

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.

Export to a File	/
	<u>C</u> reate a file of type:
	Comma Separated Values (DOS) (Comma Separated Values (Windows) Microsoft Excel 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
	< Back Next > Cancel

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

Export to a File	-	
	Select folder to export from: Calendar Conversation Action Settings Conversation Action Settings Deleted Items Takay	
	Inbox Journal Journal News Feed Notes Outbox Quick Step Settings SSS Feeds	T T
< Back Next > Cancel		

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

Export to a File	
	Save exported file as: Browse
	<back next=""> Cancel</back>

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.

This may take a few minutes and cannot be canceled.	
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	be canceled.

Your file will be saved to the location you indicated in step# 5. Once your file is successfully is 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. <u>This is importan</u>t so that all your contacts that are imported have the correct dates.

O Import X	O Import X
This wizard allows you to import data into UVC.	This wizard allows you to import data into UVC.
Import settings Files to Import Stept import for contacts that already exist Date format: System Default Select your filename and click the 'Start Import' button to begin importing your data.	Import settings Files to Import: Select Skip import for contacts that already exist Date format: Select your filens Month/Day/Year Select your filens Month/Var/Year Year/Month/Var Year/Month-Day Month-Day Month-Day Year Day-Month/Year Day-Month-Day Month-Day Month-Day Year Day-Month-Day Month-Day
Close	Close

Click on the Start Import button to start your import.