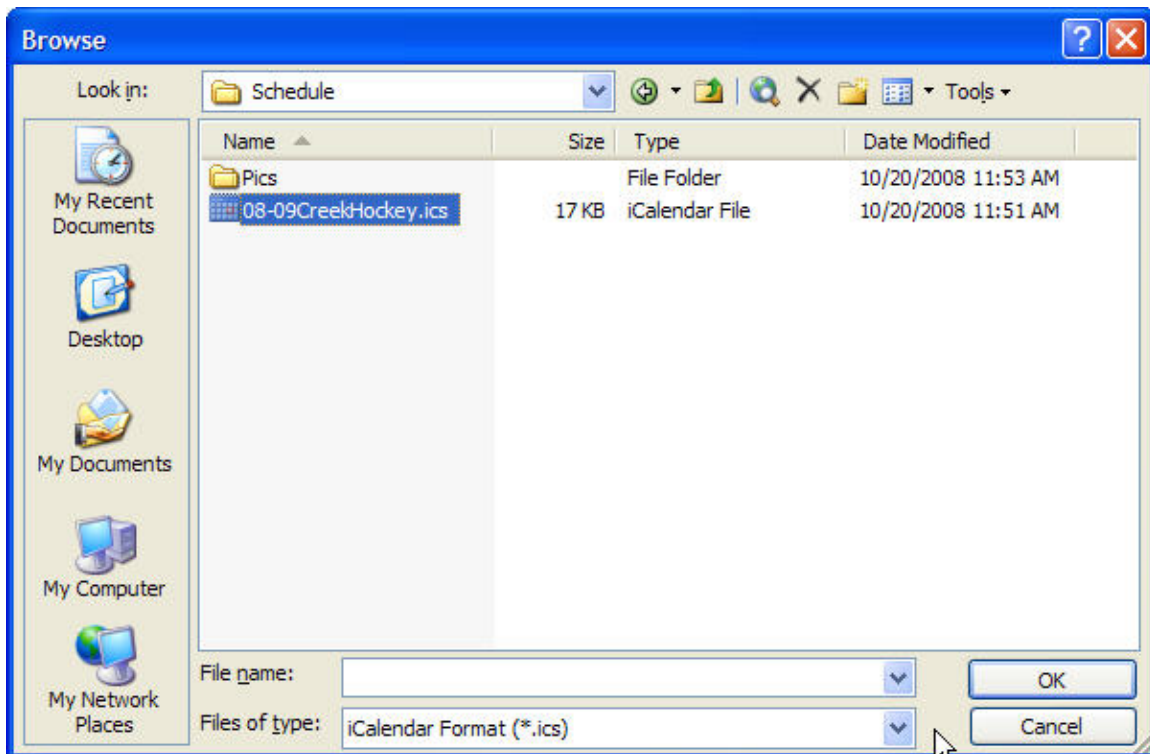
1. Select File – Import and Export from the Outlook Main Menu



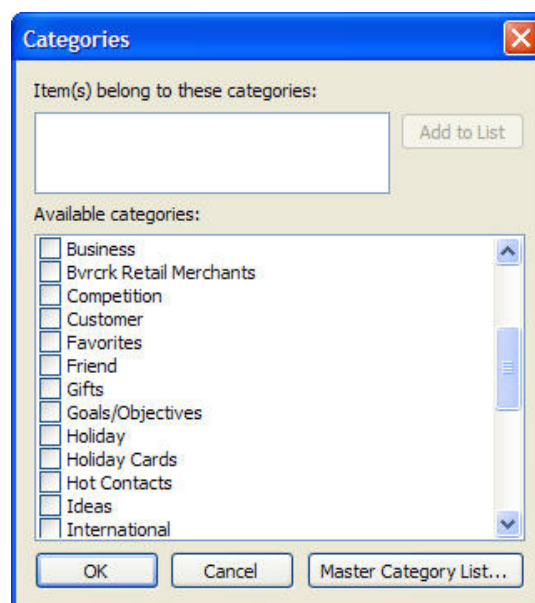
2. Select the Import an iCalendar or vCalendar file (.vcs) option



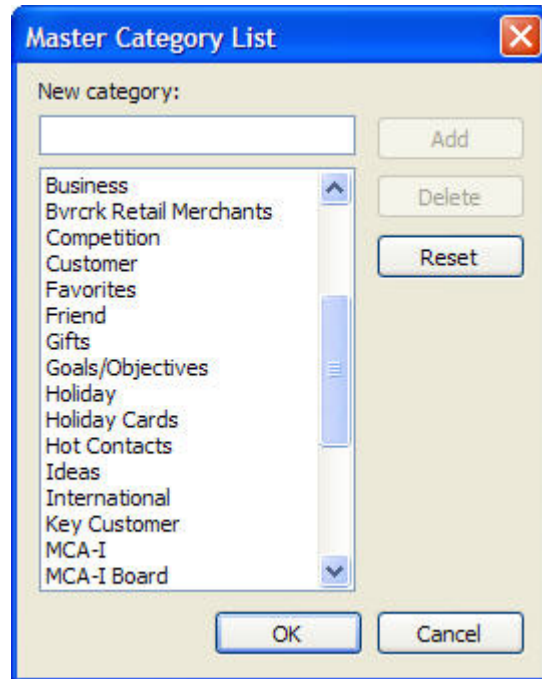
3. Browse to the folder where you saved the 08-09CreekHockey.ics file, select it, and click the OK button



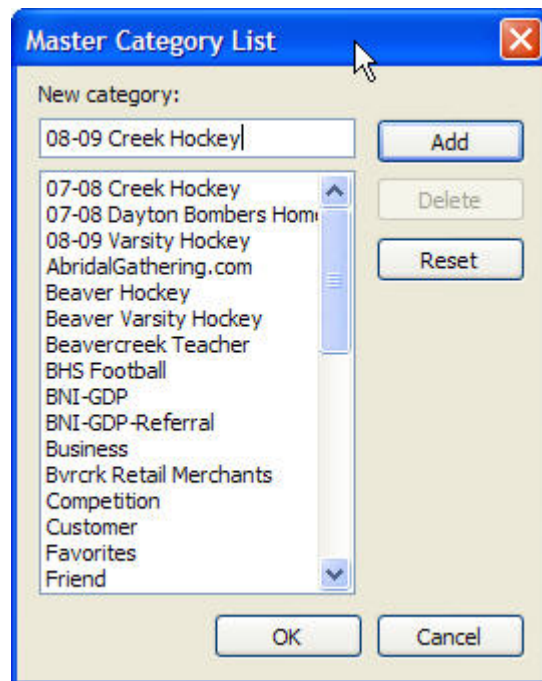
4. Outlook will load your calendar with the 2008-2009 Creek Hockey Schedule.
5. To allow easy Search for Creek Hockey entries you can add a Category to the Outlook Master Category list.
6. Select any Calendar entry.
7. Select Edit – Categories from the main menu



8. Click the Master Category List button.

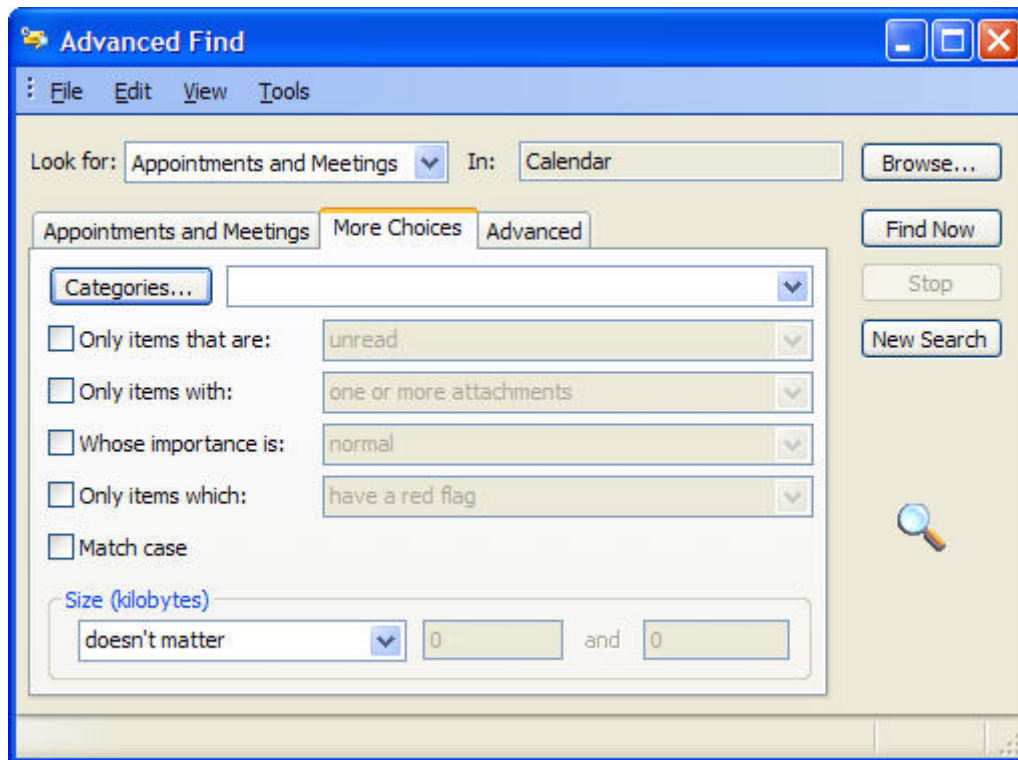


9. Click the Add button and type in the Category as shown (must be verbatim with spaces because that is how I coded the iCalendar file entries).

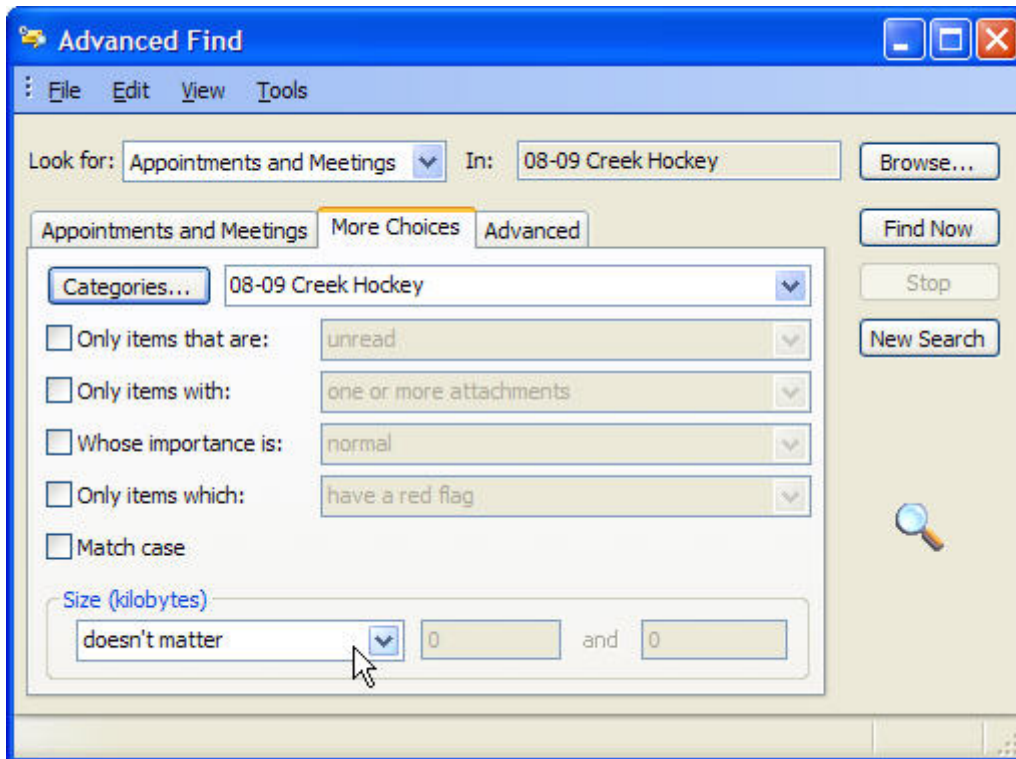


10. Click the OK button on the Master Category List dialogue.
11. Click the OK button on the Categories dialogue.

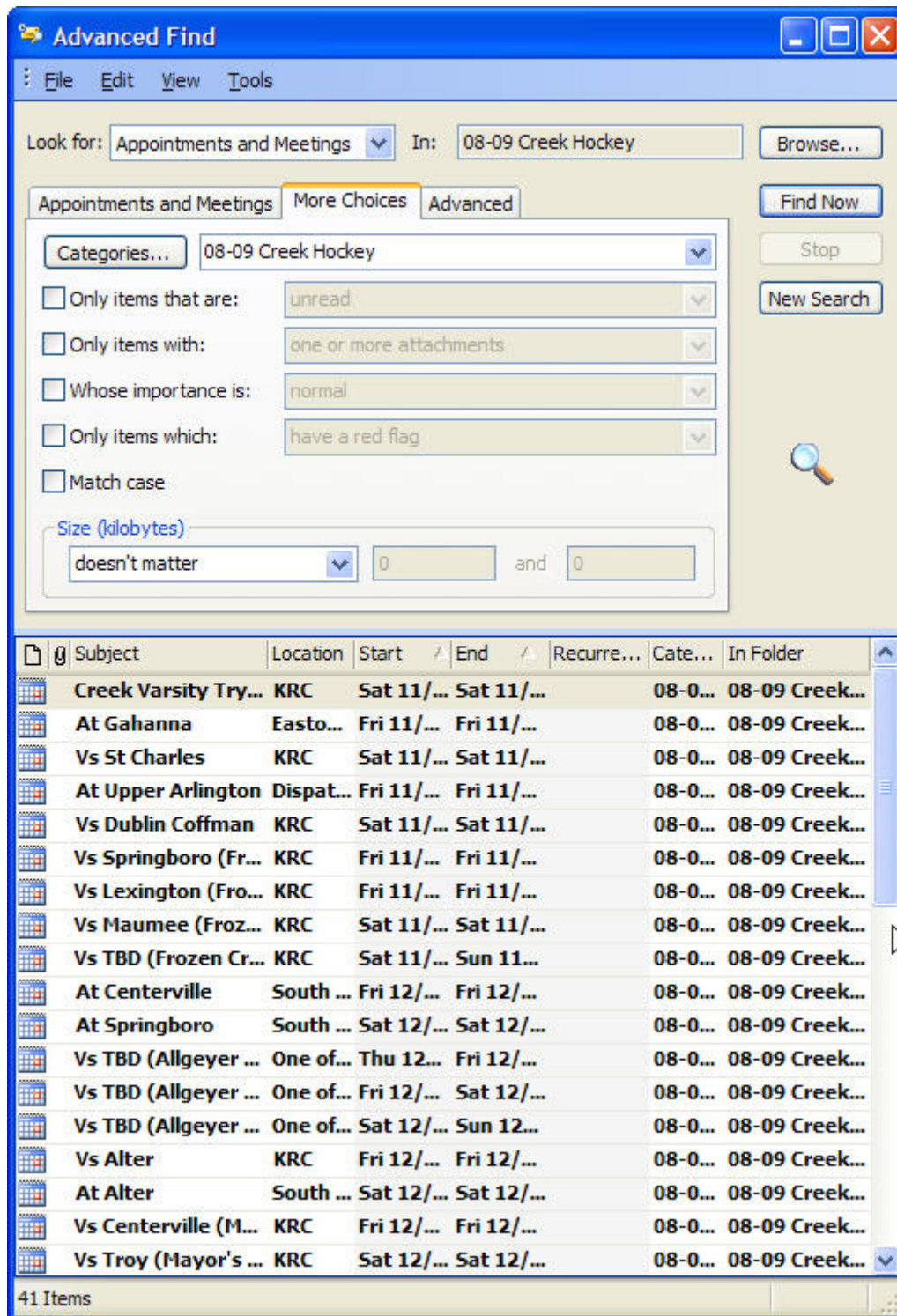
12. To Find Creek Hockey Entries in Outlook using the Category, select Tools-Find-Advanced Find
13. Click the More Choices Tab



14. Click the Categories button
15. Check the 08-09 Creek Hockey box and Click the OK button



16. Click the Find Now button.



17. To turn off the extra information and make the schedule more printable select View – Autopreview to turn off the autopreview function.
18. You can adjust the column widths by to fit the length of the field by double-clicking on the vertical bar that separates the column names. You can delete columns by clicking and dragging the column out of the Advanced Find dialogue.

19. To print, select File- Print. Or use File – Print Preview to see if you have the desired look.

Print Preview [Minimize] [Maximize] [Close]

Page Setup... Print... Close

Subject	Location	Start	End	Recurrence	Categ...	In Folder
Creek Varsity Tryouts	KRC	Sat 11/8/20...	Sat 11/8/20...		08-09 Cr...	08-09 Creek Hockey
At Gehenna	Easton Ch...	Fri 11/14/2...	Fri 11/14/2...		08-09 Cr...	08-09 Creek Hockey
Va St Charles	KRC	Sat 11/15/2...	Sat 11/15/2...		08-09 Cr...	08-09 Creek Hockey
At Upper Arlington	Diapatch I...	Fri 11/21/2...	Fri 11/21/2...		08-09 Cr...	08-09 Creek Hockey
Va Dublin Coffman	KRC	Sat 11/22/2...	Sat 11/22/2...		08-09 Cr...	08-09 Creek Hockey
Va Springboro (Frozen Creek)	KRC	Fri 11/28/2...	Fri 11/28/2...		08-09 Cr...	08-09 Creek Hockey
Va Lexington (Frozen Creek)	KRC	Fri 11/28/2...	Fri 11/28/2...		08-09 Cr...	08-09 Creek Hockey
Va Meunas (Frozen Creek)	KRC	Sat 11/29/2...	Sat 11/29/2...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Frozen Creek)	KRC	Sat 11/29/2...	Sun 11/30/2...		08-09 Cr...	08-09 Creek Hockey
At Centerville	South Metro	Fri 12/5/20...	Fri 12/5/20...		08-09 Cr...	08-09 Creek Hockey
At Springboro	South Metro	Fri 12/6/20...	Sat 12/6/20...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Allgeyer Tourney)	One of the ...	Thu 12/11/...	Fri 12/11/2...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Allgeyer Tourney)	One of the ...	Fri 12/12/2...	Sat 12/13/2...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Allgeyer Tourney)	One of the ...	Sat 12/13/2...	Sun 12/14/2...		08-09 Cr...	08-09 Creek Hockey
Va Altar	KRC	Fri 12/19/2...	Fri 12/19/2...		08-09 Cr...	08-09 Creek Hockey
At Altar	South Metro	Sat 12/20/2...	Sat 12/20/2...		08-09 Cr...	08-09 Creek Hockey
Va Centerville (Mayor's Cup)	KRC	Fri 12/26/2...	Fri 12/26/2...		08-09 Cr...	08-09 Creek Hockey
Va Troy (Mayor's Cup)	KRC	Sat 12/27/2...	Sat 12/27/2...		08-09 Cr...	08-09 Creek Hockey
Va Springboro (Mayor's Cup)	KRC	Sun 12/28/...	Sun 12/28/2...		08-09 Cr...	08-09 Creek Hockey
Va Trinity (KY Tournament)	Louisville I...	Fri 1/2/200...	Fri 1/2/200...		08-09 Cr...	08-09 Creek Hockey
Va North Central (KY Tourna...	Louisville I...	Fri 1/2/200...	Fri 1/2/200...		08-09 Cr...	08-09 Creek Hockey
Va TSD (KY Tournament)	Louisville I...	Sat 1/5/200...	Sat 1/5/200...		08-09 Cr...	08-09 Creek Hockey
At Moeller	Cincinnati ...	Fri 1/9/200...	Fri 1/9/200...		08-09 Cr...	08-09 Creek Hockey
At Oxford Talawanda	Goggin-Mi...	Sat 1/10/20...	Sat 1/10/20...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Ehmfelt Tourney)	Strongsville	Thu 1/15/2...	Fri 1/16/20...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Ehmfelt Tourney)	Strongsville	Fri 1/16/20...	Sat 1/17/20...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Ehmfelt Tourney)	Strongsville	Sat 1/17/20...	Sun 1/18/20...		08-09 Cr...	08-09 Creek Hockey
Va TSD (Ehmfelt Tourney)	Strongsville	Sun 1/18/2...	Mon 1/19/2...		08-09 Cr...	08-09 Creek Hockey
At St Xavier	Cincinnati ...	Fri 1/23/20...	Fri 1/23/20...		08-09 Cr...	08-09 Creek Hockey
At Troy	Hobart Are...	Sat 1/24/20...	Sat 1/24/20...		08-09 Cr...	08-09 Creek Hockey
Va Gehenna	Nabonwid...	Tue 1/27/2...	Tue 1/27/20...		08-09 Cr...	08-09 Creek Hockey
Blue Jackata vs Red Wings	Nabonwid...	Tue 1/27/2...	Tue 1/27/20...		08-09 Cr...	08-09 Creek Hockey
At Lexington (KY-OH Border ...	Lexington	Thu 1/29/2...	Fri 1/30/20...		08-09 Cr...	08-09 Creek Hockey
At Trinity (KY-OH Border War)	Louisville I...	Sat 1/31/20...	Sat 1/31/20...		08-09 Cr...	08-09 Creek Hockey
At Sycamore	Sports Pla...	Fri 2/6/200...	Fri 2/6/200...		08-09 Cr...	08-09 Creek Hockey
Va Sycamore (Senior Night)	KRC	Sat 2/7/200...	Sat 2/7/200...		08-09 Cr...	08-09 Creek Hockey
Va SWOHSHL Tournament	KRC	Wed 2/11/2...	Thu 2/12/20...		08-09 Cr...	08-09 Creek Hockey
Va SWOHSHL Tournament	KRC	Thu 2/12/2...	Fri 2/13/20...		08-09 Cr...	08-09 Creek Hockey
Va SWOHSHL Tournament	KRC	Fri 2/13/20...	Sat 2/14/20...		08-09 Cr...	08-09 Creek Hockey
Va SWOHSHL Tournament	KRC	Sat 2/14/20...	Sun 2/15/20...		08-09 Cr...	08-09 Creek Hockey
Va OHSAA District Tournament	Corecomm...	Fri 2/20/20...	Sat 2/21/20...		08-09 Cr...	08-09 Creek Hockey

John Pugnac 1 10/20/2008 12:19 PM

1 Page