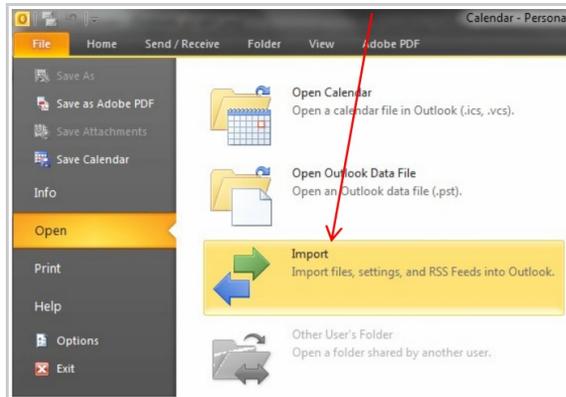


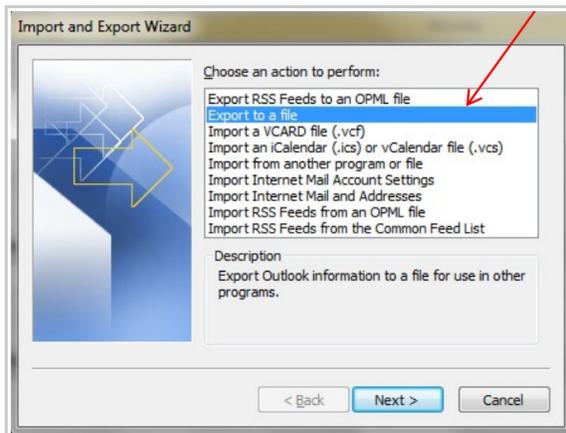
How to Export Contacts from Outlook

Before you proceed with the export of contact items please verify the date format used within your Outlook. Simply go to a contact you currently have and look at the date format (the contact's birthday format will help you). Take note of it.

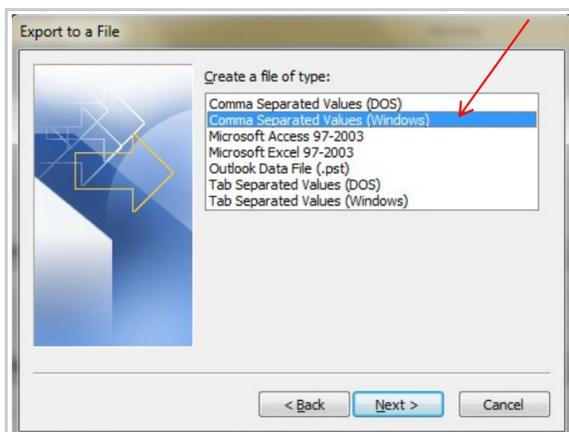
1. Click on the **File** tab.
Then the **Open** button.
Click on the **Import** option.



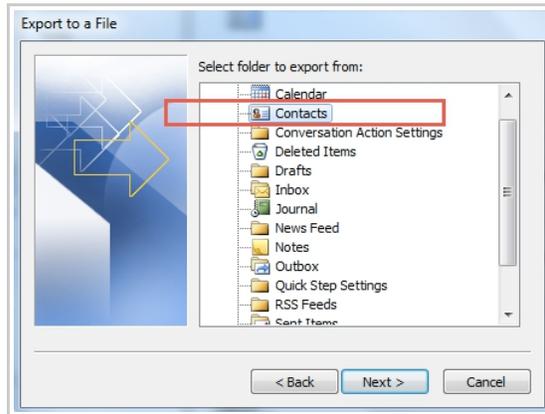
2. In the **Import and Export Wizard** select the option **Export to a File** and then click on the **Next** button.



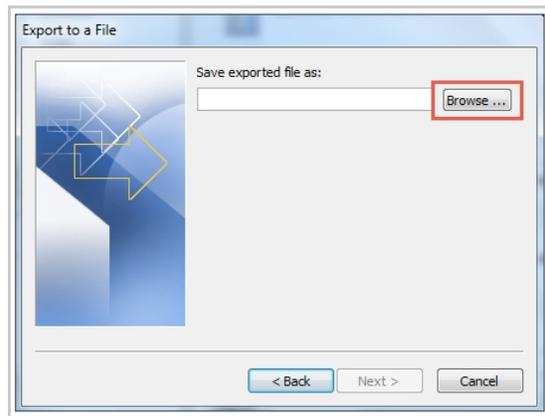
3. Select the file type **Comma Separated values (Windows)**.
Click on the **Next** button.



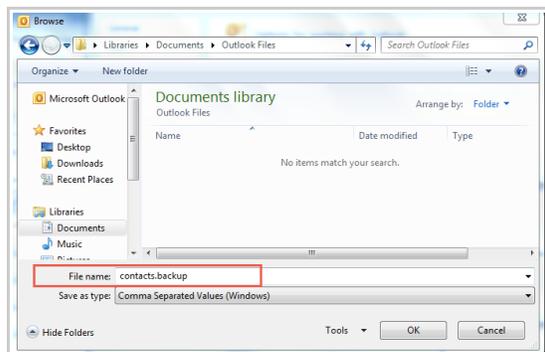
4. Select the **Contacts** that you wish to export. Click on the **Next** button.



5. Under **Save exported file as**, click **Browse** to select a destination folder.



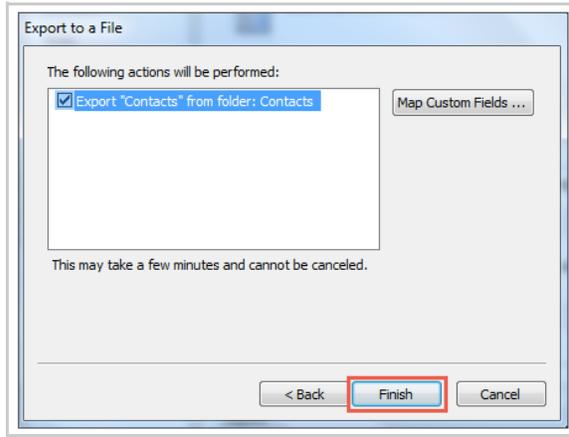
6. In the **File name:** box, type a descriptive name for your contacts file, then click the **OK** button.



7. Click on the **Next** button.

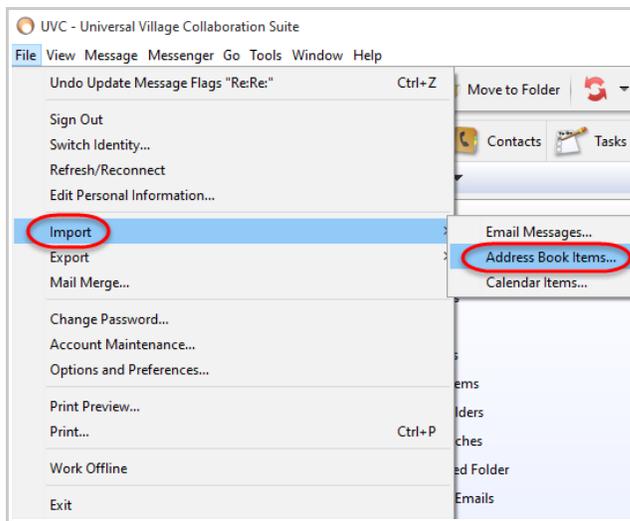


8. Complete the process by clicking the **Finish** button.



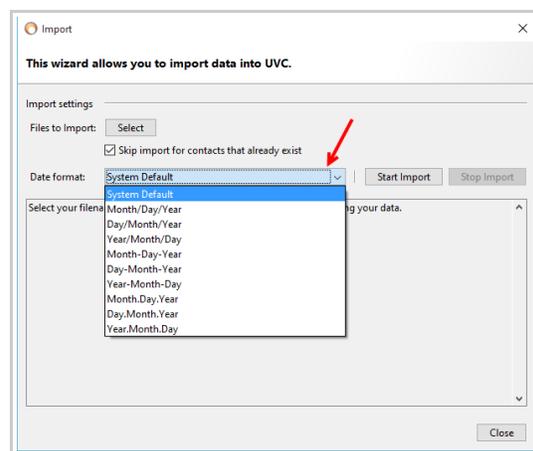
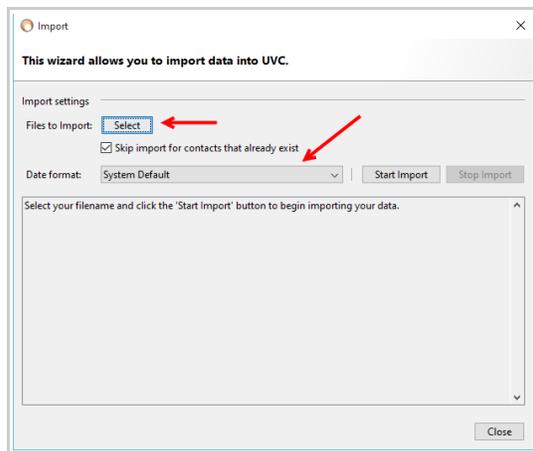
Your file will be saved to the location you indicated in step# 5.
Once your file is successfully exported login to your UVC application.

9. Click on **File** and **Import** and select the **Address Book Items...** option.



10. Next you will need to select the CSV file you exported from Outlook by clicking on the **Select** button.

As for the **Date Format** select from the drop down menu the date format that was seen in Outlook.
Please make sure to select the correct date format. **This is important** so that all your contacts that are imported have the correct dates.



Click on the **Start Import** button to start your import.