# IMPORTING ADDRESSES FROM EXCEL INTO OUTLOOK

Setting up the Excel File

1) If row 1 of your spreadsheet contains column descriptions, such as "Name," "E-mail Address," and so on, skip to step 3. If it does not, add one that does by right-clicking the **1** to the left of the first row, and then clicking **Insert**.
2) In the new blank cells at the top of each column, type a description for that column, such as "Name," "E-mail Address," "Company," "Phone Number," and so on.
3) On the **File** menu, click **Save As**.
4) Choose a folder to save to from the **Save in** drop-down list, type a name for the file, such as "Contacts," in the **File name** box, and in the **Save as type** drop-down list, click **CSV (Comma delimited)**.
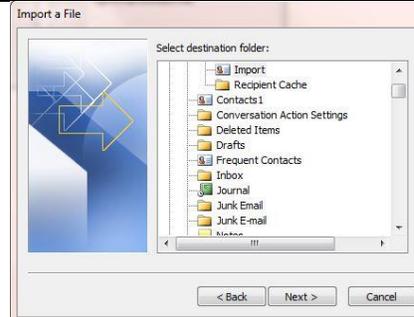5) Make a note of the folder location, and then click **SAVE**.

Importing into Outlook 2010

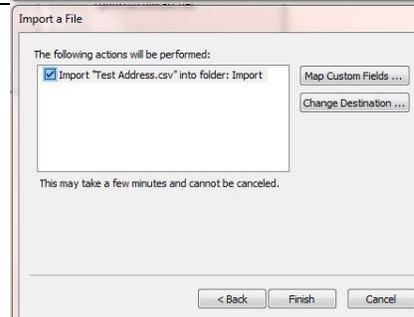|	
1) If you are importing into an existing Contacts folder, skip to step 4. Otherwise, go to step 2.	
2) Create a new address folder in Outlook 2010 a) Right-click the **Contacts** folder b) Click **New Folder** c) Type a name for the new folder d) Click **OK**	
3) Click the **File** tab in the Ribbon, and then click **Open** on the menu	
4) Click on **Import** tab. The Import and Export Wizard opens. Select **Import from another program or file.** Click **Next**	
5) Choose **Comma Separated Values (Windows)** and click **Next**	
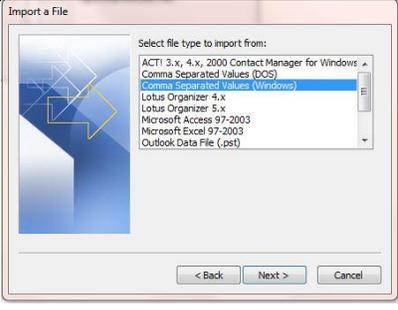
6) If the file that is displayed is not the correct file, click **Browse** , browse to the folder that contains the .csv file that contains your addresses.
 	
    a) If you are importing into a new folder, the **options** settings are irrelevant. If this is not a new folder, click the most logical option.
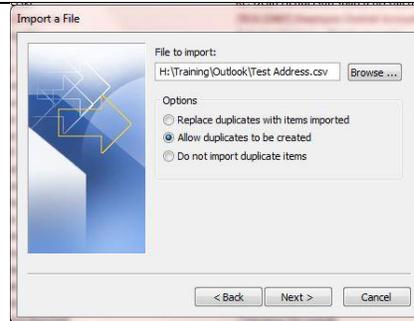 	
    b) Click **Next**	

7) Click the folder where you want to save your addresses (Contacts or the folder you created in step 2), and then click **Next**.	
8) If you are not sure that the column names in the first row of the spreadsheet will map correctly to the Outlook fields, click **Map custom fields** to verify them.	
9) Drag the items from the left to the corresponding fields on the right. Click **OK** when completed.	