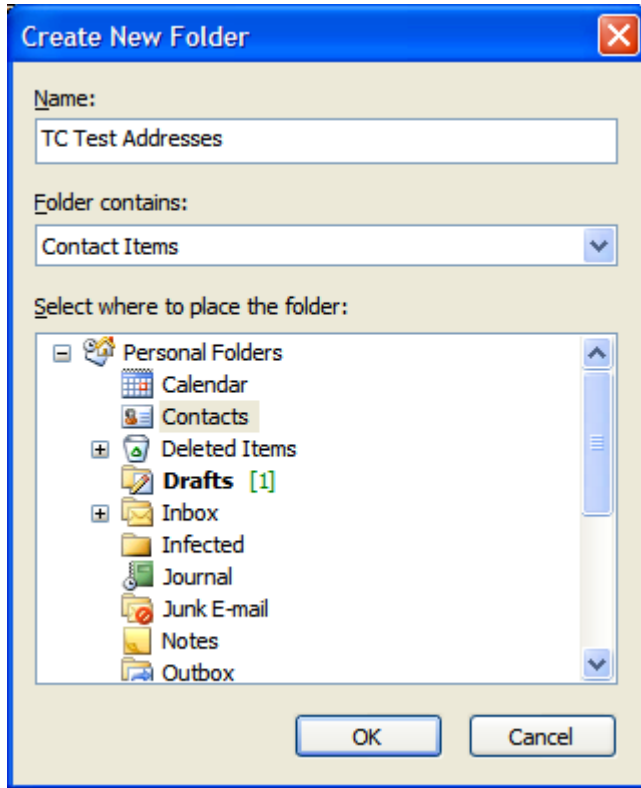


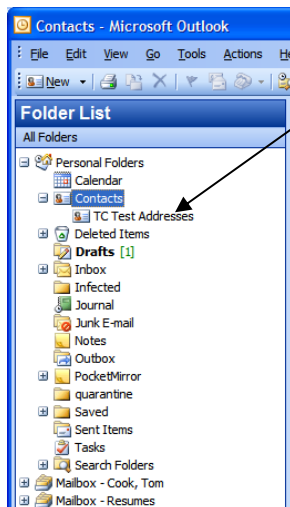


Import Addresses from Excel® to Outlook® Address Book

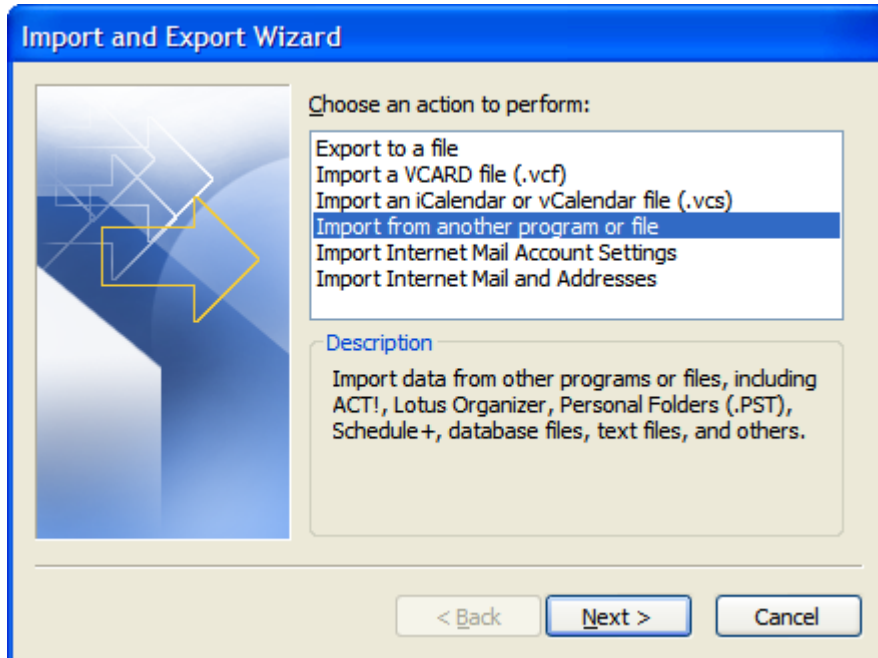
Step 1. Create a new folder to contain the contacts; in Outlook® click *File/New Folder/Folder Contains "Contact Items."* Click OK.



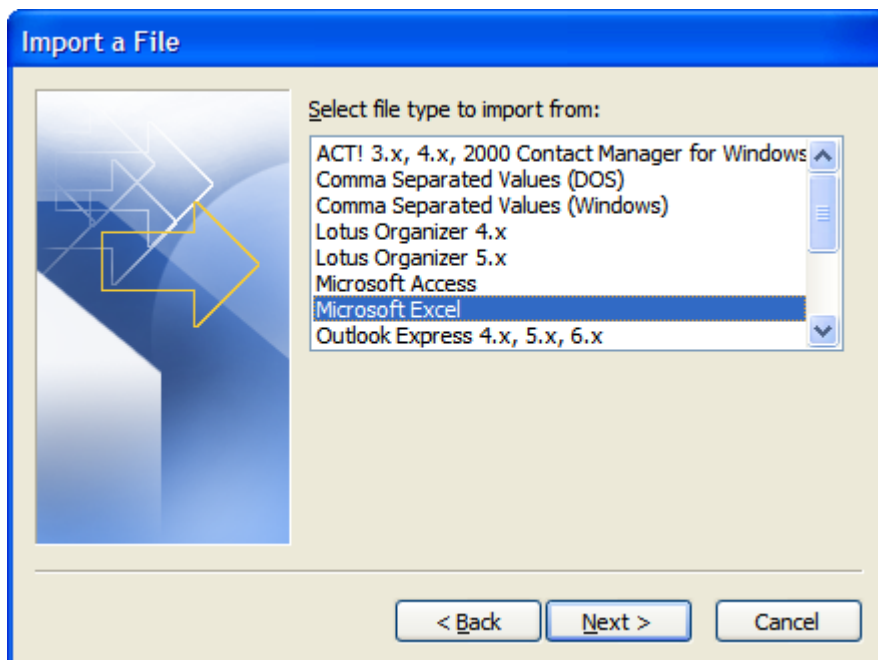
You will now have a new Contacts folder:



Step 2. Click *File – Import/Export*. Select “Import from another program or file.”



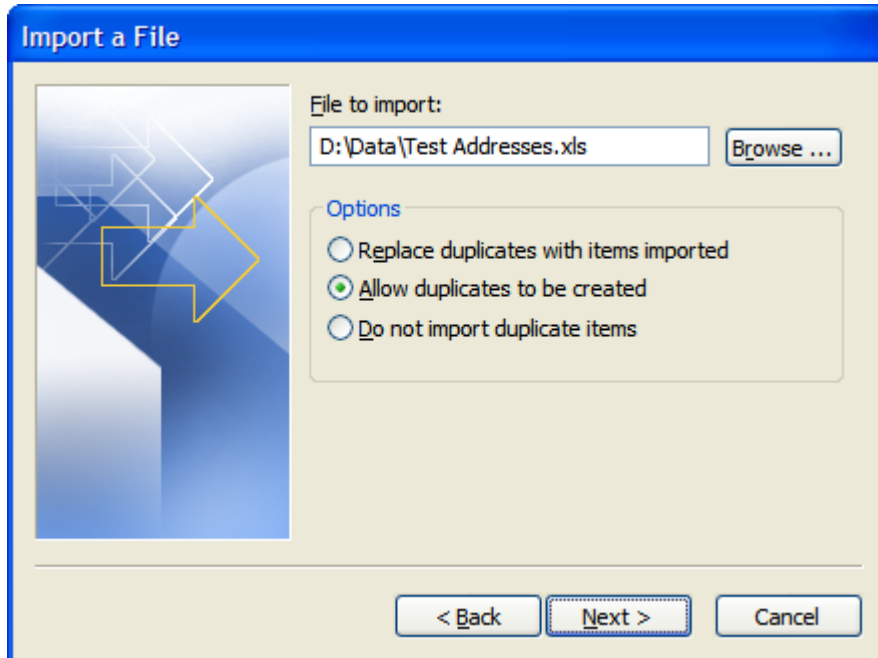
Step 3. Click *Next* and select *Excel*[®].



NOTE: The data in your *Excel*[®] file **MUST** have a named range for the import to work.

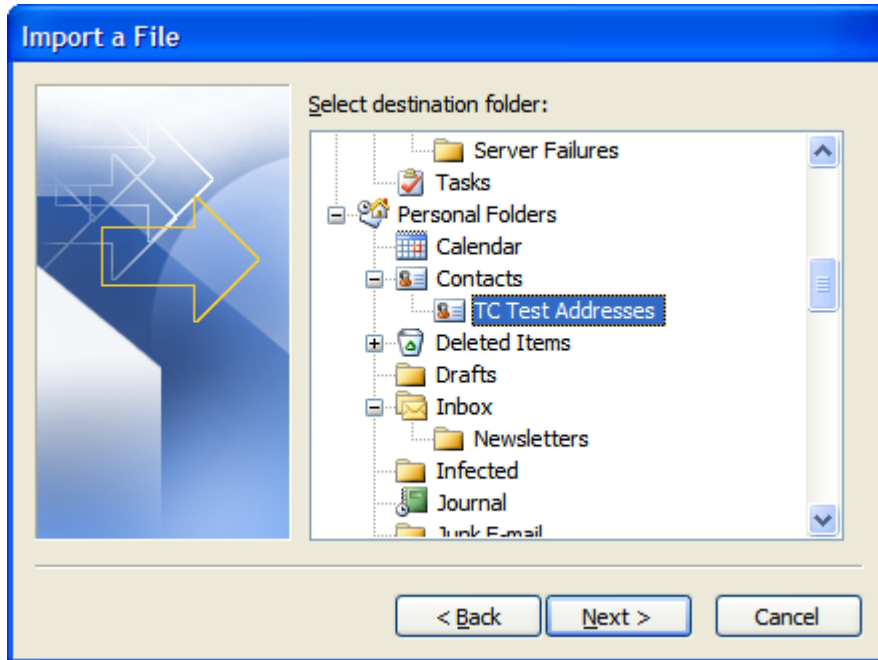


Step 4. Select the Excel[®] file from which you would like to import:

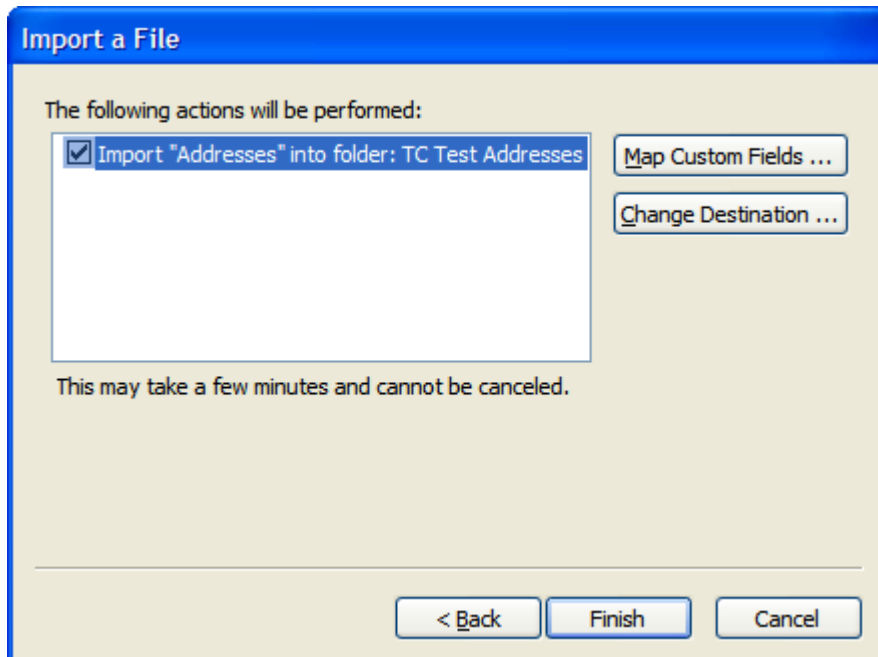


Select the best option for your use and click *Next*.

Step 5. Select the contact folder that to which you would like the addresses imported:

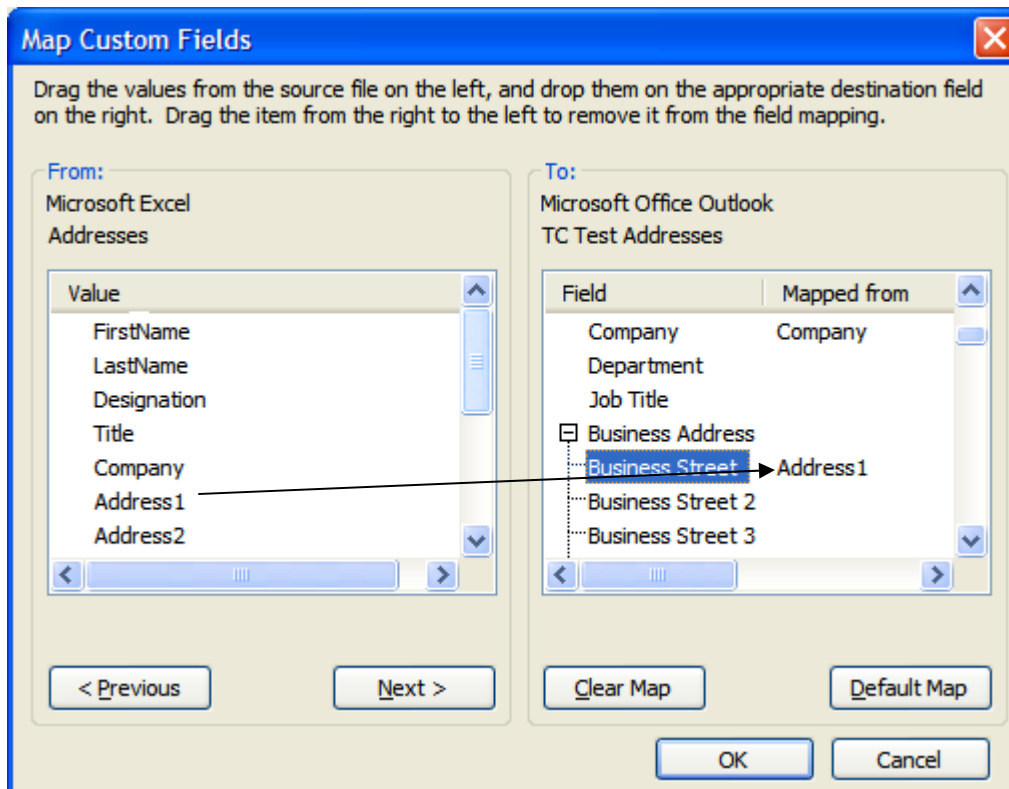


Step 6.
Click the “Map Custom Fields” button:





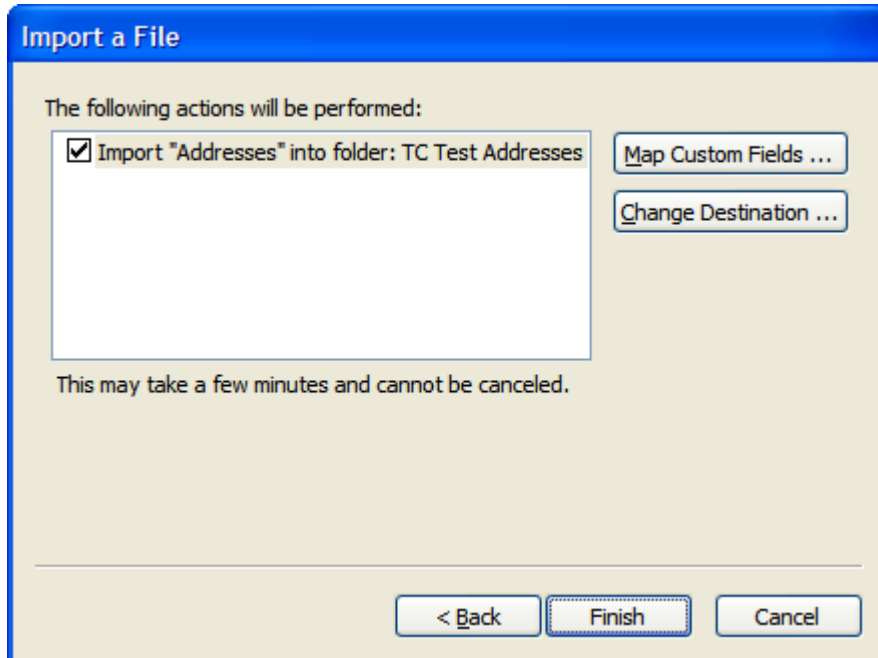
Drag your Excel® column titles from the left to the correct Outlook® field names on the right. Outlook® shows you the mappings:



When mapping is complete, click OK.



Step 7. You should now be back to the previous screen:



Click Finish to complete the process. When Outlook® is done with the import, it will automatically show you the addresses that were added:

