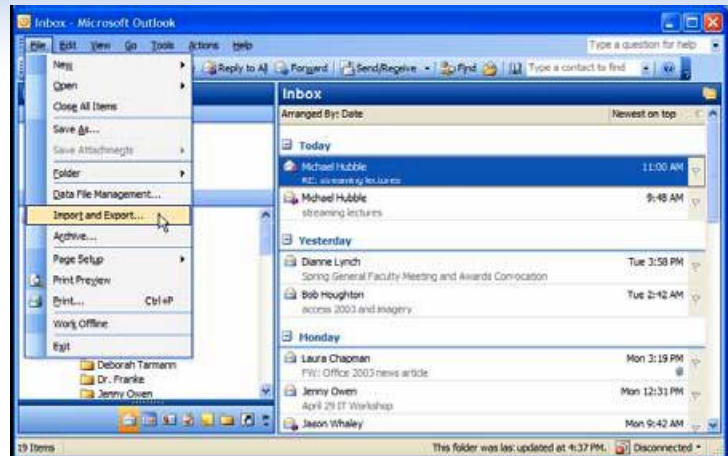


# Help Guide

## How to Import Contacts in Outlook 2003

### To export contacts:

1. Open **Outlook**
2. Select **File** from the menu bar and select **Import and Export**.

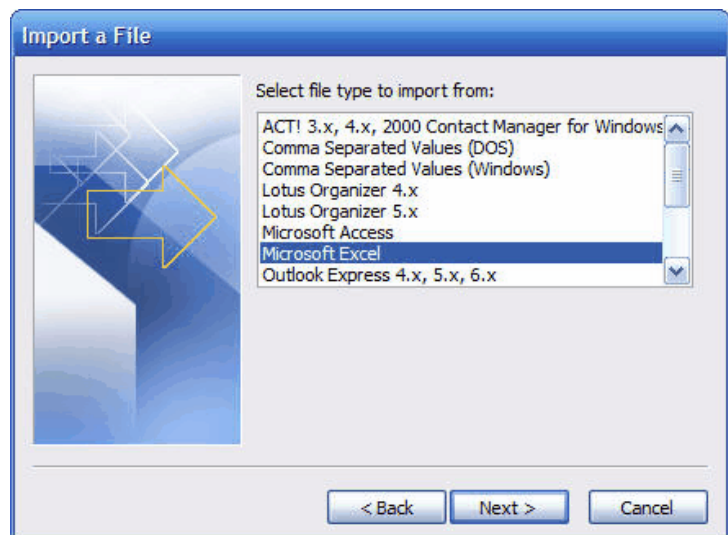


3. The **Import and Export Wizard** will then open. Select **Import from another program or file**. Click **Next**.

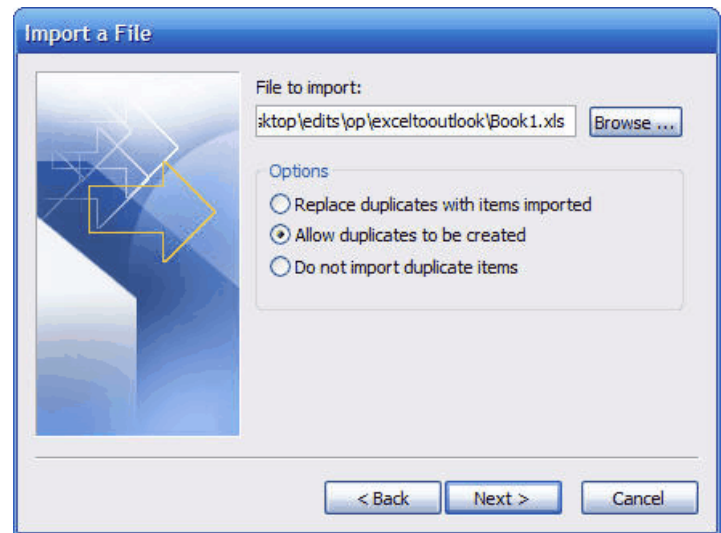


4. Select **Microsoft Excel** or **Comma Separated Values (Windows)**, Click **Next**.

**NOTE:** If importing your PALS Contact List use Comma Separated Values (Windows) as your import file type.

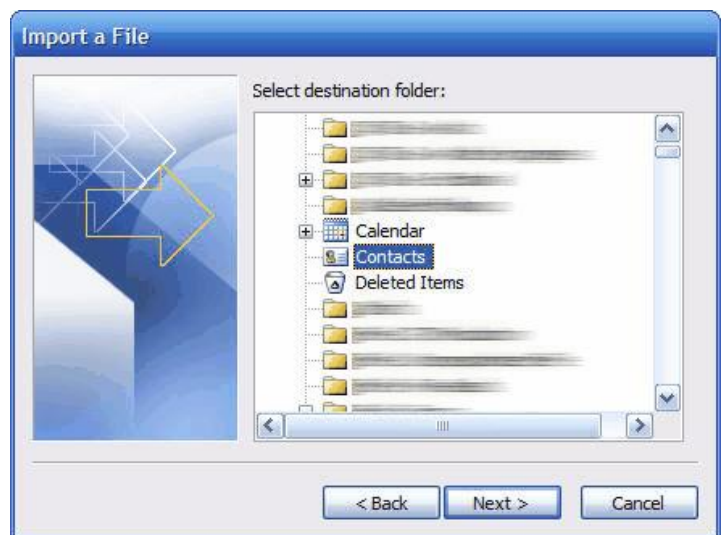


5. Select **Browse** and locate your **.xls** or **.csv** file on your hard drive. Click **Allow duplicates to be created**. Click **Next**.



6. Select **Contacts** from under **Mailbox – Your Name**. Click **Next**.

**NOTE:** Outlook doesn't automatically select the Contacts folder, make sure you select Contacts.



7. Make sure you check **Import "Your File" into folder: Contacts**, Click **Finish**

**NOTE:** The named region will be whatever name you gave your file.

