

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	Click Here
Wed. August. 31	08:30	Chain Deflator	Qtr. 2	2.4%		2.4%	HIGH	Click Here
Wed. August. 31	10:00	Chicago PMI	Aug	61.0		63.5	HIGH	Click Here
Thu. September. 01	10:00	Auto Sales	Aug	57.0		56.6	HIGH	Click Here
Thu. September. 01	08:30	Auto Sales	July	1.0%		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	Jobless Claims (Initial)	08/27	315,000		316,000	Moderate	Click Here
Fri. September. 02	08:30	Non-farm Payrolls	Aug.	190K		207,000	HIGH	Click Here
Fri. September. 02	08:30	Unemployment Rate	Aug	5.0%		5.0%	HIGH	Click Here
Fri. September. 02	08:30	Hourly Earnings	Aug.	0.2%		0.4%	HIGH	Click Here
Fri. September. 02	08:30	Average Work Week	Aug.	33.7		33.7	HIGH	Click Here
Tue. September. 06	10:00	Institute for Supply Mana	Aug.	61.3		60.5	Moderate	Click Here
Wed. September. 07	02:00	Fed's Beige Book					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.

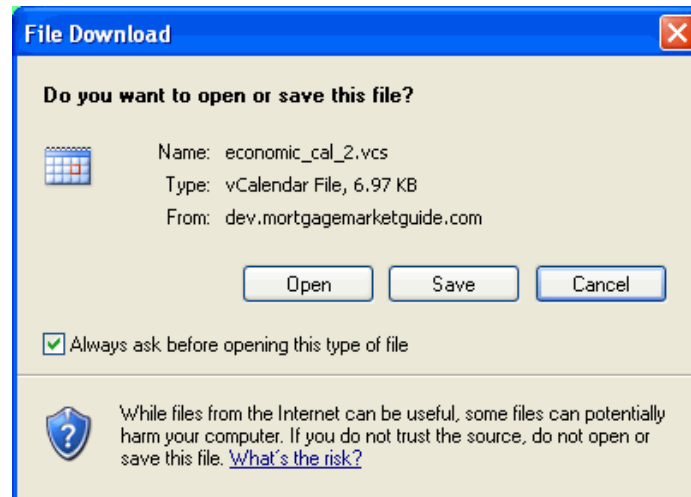


Image 3: File Download window

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.

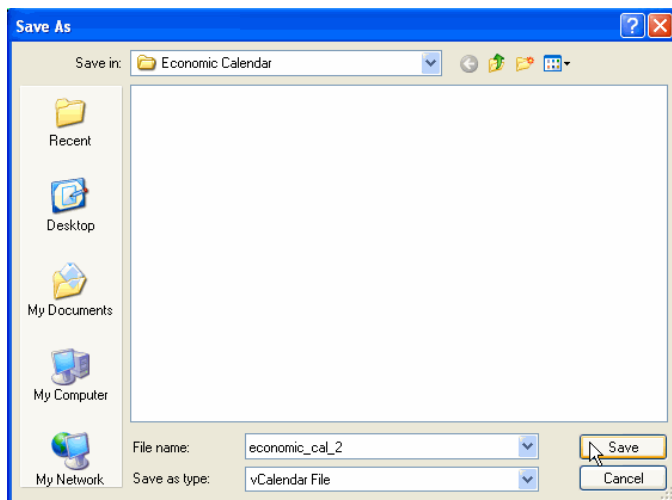


Image 4A: Save As window

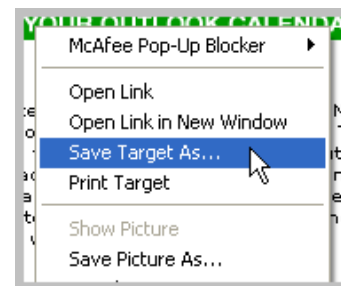


Image 4B: Right-click on button

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

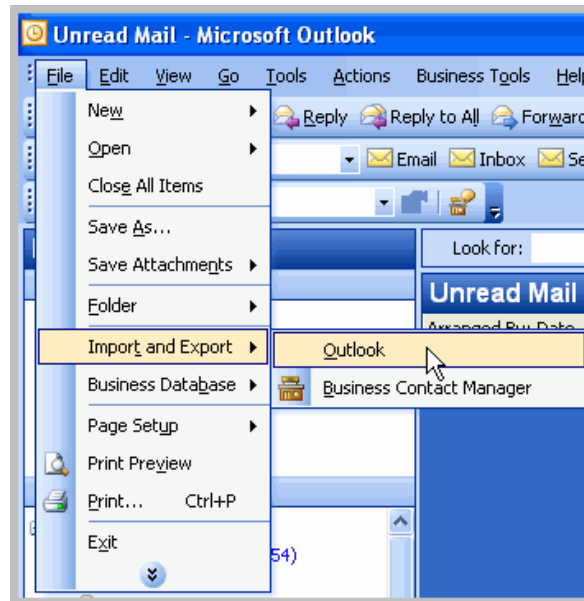


Image 5: Outlook – Import and Export

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.

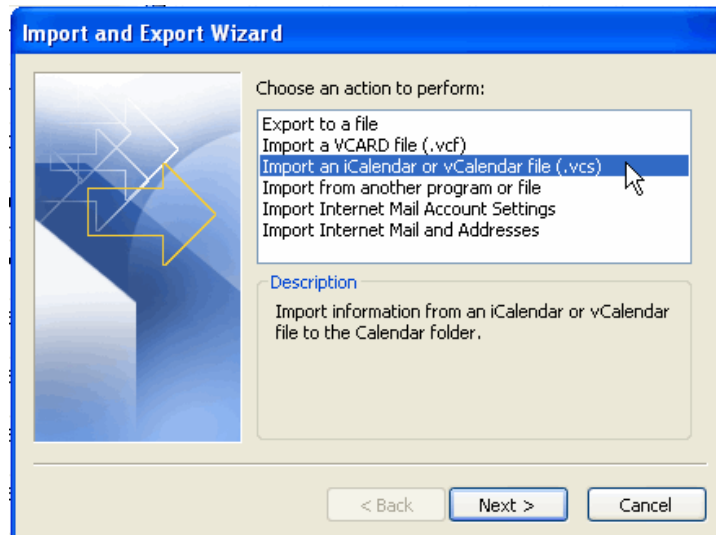


Image 6: Import and Export Wizard

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.

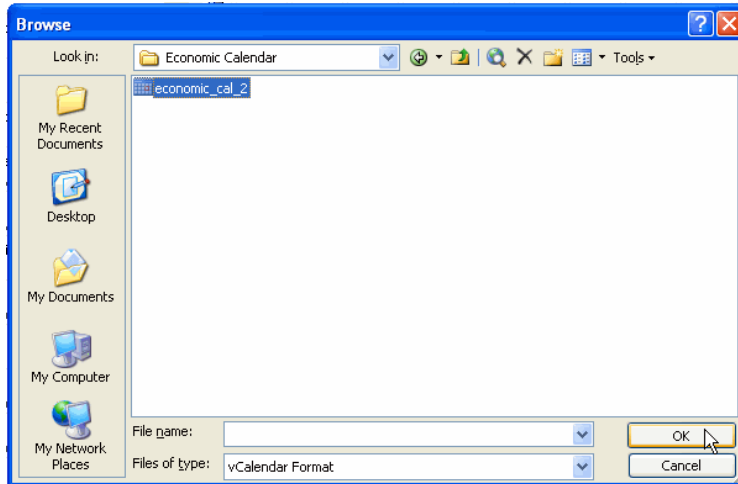


Image 7A: Browse window

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.

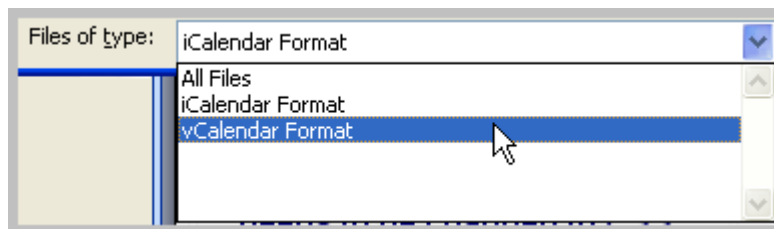


Image 7B: Files of Type option in Browse window

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.

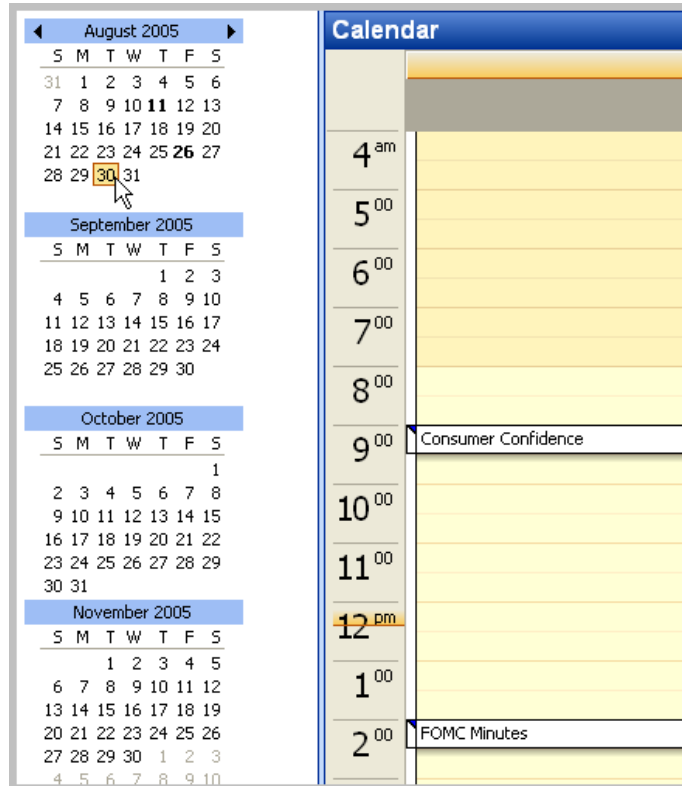


Image 8A: Outlook calendar with events scheduled

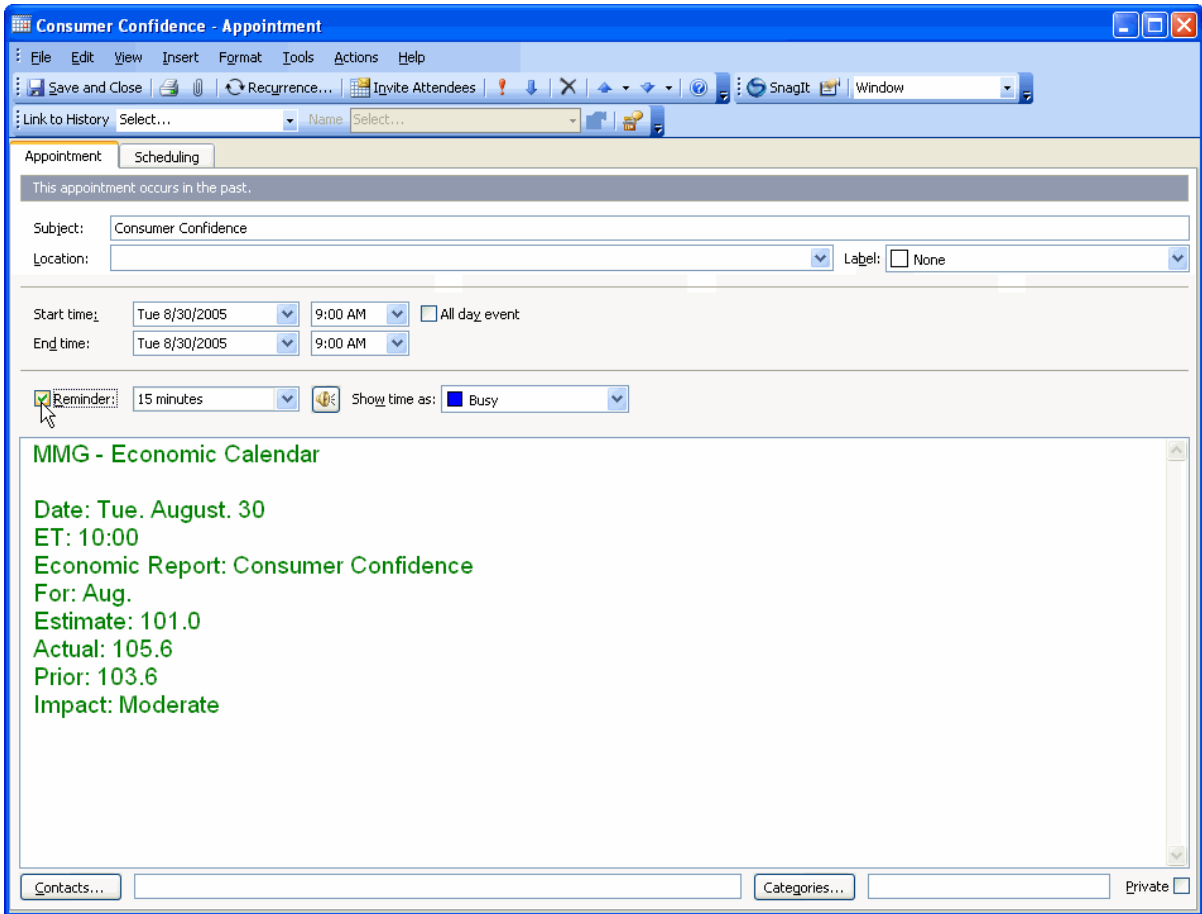


Image 8B: Outlook event opened with reminder set