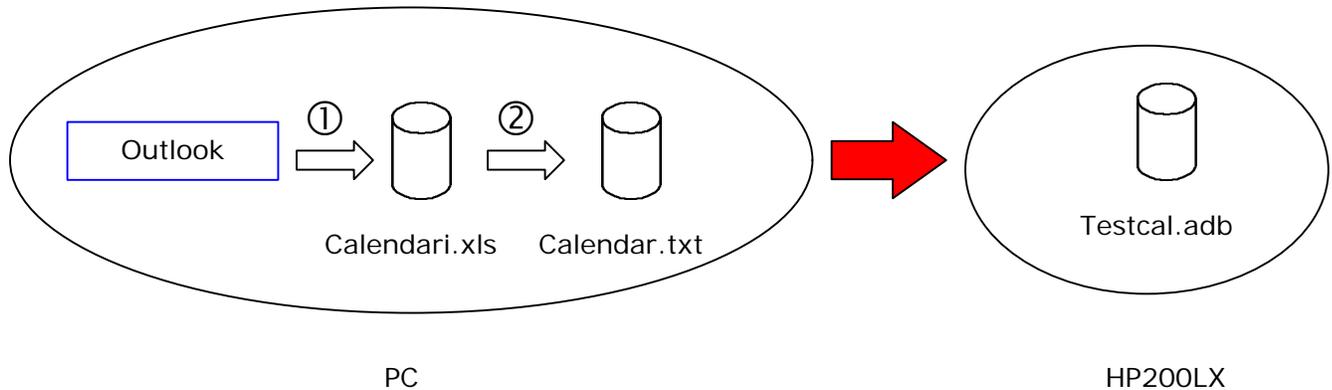


## Exporting data from MS Outlook to HP200LX

This document will give you a brief idea of the steps involved in exporting data from MS Outlook Calendar Appointment to the HP200LX.

I have also done another program to export the tasks from MS Outlook to the HP200LX. I'll send you another write-up at a later stage.

Make sure that all your documents are kept in a specific folder.



### ① Export data from Outlook Calendar to an Excel file

- Go into the calendar folder
- Using the "Import/Export" option from the File menu, export the data to a file, i.e. the Excel file Calendari.xls
- Export the following fields in the same order as described below:

Start Date
Start Time
EndTime
ReminderOnOff
ReminderTime
Subject
Description
Location

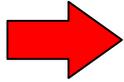
- The file calendari.xls will be generated

### ② Convert data from Calendari.xls to Calendar.txt

- Open the excel file: convert\_calendar.xls
- Run the macro, i.e click on the push buttons in the order displayed
- The file calendar.txt will be generated

Notes:

1. For those who are interested, you can go and look into the VBA codes. You can go to the Macro option from the menu, select "convert" and edit it.
2. As you will notice, the codes have been written specifically to my needs, e.g. the reminder flag as well as the reminder time have not been updated correctly. I always forced the reminder time to be 5 minutes. I'll leave it to you to play around with it.



## Export Calendar.txt to the HP200LX by using the software IntelliSync

- Run the IntelliSync software
- Select the "IMPORT" of the following applications:  
    Appointments/Events   ASCII – Text Delimited
- Use the following mapping

Text File		HP200LX
Start Date		Start Date
Start Time		Start Time
EndTime		End Time
ReminderOnOff		Alarm
ReminderTime		Leadtime
Subject		Description
Description		Note
Location		Location

## Importing data from HP200LX to MS Outlook

This is not covered in this document, but the same approach can be used.

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### Comments:

I hope you will manage to get it to work without too much difficulties. I'll try to help as far as I can as I don't have much time to spend on those programs. I hope someone will build-up on this to enrich it with all the required logics. Good luck!

### About me:

I'm the Executive Director of BTI Consulting in Mauritius. I invite you to have a look at our website: <http://bti.intnet.mu/>

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