

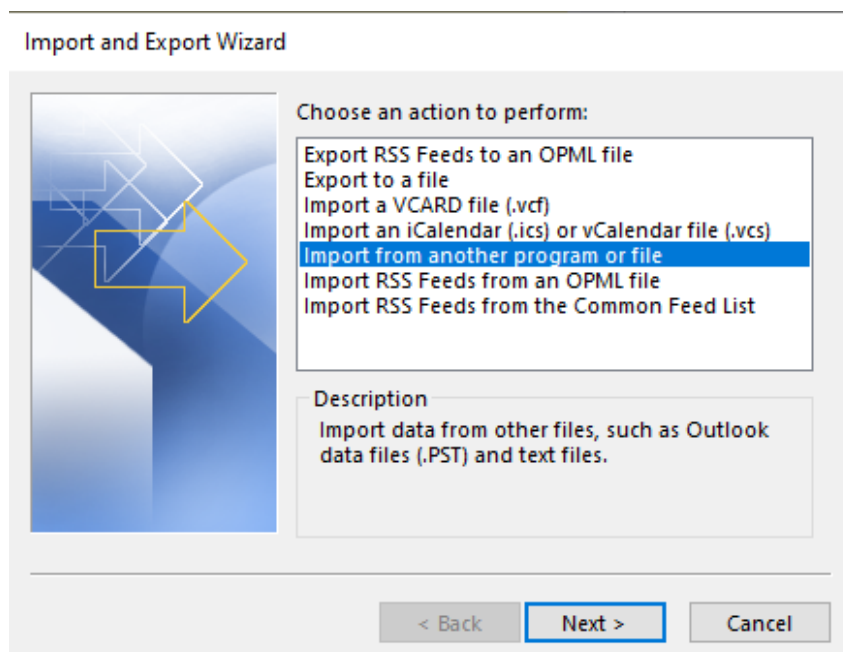
Instructions: Importing Bank Holidays (CSV File) into Microsoft Outlook

This guide will show you how to import the provided CSV file into your Outlook calendar in just a few steps, allowing you to view the Bank Holidays for 2025 along with the affected currencies.

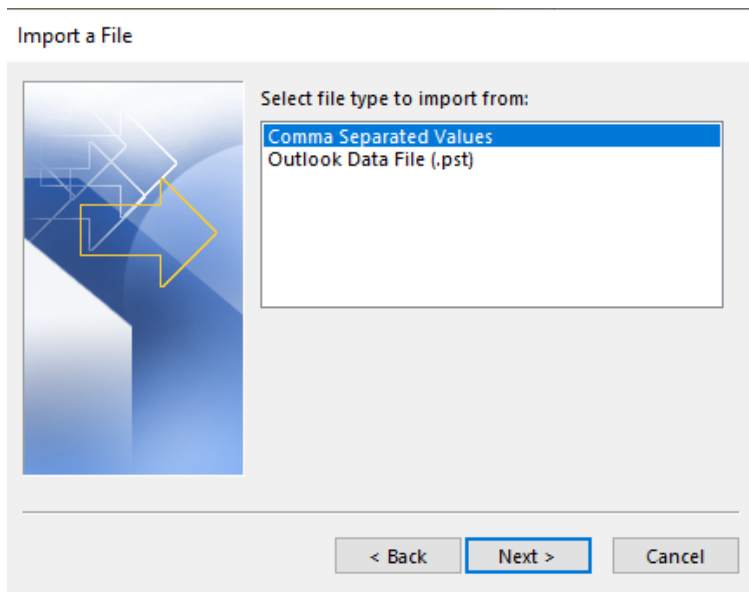
Important: The downloaded file ("Bank-Holidays-2025-outlook-import-amnis") is already correctly formatted for import. Making any changes directly in the file may cause the import to fail. If you only wish to import specific bank holidays, you can adjust and personalise the CSV file beforehand. This process is described in a separate guide, which can also be found at the end of this document.

Bank Holidays 2025: Importing into Outlook Calendar

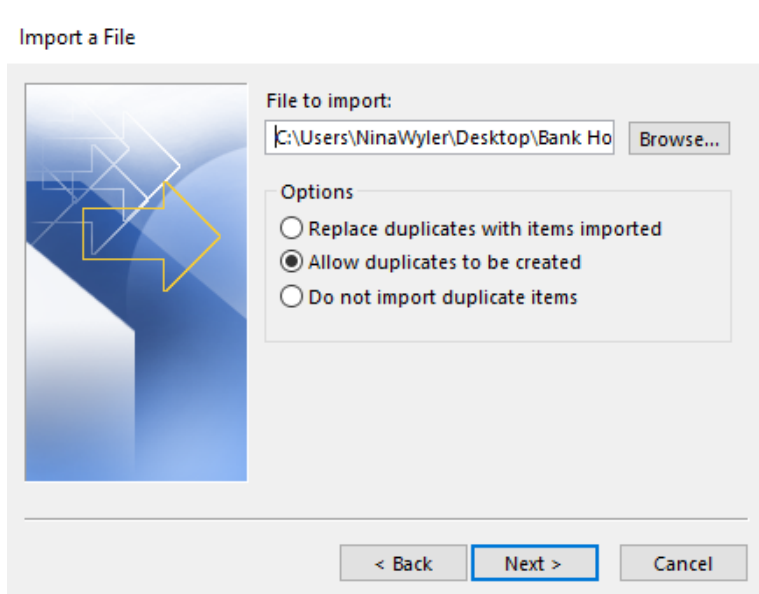
1. Unzip the ZIP folder in your Downloads folder.
2. Verify that the file "Bank-Holidays-2025-outlook-import-amnis.csv" is in the downloaded folder and make a note of its location.
3. Open Outlook.
4. In the top left, click on "File" and then select "Open & Export."
5. Choose "Import/Export."
6. Keep the default selection "Import from another program or file," or select it if needed, and click "Next."



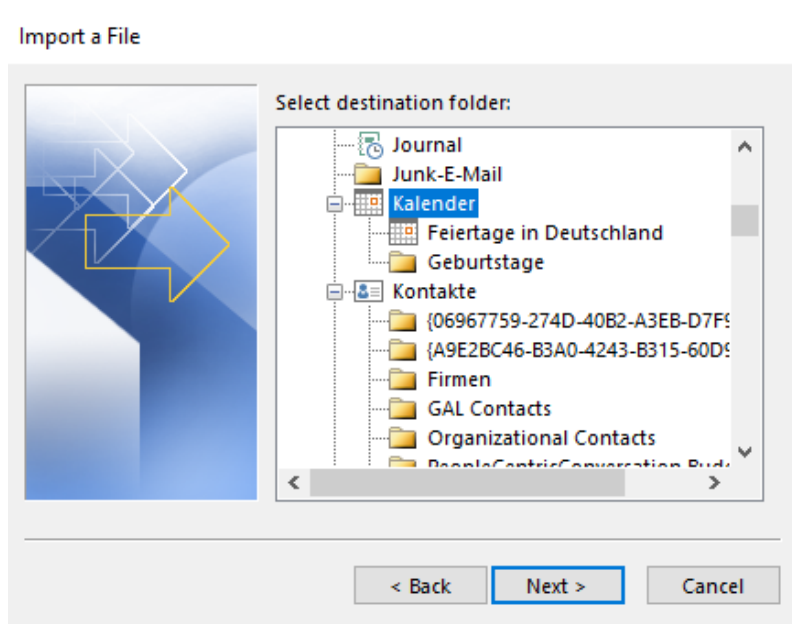
7. Keep the default selection "Comma Separated Values" or select it if needed, and click "Next" again.



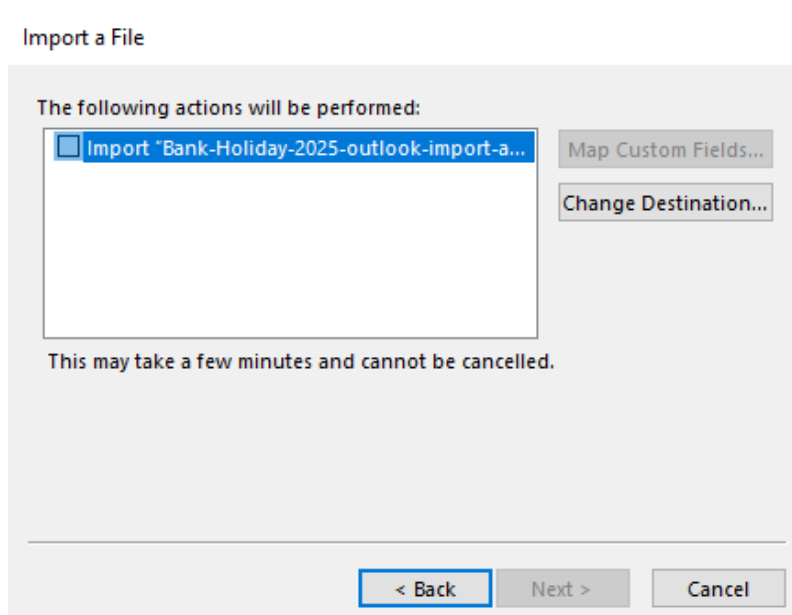
8. Click on "Browse" and select the CSV file you want to import. The default option "Allow duplicates to be created" can be kept unless you already have the same calendar entries and want to avoid duplicate entries. This option only applies if an entry has the exact same title. We recommend keeping the default option, as it is the safest choice and ensures that no information is discarded.

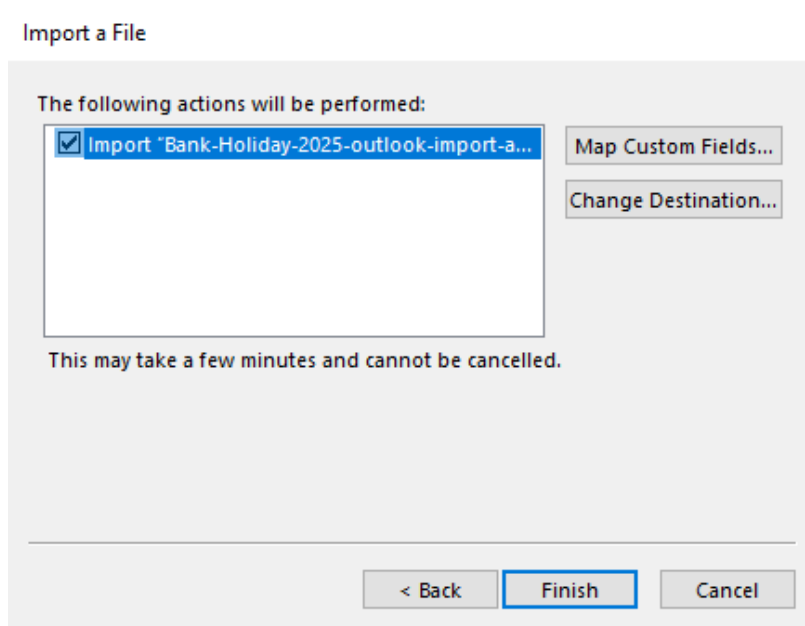


9. Click "Next" and select your calendar. You may need to scroll up or down to find it. If you have multiple email accounts, choose the account where you want to import the calendar entries. Then click "Next" again.



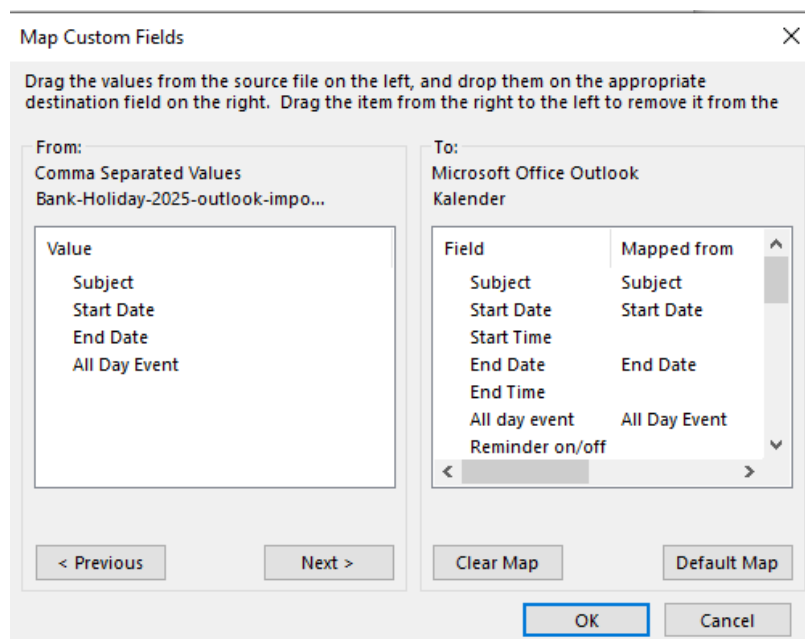
10. You will now see one of the two views listed below:
- The checkbox is empty
 - The checkbox is marked with a check





In both cases, click inside the checkbox. Either a new window will open immediately, or you will need to click the “Map Custom Fields” button on the right side.

11. A window will now open where the fields from the CSV file need to be mapped so Outlook can import the information correctly. Drag each of the four values from the left side to the corresponding field on the right side, matching them as follows:
 - Subject → Subject
 - Start Date → Start Date
 - End Date → End Date
 - All Day Event → All day event



12. Click "OK" and then "Finish."

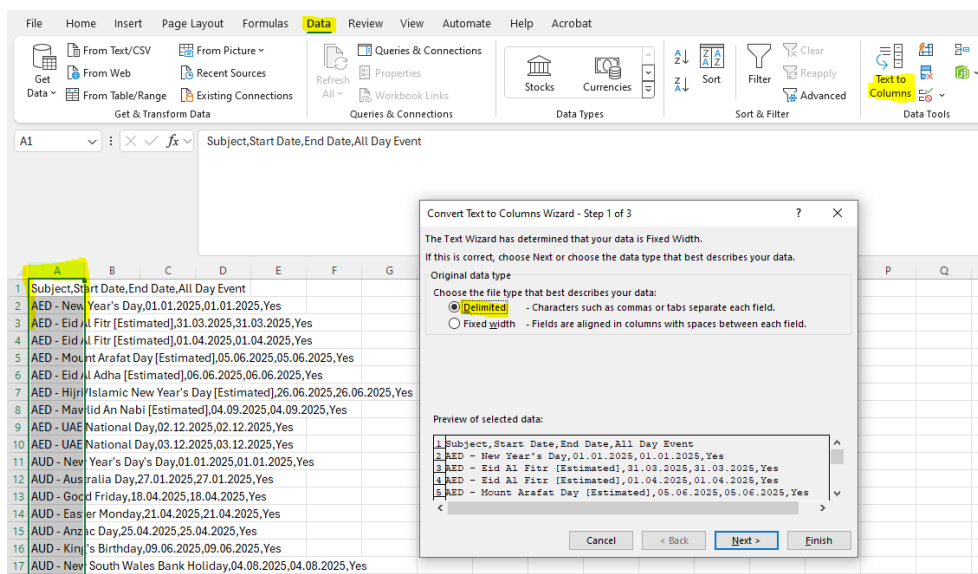
The data will be imported within 20 seconds!

Bank Holidays 2025: Personalise and then import into Outlook Calendar

The downloaded file ("Bank-Holidays-2025-outlook-import-amnis") is already correctly formatted for import. However, if you wish to display only specific bank holidays, such as those for the Swiss Franc (CHF) or for Switzerland, in your calendar, you can personalise and adjust the CSV file and then prepare it for import. Please note that directly editing the original file may interfere with the import process. Therefore, please follow the steps below.

Personalisation Guide using the example of Swiss Franc (CHF):

1. Open the CSV file "Bank-Holidays-2025-outlook-import-amnis."
2. Select the entire column A, go to the "Data" tab, and then click on "Text to Columns."
3. Choose the file type "Delimited" and click "Next."



4. Select the delimiter "Comma" and click "Next" again.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters that your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab
☐ Semicolon
☒ Comma
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

Subject	Start Date	End Date	All Day
AED - New Year's Day	01.01.2025	01.01.2025	Yes
AED - Eid Al Fitr [Estimated]	31.03.2025	31.03.2025	Yes
AED - Eid Al Fitr [Estimated]	01.04.2025	01.04.2025	Yes
AED - Mount Arafat Day [Estimated]	05.06.2025	05.06.2025	Yes

Cancel < Back Next > Finish

5. In the next step, no further selection is needed if the same setting as shown in the screenshot below is selected (column data format = General). Click "Finish."

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date:
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates and all remaining values to text.

Advanced...

Destination:

Data preview

General	General	General	General
Subject	Start Date	End Date	All Day
AED - New Year's Day	01.01.2025	01.01.2025	Yes
AED - Eid Al Fitr [Estimated]	31.03.2025	31.03.2025	Yes
AED - Eid Al Fitr [Estimated]	01.04.2025	01.04.2025	Yes
AED - Mount Arafat Day [Estimated]	05.06.2025	05.06.2025	Yes

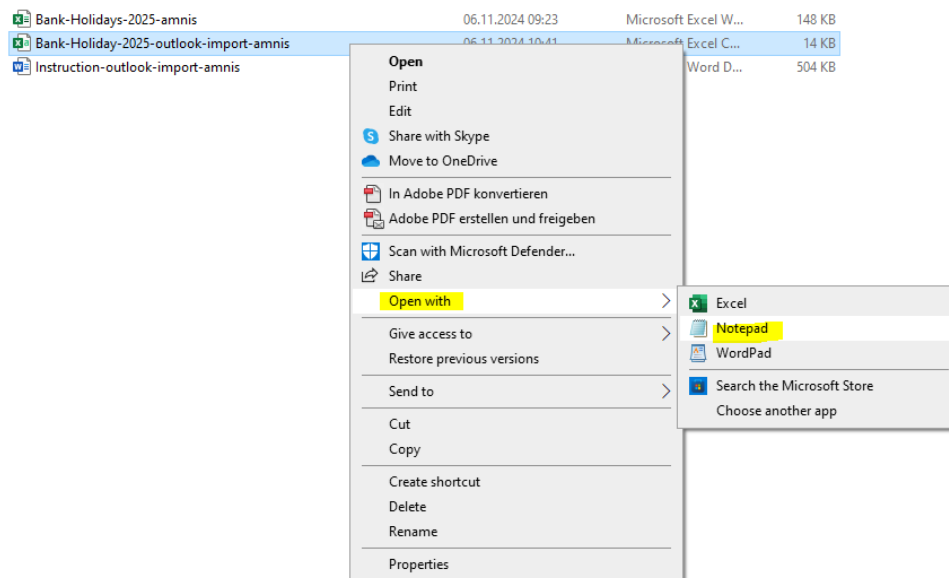
Cancel < Back Next > Finish

The data is now organised into columns and can be customised as desired.

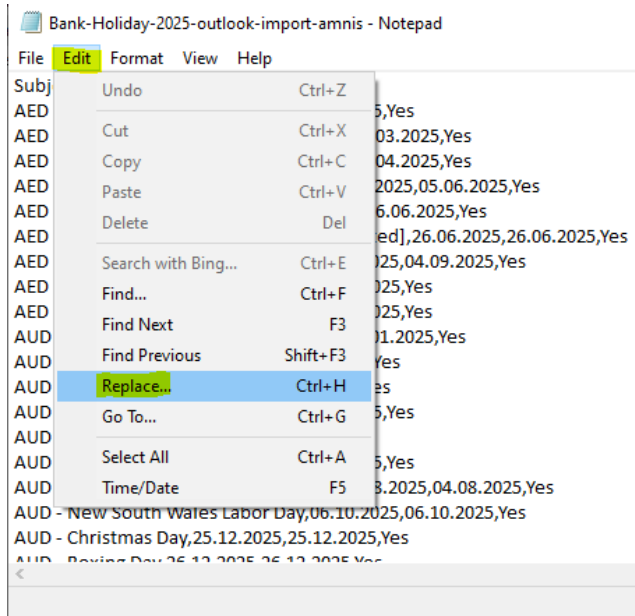
Important: Leave the titles (Subject, Start Date, End Date, All Day Event) unchanged and do not delete entire columns. However, you can delete rows, for example, if you only want to display specific currency holidays, like CHF in this example.

Subject	Start Date	End Date	All Day Event
CHF - New Year's Day's Day	01.01.2025	01.01.2025	Yes
CHF - Berchtold Day	02.01.2025	02.01.2025	Yes
CHF - Good Friday	18.04.2025	18.04.2025	Yes
CHF - Easter Monday	21.04.2025	21.04.2025	Yes
CHF - Labor Day	01.05.2025	01.05.2025	Yes
CHF - Ascension Day	29.05.2025	29.05.2025	Yes
CHF - Whit Monday	09.06.2025	09.06.2025	Yes
CHF - Swiss National Day	01.08.2025	01.08.2025	Yes
CHF - Christmas Day	25.12.2025	25.12.2025	Yes
CHF - St. Stephen's Day	26.12.2025	26.12.2025	Yes

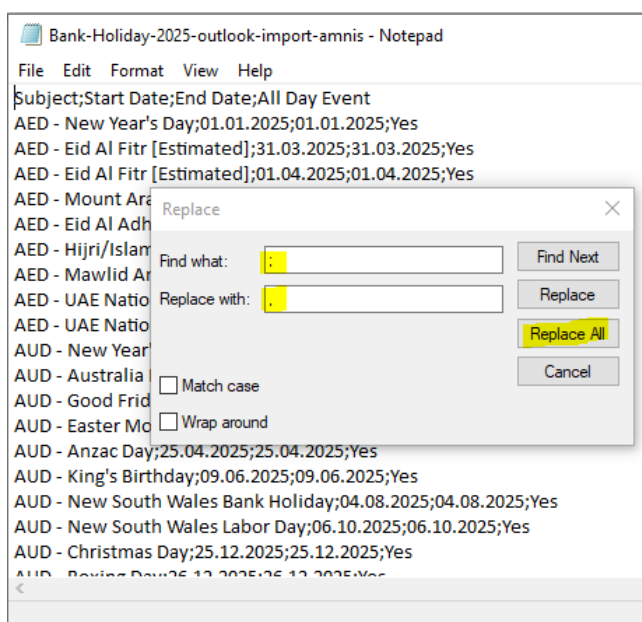
- Save the changes once you have completed the personalisation and adjustments (Only "Save," not "Save as").
- Close the file.
- Navigate to the file location, right-click on the file, select "Open with," and open the file in Notepad.



- In Notepad, click on "Edit" and then select "Replace."



10. Replace the semicolons with commas: In the "Find what" field, enter a semicolon (";") and in the "Replace with" field, enter a comma (","),. Then click "Replace All."



11. The semicolons have now been replaced with commas. Select and copy all the content, either by pressing "CTRL + A" (select all) and "CTRL + C" (copy), or by clicking "Edit," then "Select All," followed by "Edit" again and then "Copy."
12. Reopen the edited CSV file.
13. Delete all the content.
14. Paste the copied content from the editor into the empty file. The view should now look as shown in the screenshot below.

	A	B	C	D	E
1	Subject,Start Date,End Date,All Day Event				
2	CHF - New Year's Day's Day,01.01.2025,01.01.2025,Yes				
3	CHF - Berchtold Day,02.01.2025,02.01.2025,Yes				
4	CHF - Good Friday,18.04.2025,18.04.2025,Yes				
5	CHF - Easter Monday,21.04.2025,21.04.2025,Yes				
6	CHF - Labor Day,01.05.2025,01.05.2025,Yes				
7	CHF - Ascension Day,29.05.2025,29.05.2025,Yes				
8	CHF - Whit Monday,09.06.2025,09.06.2025,Yes				
9	CHF - Swiss National Day,01.08.2025,01.08.2025,Yes				
10	CHF - Christmas Day,25.12.2025,25.12.2025,Yes				
11	CHF - St. Stephen's Day,26.12.2025,26.12.2025,Yes				
12					
13					

15. Save the file again (Only "Save," not "Save as").
16. Now, follow steps 3 to 12 from the first guide and import the personalised CSV file into your Outlook calendar!