

Delete duplicate calendar items

Applies to: Microsoft Office Outlook 2003

If you **import** calendar items into Outlook that are duplicates of items that already exist in your **Calendar** folder, and you select the **Allow duplicates to be created** option in the Import and Export Wizard, you can delete the duplicate calendar items after the import process is completed. Removing the duplicate calendar items is a manual process, but the following is the easiest way to do it:

- 1) In **Calendar**, select the calendar folder where there are duplicate calendar items.
- 2) On the **View** menu, point to **Arrange By**, point to **Current View**, and then click **By Category**.
- 3) Click the **Subject** column heading to arrange all calendar items by subject.
- 4) Hold down CTRL while you click each duplicate calendar item in the list.
- 5) When you have selected all the duplicate calendar items, press DELETE.

Note If you do not want duplicate calendar items when you import calendar items into Outlook, select the **Do not import duplicates** option or the **Replace duplicates with items imported** option in the Import and Export Wizard.