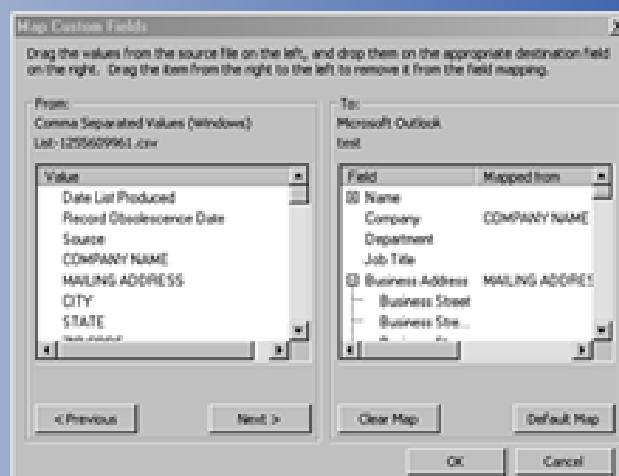


Microsoft Outlook Importing Instructions

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:

Import Field	Outlook Field
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.