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Import Contacts in Outlook/Exchange

Overview

If you have your contact list saved in a .CSV file or any other Outlook compatible file, you can easily import them into your email account in Outlook/Exchange. In order for your Outlook contacts to sync with your OWA, you must have your email account set up with Exchange settings.

Import Contacts

- 1. Click the File tab.
- 2. Click Open



3. Click Import

4. Click Import from another program or file, and then click Next



Under Select the file type to import, click the file type of file you want to import, and then click Next. The most common is Comma Separated Values (Windows), also known as a CSV file. If you are importing contacts that were exported from Outlook to an Outlook Data File (.pst), click Outlook Data File (.pst).



6. Under **File to import**, click **Browse**, select the file that you want to import, and then click **OK**.

- 7. In the Import a File dialog box, under Options, click one of the following:
 - Replace duplicates with items imported
 - If an Outlook contact already exists, it is replaced by the information that you are importing.
 - Allow duplicates to be created
 - If an Outlook contact exists, the imported contact is created as a second contact.
 - Do not import duplicate items
 - If an Outlook contact exists, the information for the imported contact is not imported.
- 8. Click Next.
- 9. In the **Import a File** dialog box, under **Select destination folder**, click a folder for the imported contacts, and then click **Next**. This usually is the Contacts folder unless you have multiple accounts, or have created multiple contact folders for an account.
- 10. Click Finish.