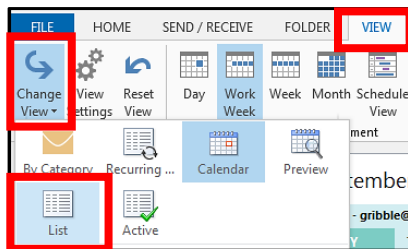


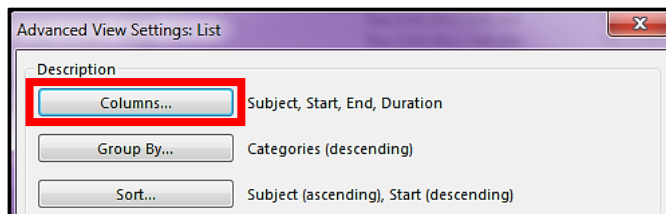
## Microsoft Outlook 2013: Calendar Data Retrieval to Excel

This tutorial would be helpful if you want to take calendar data from Outlook and put the data into Excel. Once in Excel you could add formulas and more.

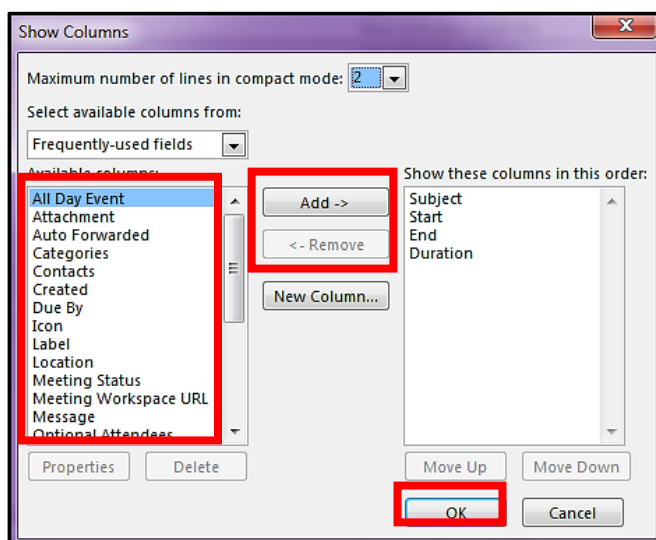
First make sure you are in the Calendar area of Outlook. In the **View** tab, click on the drop down arrow under **Change View**, then select **List**.



Right mouse click anywhere on a Column Heading and select **View Settings**.  
On the **Advanced View Settings: List** click on the **Columns** button.



Remove items by selecting & click on the **Remove** button.  
Add items from the left column, by selecting and clicking on the **Add** button.  
Suggested Columns are: **Subject, Start, End & Duration** (you can add more columns)  
Click the **OK** button.



First sort by **Subject**, then sort by **Start**. Click on the column heading to sort.  
 Now select the dates you want to include. For the example below I have selected all of July.  
 Click on the first one, then hold the **Shift** key down, click on the last date you want to include.

SUBJECT	START	END	DURATION
Ken	Fri 8/1/2014 12:00 AM	Sat 8/2/2014 12:00 AM	1 day
Greg	Fri 8/1/2014 12:00 AM	Sat 8/2/2014 12:00 AM	1 day
Jeanette	Thu 7/31/2014 12:00 AM	Fri 8/1/2014 12:00 AM	1 day
Chuck	Wed 7/30/2014 12:00 AM	Thu 7/31/2014 12:00 AM	1 day
Greg	Tue 7/29/2014 2:00 PM	Tue 7/29/2014 5:00 PM	3 hours
Katelin	Mon 7/28/2014 12:00 AM	Tue 7/29/2014 12:00 AM	1 day
Jeanette	Mon 7/28/2014 12:00 AM	Tue 7/29/2014 12:00 AM	1 day
Isaac	Thu 7/24/2014 8:00 AM	Thu 7/24/2014 11:00 AM	3 hours
Katelin	Thu 7/24/2014 12:00 AM	Sat 7/26/2014 12:00 AM	2 days
Mary	Thu 7/24/2014 12:00 AM	Sat 7/26/2014 12:00 AM	2 days
Becky	Tue 7/22/2014 1:00 PM	Tue 7/22/2014 5:00 PM	4 hours
Chuck	Mon 7/21/2014 12:00 AM	Tue 7/22/2014 12:00 AM	1 day
Ken	Mon 7/21/2014 12:00 AM	Tue 7/22/2014 12:00 AM	1 day
Marianna	Fri 7/18/2014 3:00 PM	Fri 7/18/2014 5:00 PM	2 hours
Brenda	Mon 7/14/2014 3:00 PM	Mon 7/14/2014 4:00 PM	1 hour
Brenda	Mon 7/14/2014 8:45 AM	Mon 7/14/2014 9:15 AM	30 minutes
Chuck	Mon 7/14/2014 12:00 AM	Sat 7/19/2014 12:00 AM	5 days
Minh	Mon 7/14/2014 12:00 AM	Sat 7/19/2014 12:00 AM	5 days
Becky	Mon 7/14/2014 12:00 AM	Tue 7/15/2014 12:00 AM	1 day
Greg	Mon 7/14/2014 12:00 AM	Tue 7/15/2014 12:00 AM	1 day
Chuck	Fri 7/11/2014 12:00 AM	Sat 7/12/2014 12:00 AM	1 day
Jeanette	Fri 7/11/2014 12:00 AM	Sat 7/12/2014 12:00 AM	1 day
Marianna	Wed 7/9/2014 1:00 PM	Wed 7/9/2014 2:00 PM	1 hour
Chuck	Wed 7/9/2014 8:00 AM	Wed 7/9/2014 12:00 PM	4 hours
Andrew	Wed 7/9/2014 12:00 AM	Wed 8/20/2014 12:00 AM	6 weeks
Andrew	Tue 7/8/2014 1:00 PM	Tue 7/8/2014 3:00 PM	2 hours
Ken	Mon 7/7/2014 12:00 AM	Tue 7/8/2014 12:00 AM	1 day
Greg	Mon 7/7/2014 12:00 AM	Sat 7/12/2014 12:00 AM	5 days
Mary	Thu 7/3/2014 12:00 AM	Fri 7/4/2014 12:00 AM	1 day
Minda	Thu 7/3/2014 12:00 AM	Fri 7/4/2014 12:00 AM	1 day
Dan	Thu 7/3/2014 12:00 AM	Fri 7/4/2014 12:00 AM	1 day
Greg	Tue 7/1/2014 2:00 PM	Tue 7/1/2014 5:00 PM	3 hours
Becky	Tue 7/1/2014 12:00 AM	Wed 7/2/2014 12:00 AM	1 day
Katelin	Mon 6/30/2014 1:00 PM	Mon 6/30/2014 5:00 PM	4 hours
Andrew	Mon 6/30/2014 8:00 AM	Mon 6/30/2014 10:00 AM	2 hours

Right mouse click to copy these, open Excel, put insertion point in cell A1, then paste.  
 Notice the Outlook column headings come over into Excel.

	A	B	C	D
1	Subject	Start	End	Duration
2	Jeanette	Thu 7/31/2014 12:00 AM	Fri 8/1/2014 12:00 AM	1 day
3	Chuck	Wed 7/30/2014 12:00 AM	Thu 7/31/2014 12:00 AM	1 day
4	Greg	Tue 7/29/2014 2:00 PM	Tue 7/29/2014 5:00 PM	3 hours
5	Katelin	Mon 7/28/2014 12:00 AM	Tue 7/29/2014 12:00 AM	1 day
6	Jeanette	Mon 7/28/2014 12:00 AM	Tue 7/29/2014 12:00 AM	1 day
7	Isaac	Thu 7/24/2014 8:00 AM	Thu 7/24/2014 11:00 AM	3 hours
8	Katelin	Thu 7/24/2014 12:00 AM	Sat 7/26/2014 12:00 AM	2 days
9	Mary	Thu 7/24/2014 12:00 AM	Sat 7/26/2014 12:00 AM	2 days
10	Becky	Tue 7/22/2014 1:00 PM	Tue 7/22/2014 5:00 PM	4 hours
11	Chuck	Mon 7/21/2014 12:00 AM	Tue 7/22/2014 12:00 AM	1 day
12	Ken	Mon 7/21/2014 12:00 AM	Tue 7/22/2014 12:00 AM	1 day
13	Marianna	Fri 7/18/2014 3:00 PM	Fri 7/18/2014 5:00 PM	2 hours
14	Brenda	Mon 7/14/2014 3:00 PM	Mon 7/14/2014 4:00 PM	1 hour
15	Brenda	Mon 7/14/2014 8:45 AM	Mon 7/14/2014 9:15 AM	30 minutes
16	Chuck	Mon 7/14/2014 12:00 AM	Sat 7/19/2014 12:00 AM	5 days
17	Minh	Mon 7/14/2014 12:00 AM	Sat 7/19/2014 12:00 AM	5 days
18	Becky	Mon 7/14/2014 12:00 AM	Tue 7/15/2014 12:00 AM	1 day
19	Greg	Mon 7/14/2014 12:00 AM	Tue 7/15/2014 12:00 AM	1 day
20	Chuck	Fri 7/11/2014 12:00 AM	Sat 7/12/2014 12:00 AM	1 day

From here you can see the user's time off, how many days or hours.  
 If you make the Subject to include their full names and what type of time off it would look like this shown below.

SUBJECT	START	END	DURATION
Marianna Doherty - VAC	Fri 10/21/2011 12:00 AM	Sat 10/22/2011 12:00 AM	1 day
Chuck Steel - VAC	Wed 10/19/2011 3:00 PM	Wed 10/19/2011 5:00 PM	2 hours
Andrew Connell - VAC	Thu 10/13/2011 12:00 AM	Sat 10/15/2011 12:00 AM	2 days
Jeanette Gribble - VAC	Thu 10/13/2011 12:00 AM	Sat 10/15/2011 12:00 AM	2 days
Chuck Steel - VAC	Wed 10/12/2011 3:00 PM	Wed 10/12/2011 5:00 PM	2 hours
Mihn Lieu - VAC	Mon 10/10/2011 12:00 AM	Sat 10/15/2011 12:00 AM	5 days
Brenda Steely - VAC	Mon 10/10/2011 12:00 AM	Tue 10/11/2011 12:00 AM	1 day
Marianna Doherty - SICK	Mon 10/10/2011 12:00 AM	Tue 10/11/2011 12:00 AM	1 day
Marianna Doherty - VAC	Fri 10/7/2011 12:00 AM	Sat 10/8/2011 12:00 AM	1 day

To get back into the Calendar View, go under the **View** tab, select **Calendar**.

