## How to Download All Economic Calendar Events to Microsoft Outlook

This tutorial will instruct you on how to download all the events listed on the MMG Economic Calendar to your Outlook calendar program.

**Introduction:** The MMG Economic Calendar has an added feature which allows you to download all listed events at once for easy reference on your Outlook calendar. You also have the option to download each event individually. The process to download one event is much different from the process to download all events. When you download one event, a schedule window opens and as soon as you click "Save and Close" the event is scheduled on your calendar. When you want to save multiple events, the process gets a little more complicated, but will save you some time in the long run.

Date	ET	Economic Report	For	Estimate	Actual	Prior	Impact	Download Event
Tue. August. 30	10:00	Consumer Confidence	Aug.	101.0	105.6	103.6	Moderate	Click Here
Tue. August. 30	02:00	FOMC Minutes	Aug.				Moderate	Click Here
Wed. August. 31	08:30	GDP Chain Deflator	Qtr. 2	3.4%		3.4%	Moderate	<u>Click Here</u>
Wed. August. 31	08:30	<u>Chain Deflator</u>	Qtr. 2	2.4%		2.4%	HIGH	Click Here
Wed. August. 31	10:00	Chicago PMI	Aug	61.0		63.5	HIGH	<u>Click Here</u>
Thu. September. 01	10:00	<u>Auto Sales</u>	Aug	57.0		56.6	HIGH	Click Here
Thu. September. 01	08:30	<u>Auto Sales</u>	July	1.%		0.8%	Moderate	Click Here
Thu. September. 01	08:30	Personal Income & Consump	July	0.5%		0.5%	Moderate	Click Here
Thu. September. 01	08:30	<u>Jobless Claims (Initial)</u>	08/27	315,000		316,000	Moderate	Click Here
Fri. September. 02	08:30	<u>Non-farm Payrolls</u>	Aug.	190K		207,000	HIGH	<u>Click Here</u>
Fri. September. 02	08:30	<u>Uneployment Rate</u>	Aug	5.0%		5.0%	HIGH	<u>Click Here</u>
Fri. September. 02	08:30	<u>Hourly Earnings</u>	Aug.	0.2%		0.4%	HIGH	<u>Click Here</u>
Fri. September. 02	08:30	<u>Average Work Week</u>	Aug.	33.7		33.7	HIGH	<u>Click Here</u>
Tue. September. 06	10:00	Institute for Supply Mana	Aug.	61.3		60.5	Moderate	Click Here
Wed. September. 07	02:00	<u>Fed's Beige Book</u>					Moderate	Click Here

CLICK HERE TO DOWNLOAD ALL EVENTS TO YOUR OUTLOOK CALENDAR

Image 1: Example of Economic Calendar

Step 1: Locate the Economic Calendar you wish to download all events from.

Step 2: Click the Download All Events button located below the calendar.



Image 2: Download All Events button

**Step 3:** When the File Download window opens, click the "Save" button.

File Download				
Do you want to open or save this file?				
Name: economic_cal_2.vcs Type: vCalendar File, 6.97 KB From: dev.mortgagemarketguide.com Open Save Cancel				
Always ask before opening this type of file				
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. <u>What's the risk?</u>				

Image 3: File Download window

**Step 4:** In the Save As window, find a location on your hard drive where you would like to save the calendar file. In our example below, we have created a folder named "Economic Calendar" within our My Documents folder, but you are free to put the file anywhere you want... just remember where you put it, as you will need it in Step 7. Once you have decided on a location, click the "Save" button.

Save As					? 🛛
Save in:	🚞 Economic Ca	lendar	👻 G 💋	i 📂 🛄-	
D Recent					
Desktop					
My Documents					
My Computer					
	File name:	economic_cal_2		~	Save
My Network	Save as type:	vCalendar File		~	Cancel



Image 4B: Right-click on button

Image 4A: Save As window

**Step 5:** Open your Outlook if it is not already open. From the main menu select File  $\rightarrow$  Import and Export  $\rightarrow$  Outlook.

G	🗿 Unread Mail - Microsoft Outlook										
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Image 5: Outlook – Import and Export

**Step 6:** The Import and Export Wizard window will open and from the available options, select "Import an iCalendar or vCalendar file (.vcs)". Click the "Next" button at the bottom of the window.

Import and Export Wiza	rd
	Choose an action to perform: Export to a file Import a VCARD file (.vcf) Import an ICalendar or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Description Import information from an iCalendar or vCalendar file to the Calendar folder.
	< Back Next > Cancel

Image 6: Import and Export Wizard

**Step 7:** A Browse window will open and like the Save As window in Step 4, you see the files and folders on your computer. This time we want to locate the file we saved in Step 4. Browse to the location where you saved it, select it, and click "OK" to continue.

Browse		? 🗙
Look in:	🔁 Economic Calendar 💿 🕲 🔹 🔟 🔯 💥 📰 🔻 Tools	; •
My Recent Documents	economic_cal_2	
Desktop		
My Documents		
My Computer		
My Network	File <u>n</u> ame:	ок
Places	Files of type: vCalendar Format	Cancel

Image 7A: Browse window

**Note:** Be sure the "Files of type:" box is set to vCalendar Format. If it is not, you will NOT be able to see the file in the Browse window.

Files of <u>type</u> :	iCalendar Format	*
	All Files	~
	iCalendar Format vCalendar Format N	
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Image 7B: Files of Type option in Browse window

**Step 8:** Go to your Outlook calendar. Click on the dates of the events... they are now all scheduled on your calendar. At this point, you may open each event or specific events and set reminders and alerts so you don't miss any important economic meetings or reports.



Image 8A: Outlook calendar with events scheduled

📰 Consumer Confidence - Appointment	
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j 💂 Save and Close   🎒 🕕   ⊖ Recurrence   🛗 Igvite Attendees   📍 🌲   🗙   ♠ ▾ ◈ ▾   @ 📑 j 🕤 SnagIt 📷   Window 🔹 💂	
Link to History Select	
Appointment Scheduling	_
This appointment occurs in the past.	
Subject: Consumer Confidence	
Location: Label: None	~
Start time: Tue 8/30/2005 V 9:00 AM V All day event	
End time: Tue 8/30/2005 V 9:00 AM V	
Reminder: 15 minutes 💽 🀠 Show time as: 🔳 Busy	
MMG - Economic Calendar	
Date: Tue. August. 30	
ET: 10:00 Economic Report: Consumer Confidence	
For: Aug.	
Estimate: 101.0	
Actual: 105.6	
Prior: 103.6	
Impact: Moderate	
	~
Contacts Categories Priv	ate 📃

Image 8B: Outlook event opened with reminder set