## Importing an Address Book into Desktop Outlook

- 1. Open **Outlook**
- 2. Click on the File tab



3. Select Open & Export



4. Choose the Import/Export option



- 5. Keep Import from another program or file selected
- 6. Click the **Next** button



- 7. Keep Comma Separated Values selected
- 8. Click the Next button



- 9. Click the Browse button then find and open your address book export file
- 10. Choose the **option about duplicates** that best fits your needs
- 11. Click the **Next** button

File to import:	9
\Users\taylo973\Desktop\labcsvus.csv Options ○ Replace duplicates with items impo ④ Allow duplicates to be created ○ Do not import duplicate items	Browse
< Back Next >	Cancel

- 12. Select Contacts
- 13. Click the **Next** button



14. Click the Map Custom Fields button

port a File		
The following actions will be performed		
Import "Addresses cor" into folder: Contacti	Map Custom Fields	
	Change Destination	
This may take a few minutes and cannot be cancele	e. Finish Cancel	

- 15. Drag fields from the left to the matching fields on the right for any fields you want to match (you will definitely want to do this for the primary and secondary email addresses at least)
- 16. Click the **OK** button



17. Click the **Finish** button

