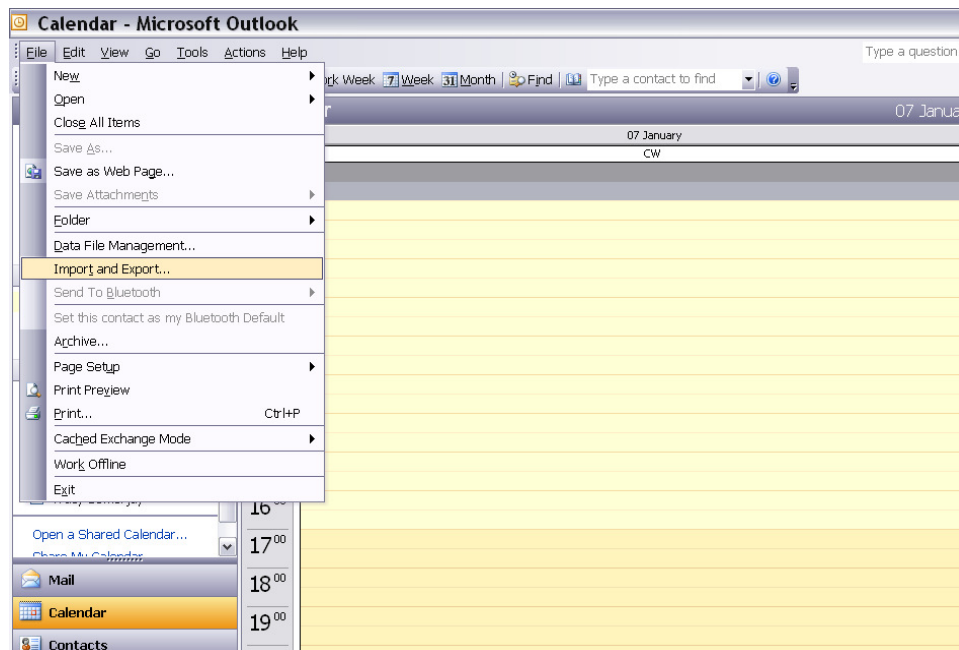
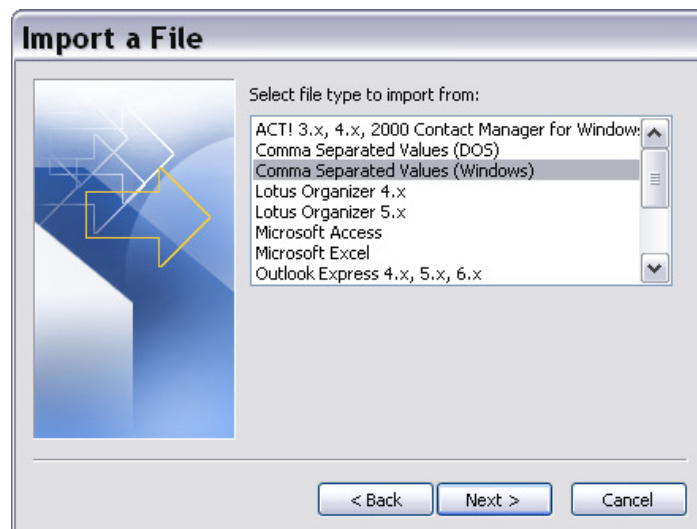


How to download the Lectionary (Electronic Calendar Version) into Outlook 2003

1. Purchase the lectionary from the Church House Publishing website.
2. Log onto the CHP site using same email address that you used to purchase the lectionary.
3. Click on 'Order History'. Your purchase should appear. Click the 'Download Now' button.
4. Select 'Save' (NOT 'Open') and click 'Ok'.
5. Select a memorable location to save the file and click "Save".
6. Open Microsoft Outlook. Click "File" and then "Import and Export". Highlight "Import from another program or file" then click "Next."



7. Highlight "Comma Separated Values (Windows)", then click "Next".



8. Click "Browse" and find the file you have recently saved. Select the option "Replace duplicates with items imported." Click "Next".
9. Select the Calendar you wish to import the lectionary into. (If you only have one calendar, simply highlight the folder "Calendar". Click "Next".
10. Click "Finish". The lectionary will be imported.

Once the import into Outlook is complete, an appointment called CW (Common Worship) will appear every day in your chosen Outlook calendar. This will give you the lectionary information for that day:

