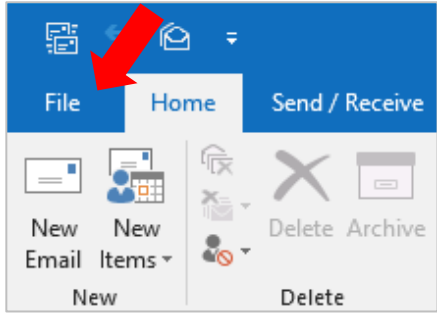
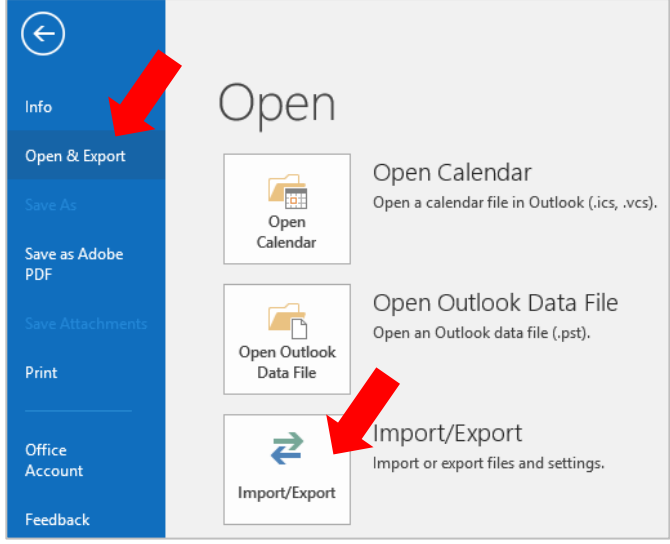
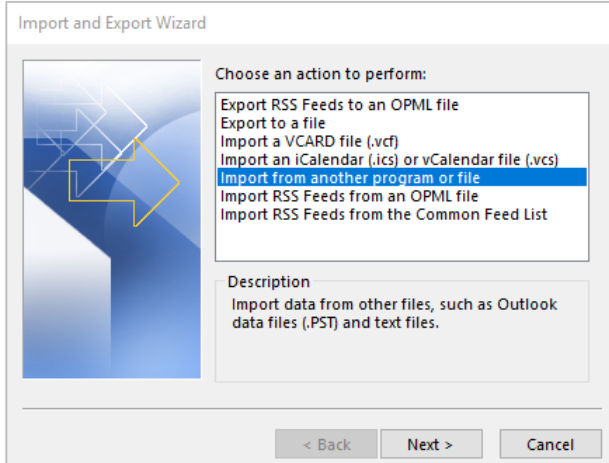


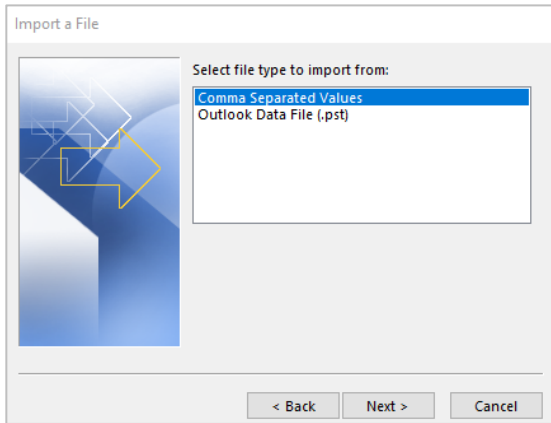
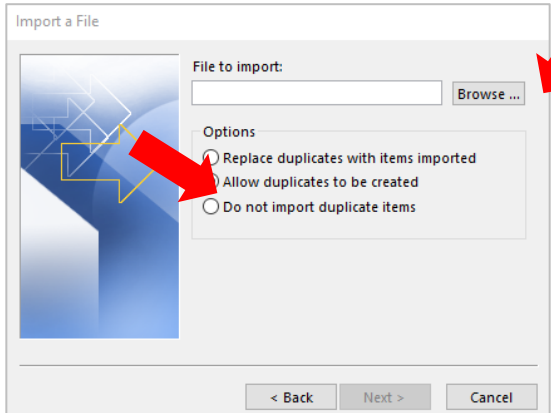
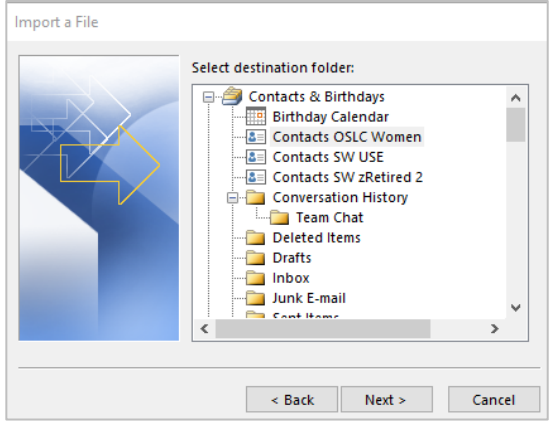
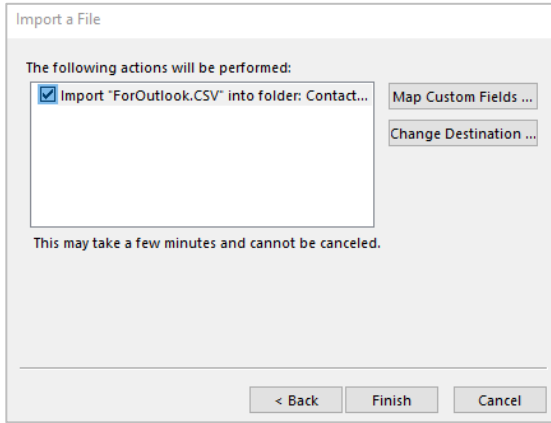
Import Contacts Into Outlook

TIP: Before you start, you can review your existing Outlook Contacts and even create a separate folder for receiving new contacts (see supplemental steps below: *Review Contacts*).

Import Contacts

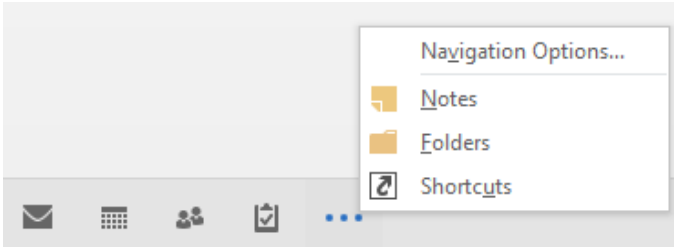
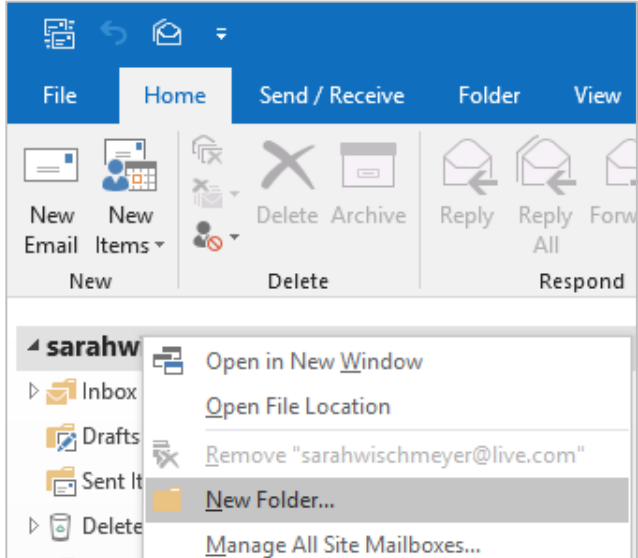
IMPORTANT: Before you start, **save the CSV contact list** you will be importing to an easy-to-find location on your computer, such as your Desktop or Documents. If the file is in an email attachment, save a copy to your system.

<p>1. In Outlook, click File</p>	
<p>2. From the Backstage menu, choose Open & Export</p> <p>3. Click Import/Export</p>	
<p>4. Select Import from another program or file</p> <p>5. Click Next</p>	

<p>6. Select Comma Separated Values (CSV)</p> <p>7. Click Next</p>	
<p>8. Click Browse, and then navigate to the CSV contact list you wish to import</p> <p>NOTE: Before you started, you saved the CSV contact list to an easy-to-find location on your computer (not as an email attachment)</p> <p>9. Select Allows duplicates to be created</p> <p>10. Click Next</p>	
<p>11. Select a destination contacts folder</p> <p>NOTE: Before you started, you may have created a separate folder for receiving new contacts (see supplemental steps below: <i>Review Contacts</i>)</p> <p>12. Click Next</p>	
<p>13. Click Finish</p>	

Review Contacts

Before you import contacts into Outlook, you can review your existing Outlook Contacts and even create a separate folder for receiving new contacts.

<p>To review contacts:</p> <ol style="list-style-type: none"> In Outlook, at the bottom of the Folder Pane, choose one of these options: Contacts, People, or Folders <p>TIP: Click View menu/ribbon to turn on the Folder Pane</p>	
<p>To create a new contact folder:</p> <ol style="list-style-type: none"> In the Folder Pane, right click a folder, and choose New Folder 	
<ol style="list-style-type: none"> Type a name for the folder For Folder contains, choose Contact Items Select where to place the folder Click OK 	