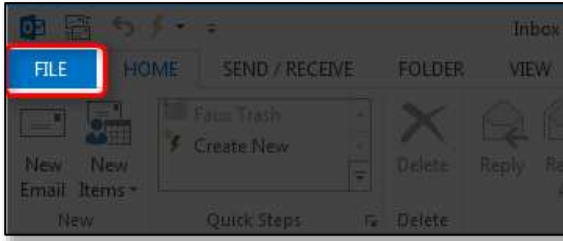


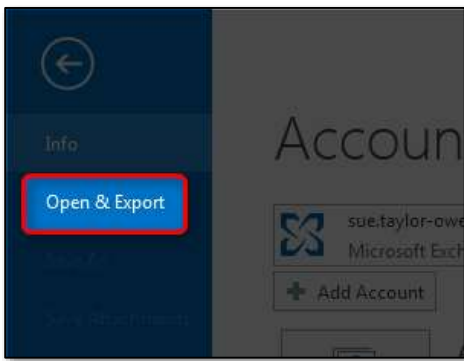
# Importing an Address Book into Desktop Outlook

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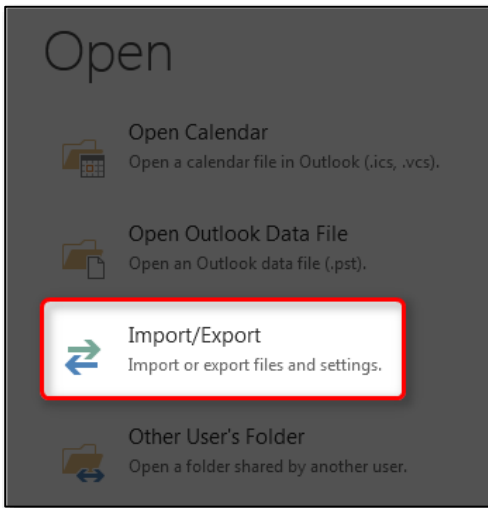
1. Open **Outlook**
2. Click on the **File** tab



3. Select **Open & Export**

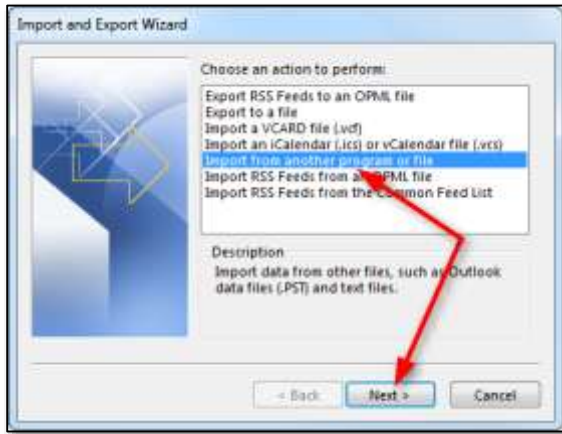


4. Choose the **Import/Export** option

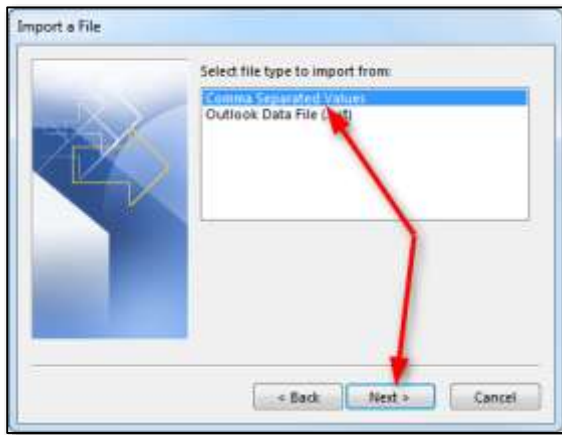


## Importing an Address Book into Desktop Outlook

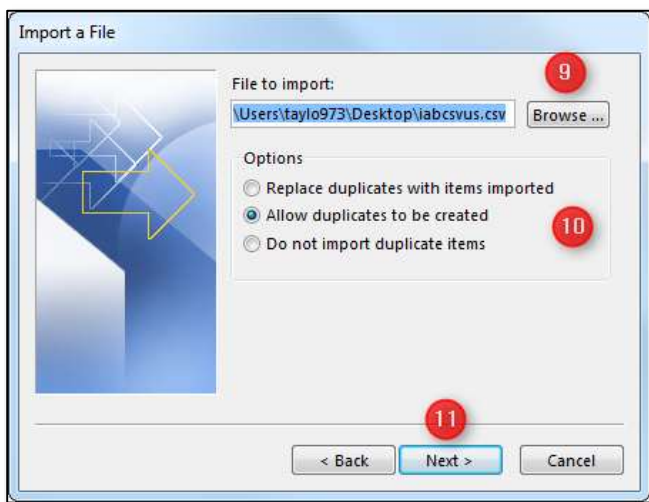
5. Keep **Import from another program** or file selected
6. Click the **Next** button



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

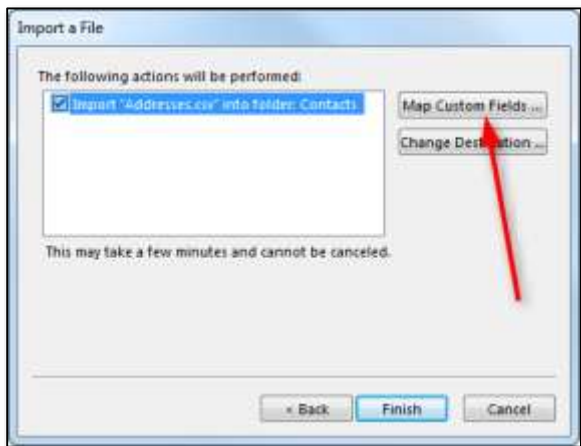


## Importing an Address Book into Desktop Outlook

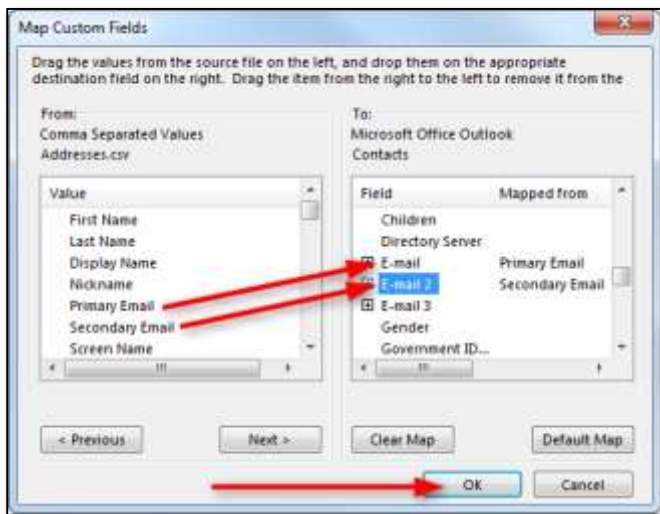
12. Select **Contacts**
13. Click the **Next** button



14. Click the **Map Custom Fields** button



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



## Importing an Address Book into Desktop Outlook

17. Click the **Finish** button

