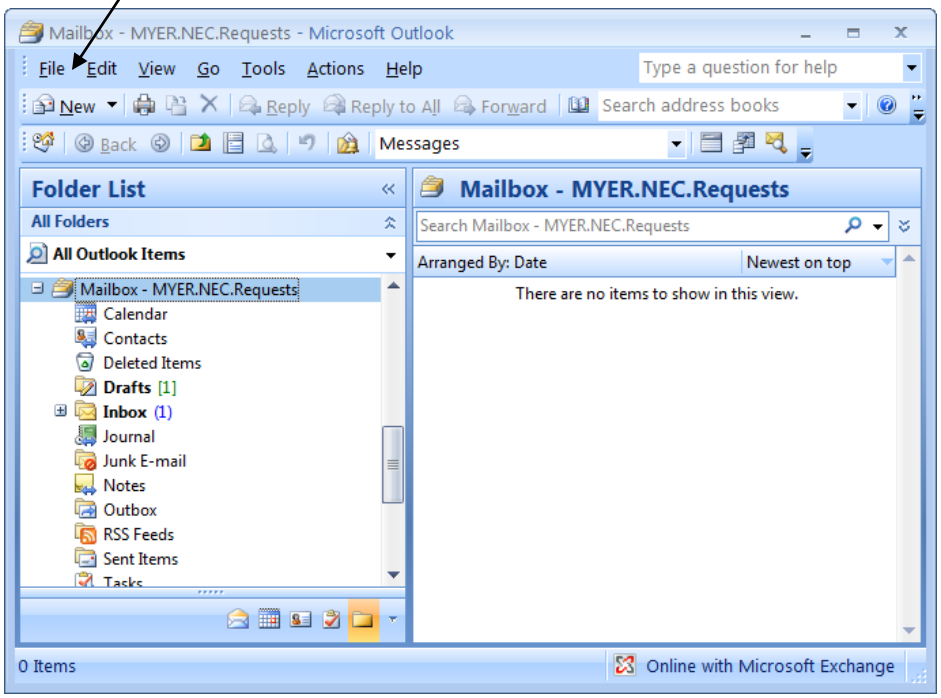
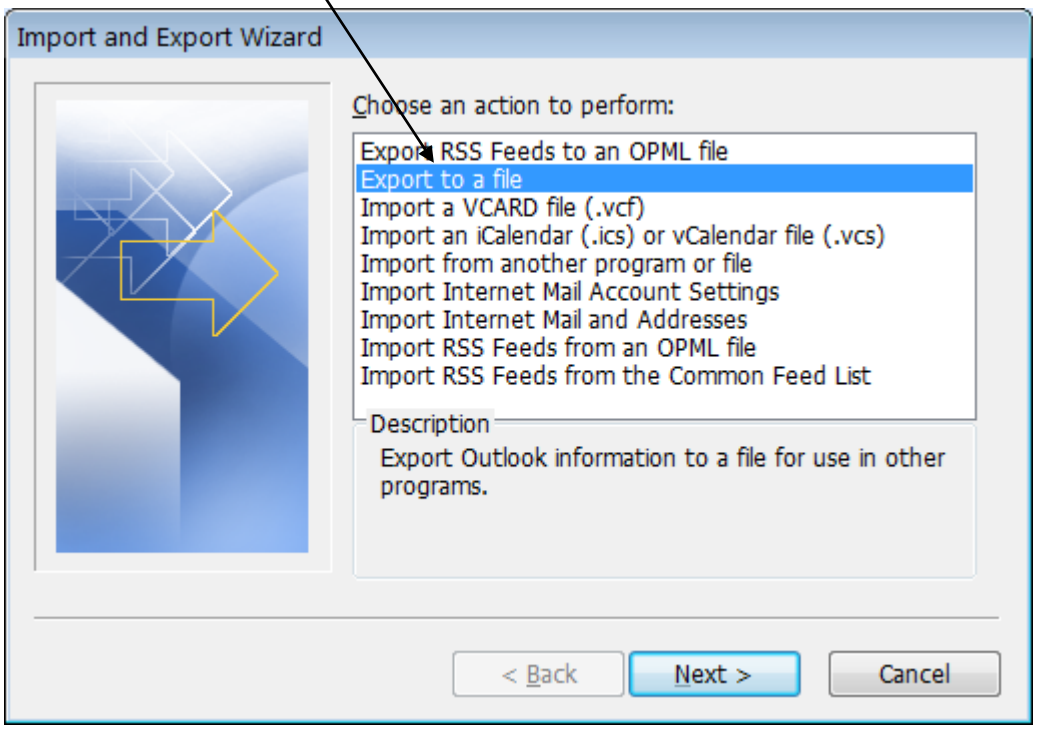
How to Export and Import Outlook Contacts

EXPORT Contacts

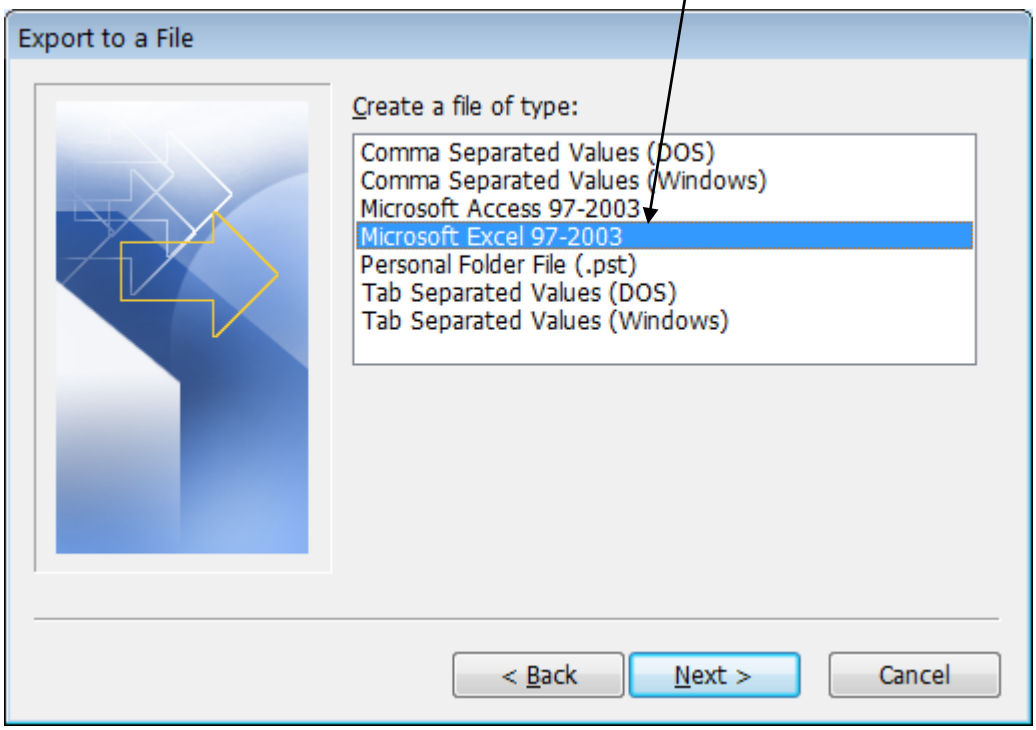
1. Log into your PC and open Outlook.
2. Click on File



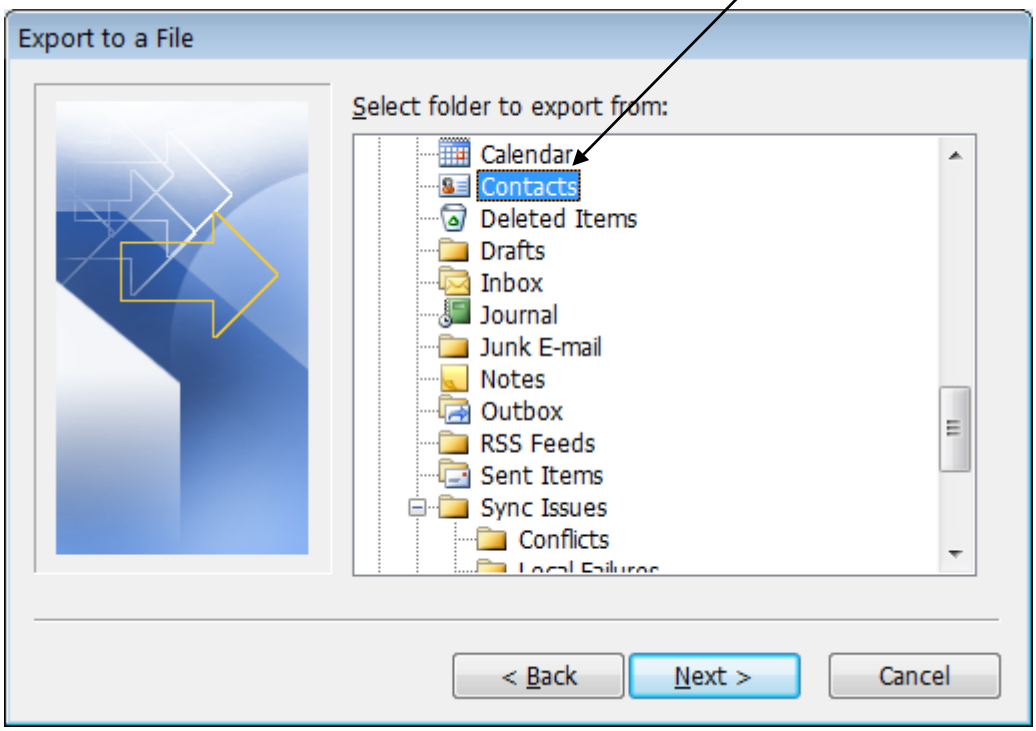
3. Then click on Import and Export. The following Window will appear on your screen.
4. Click on Export to a file. Then click Next



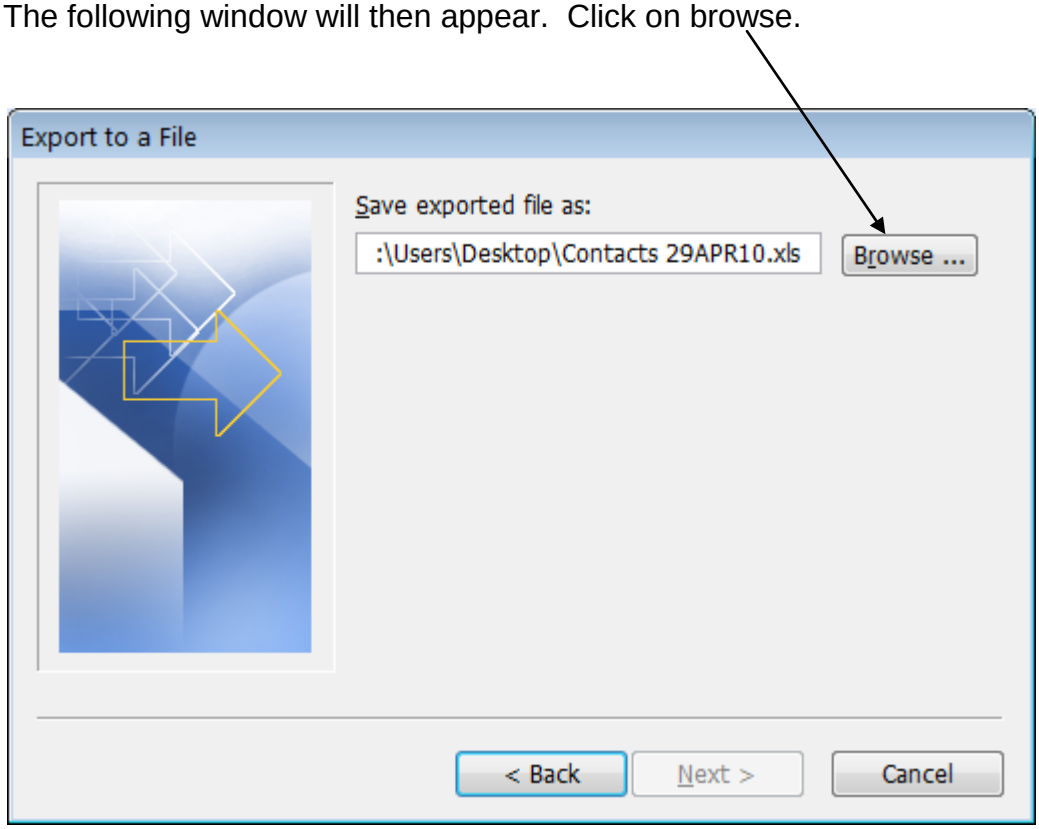
5. The following box will appear. Click on Microsoft Excel 97-2003, and then click Next.



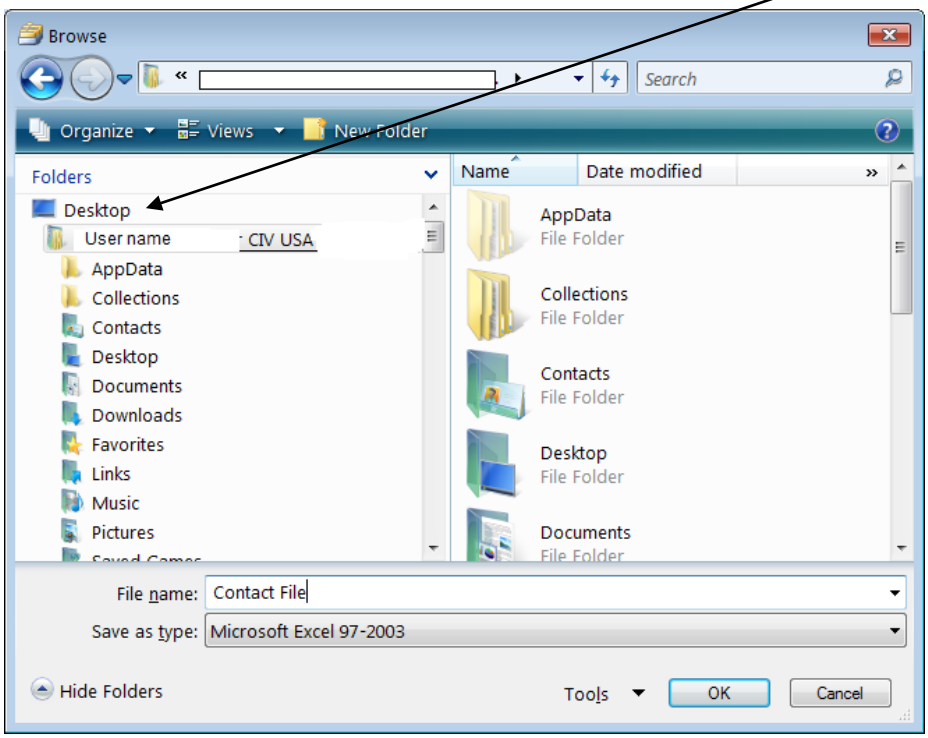
6. The following window will then appear. Click on the Contacts folder to highlight and then click Next



7. The following window will then appear. Click on browse.



8. The following window will appear. Click on the scoll bar in the center and drag it to the top, select Desktop. In the file name, type in Contact File. Then click ok. This will save the file in a spread sheet to your desk top.

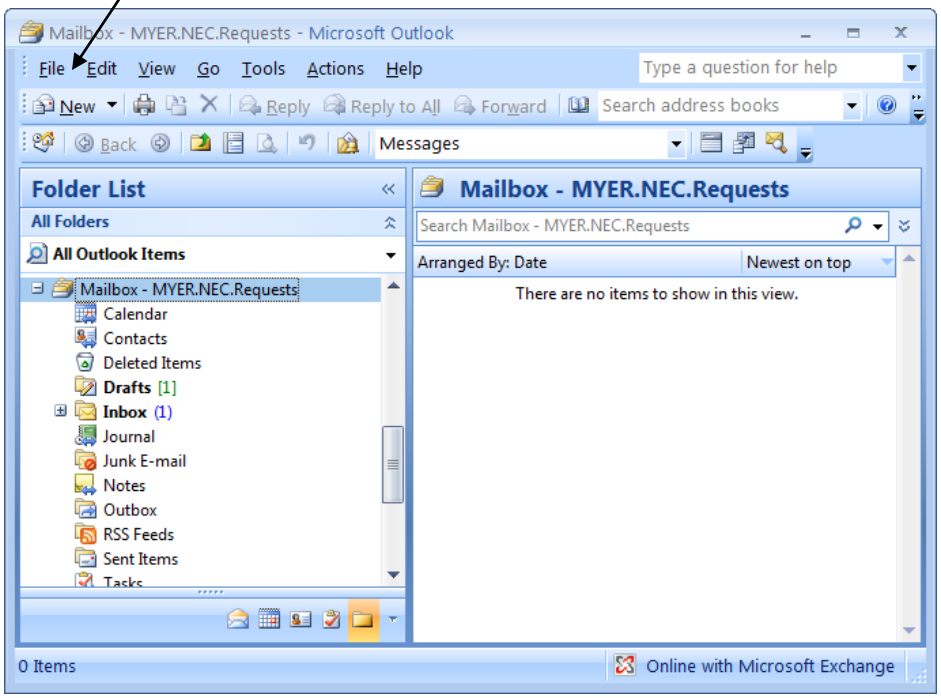


9. Your contacts have now been exported and saved to an Excel spreadsheet on your desk top.

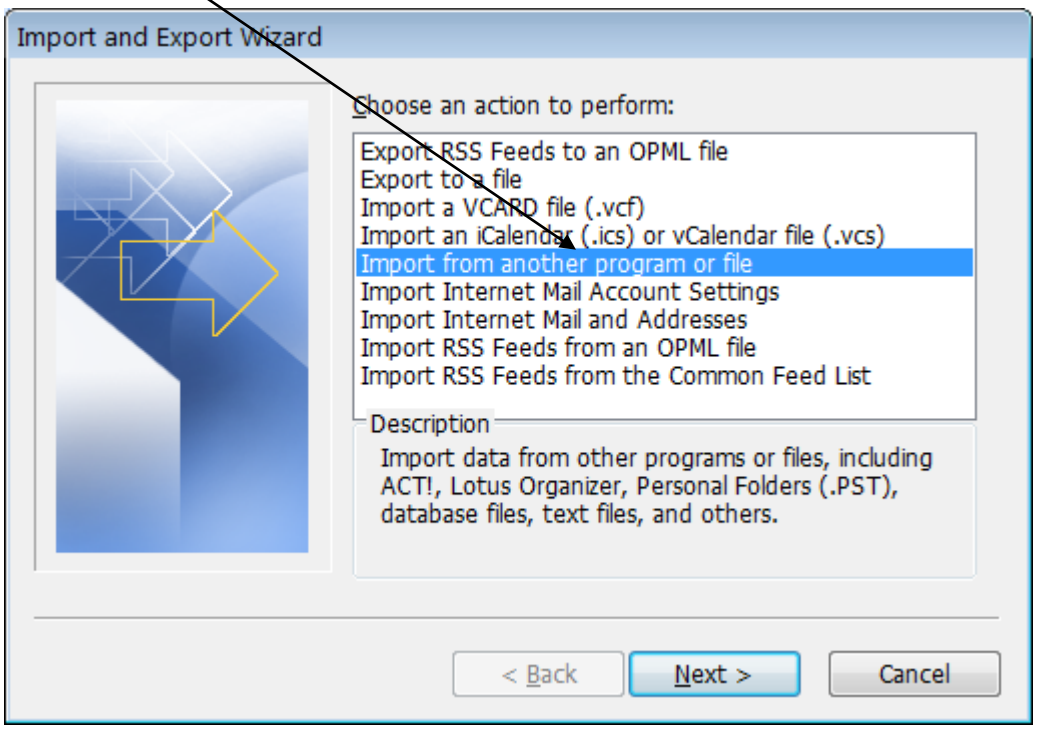
IMPORT Contacts

1. You can Import your Contacts to your DISA email. Prior to doing this step, you should open the Contacts File with Excel, find all the email addresses ending in us.army.mil and delete them. Once you have done this, Log into your PC and open Outlook.

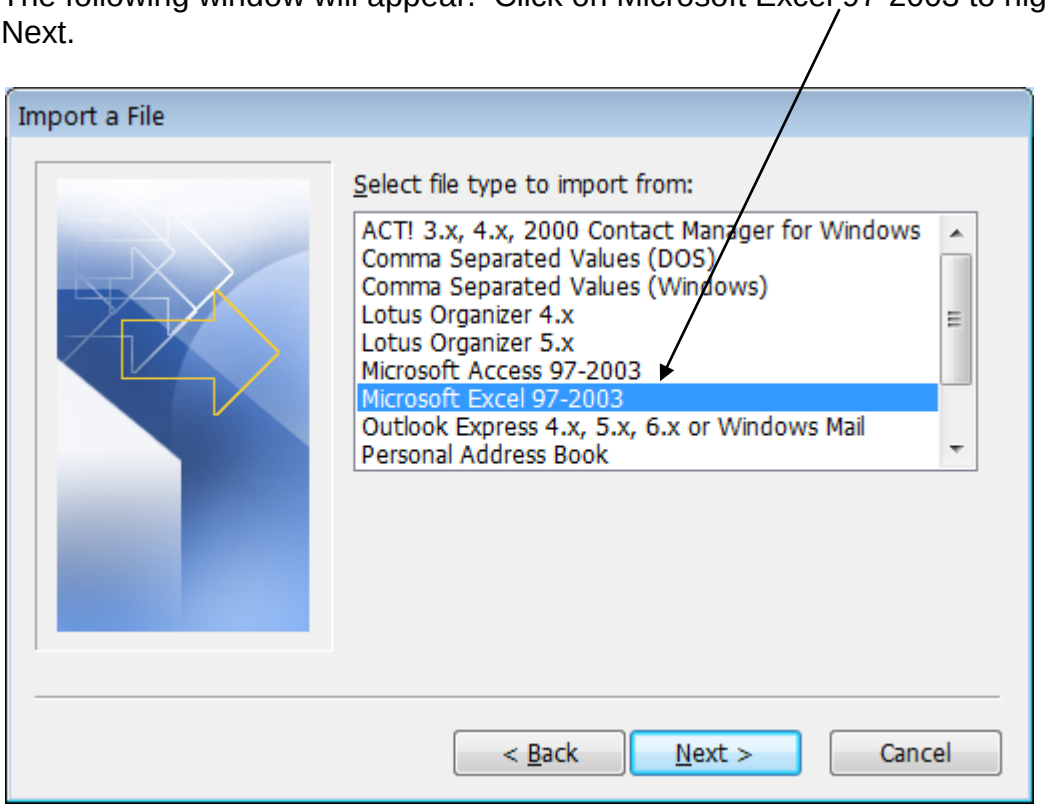
2. Click on File



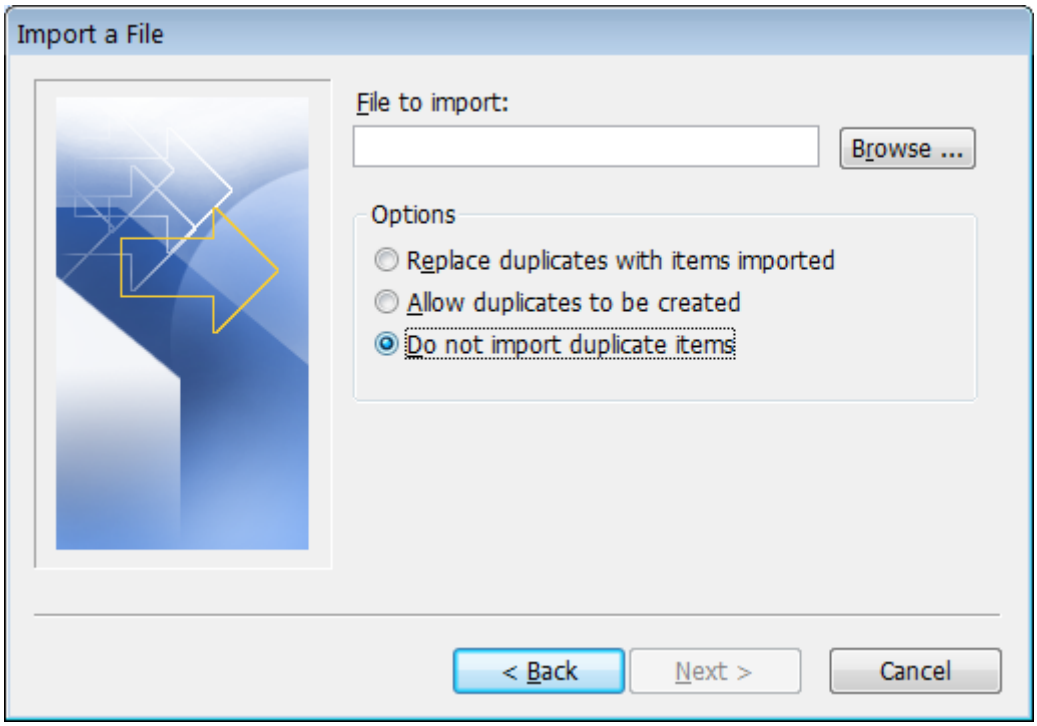
3. Then click on Import and Export. The following Window will appear on your screen. Click on <u>Import from another program or file</u> to highlight, then click Next



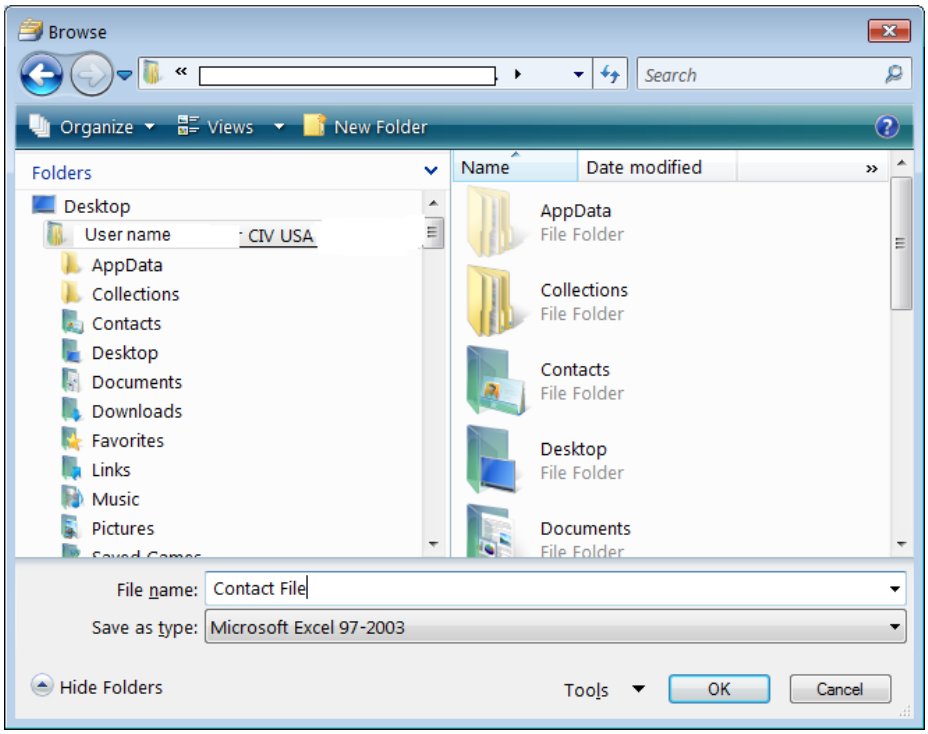
4. The following window will appear. Click on Microsoft Excel 97-2003 to highlight, then click Next.



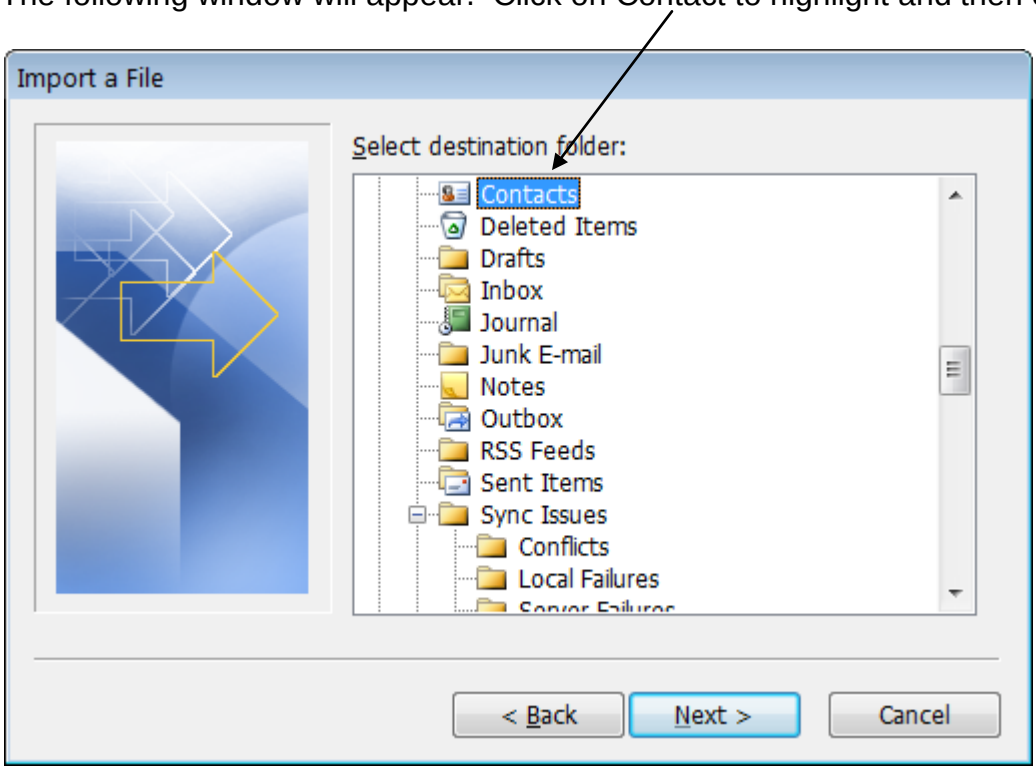
5. The following window will appear. Check the Do not import duplicate items and then click browse



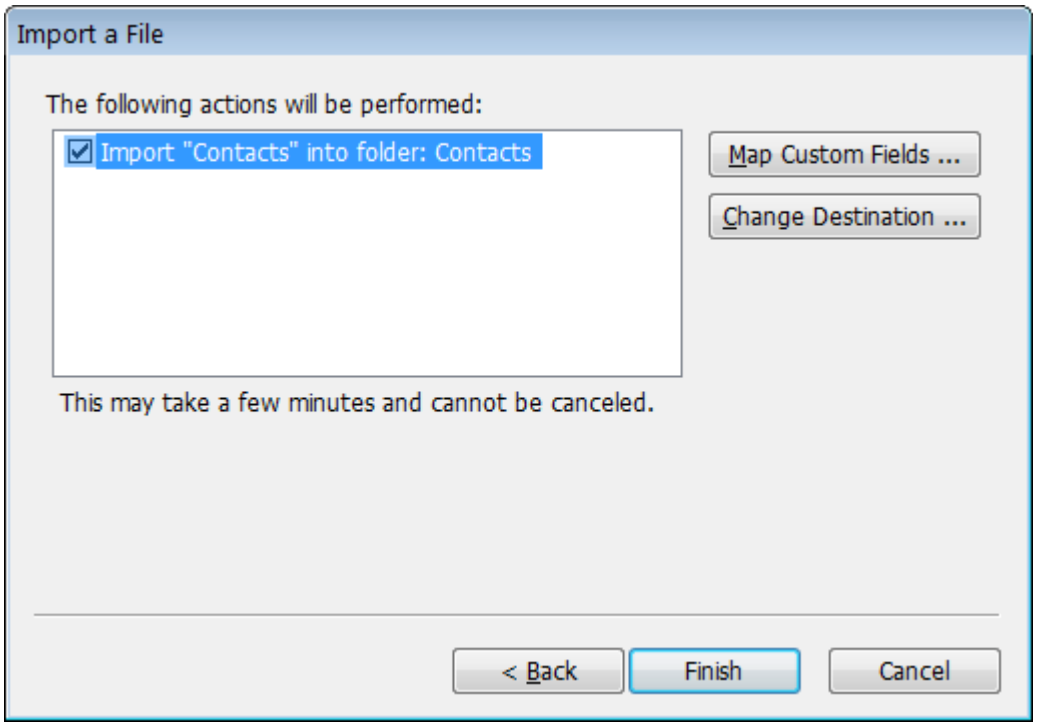
6. The following window will appear. Click on the scoll bar in the center and drag it to the top, select Desktop. In the window on the right select Contacts File (one you saved in the Export Process). Click OK.



7. The following window will appear. Click on Contact to highlight and then click next.



8. The following window will appear. Click Finish



9. The bar will scroll across the screen and the window will close when finished. You then be back at your main Outlook screen.