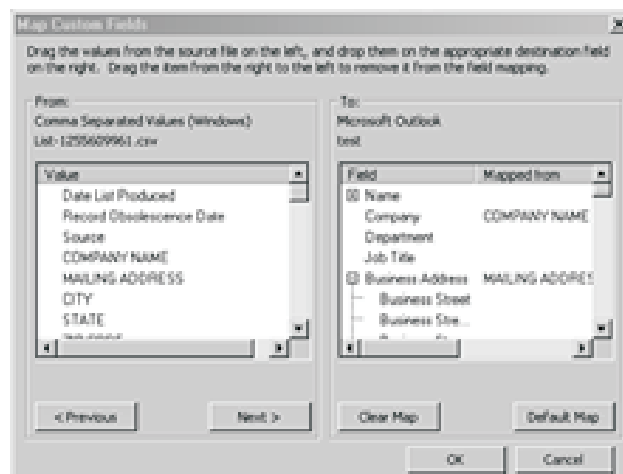




## Microsoft Outlook Importing Instructions

1. Click on **File** from the main menu at top left and **New**. Select **Folder** and name the folder.
2. Select **Contact Items** from the **Folder Contains** dropdown menu.
3. Choose **Contacts** from the list of areas in the **Select where to place the folder:** box and click **OK**.
4. Click on **File** and choose **Import and Export** to open the **Import and Export Wizard**.
5. Select **Import from another program or file** and click **Next**.
6. In the **Import a File:** box select **Comma Separated Values (Windows)** and click **Next**.
7. Click on **Browse...** to select your file.
8. In the **Look In:** dropdown, find the directory which contains the data file.
9. In the **Files of Type:** box, choose **Comma Separated Values (Windows)**.
10. Locate your file and double click it.
11. In the box under **Options**, select whether or not you want duplicates and click **Next**.
12. Highlight the folder that you just created and click **Next**.
13. In the next window, click on the box that appears under **The following actions will be performed:** this will place a check mark in the box.
14. Click on **File** and choose **Import and Export** to open the **Import and Export Wizard**.
15. Now click on **Map Custom Fields**
16. The **From:** box will contain the fields in your import file. (If your file has a header record, put a check mark in the box that says **First record contains field names.**)
17. Click on each field from the file to be imported and drag it to the corresponding field in Microsoft Outlook. (If the field in outlook has a + next to it, you can click the + and it will bring down the rest of the fields in that category.)





## Microsoft Outlook Importing Instructions

18. The import fields will need to be matched up with their corresponding Outlook fields:

<b>Import Field</b>	<b>Outlook Field</b>
Name	Name
First Name	Name: First Name
Last Name	Name: Last Name
Company (Business Name)	Company
Title	Job Title (not Contact Title)
Address (Business)	Business Address: Business Street
Address (Residence)	Home Address: Home Street
City (Business)	Business Address: Business City
City (Residence)	Home Address: Home City
State (Business)	Business Address: Business State
State (Residence)	Home Address: Home State
Zip Code (Business)	Business Address: Business Postal Code
Zip Code (Residence)	Home Address: Home Postal Code
Phone (Business)	Business Address: Business Phone
Phone (Residence)	Home Address: Home Phone

19. When you are done mapping the fields, click **OK**

20. Click **Finish** to begin importing the records into the folder created in Steps 1-4.