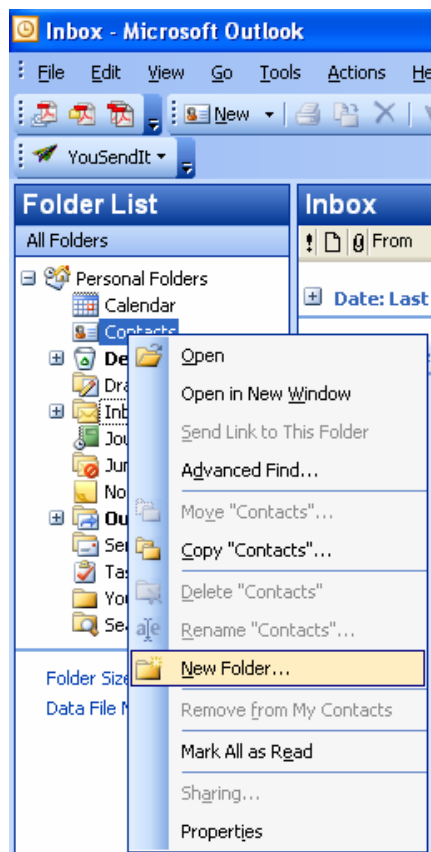
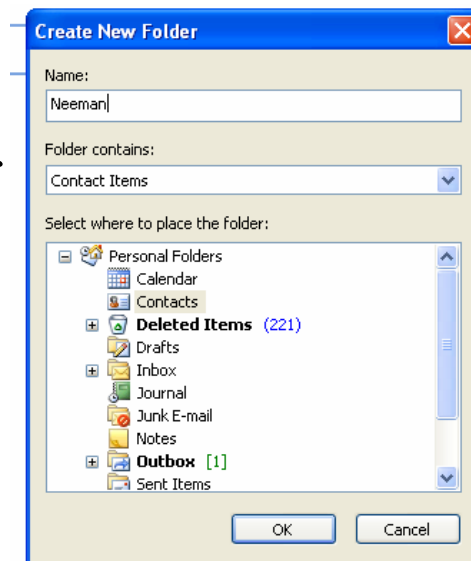


How to import address book.

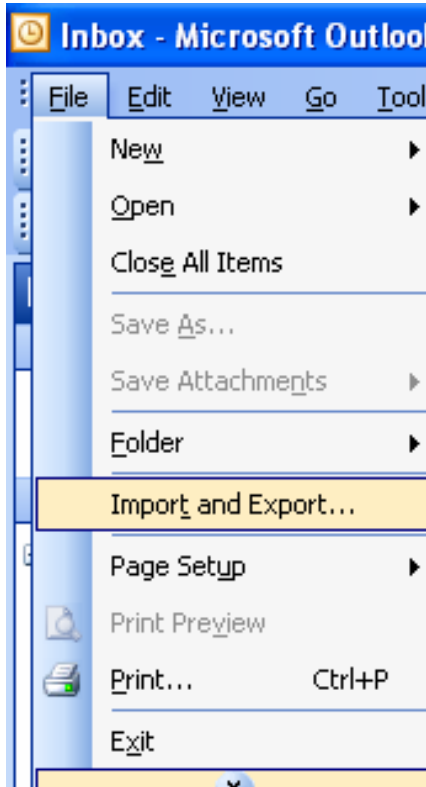


For importing address into your outlook account you need to have a address book in excel format file. Right click on contact then click on new folder this folder will be created under contacts for importing new address book.

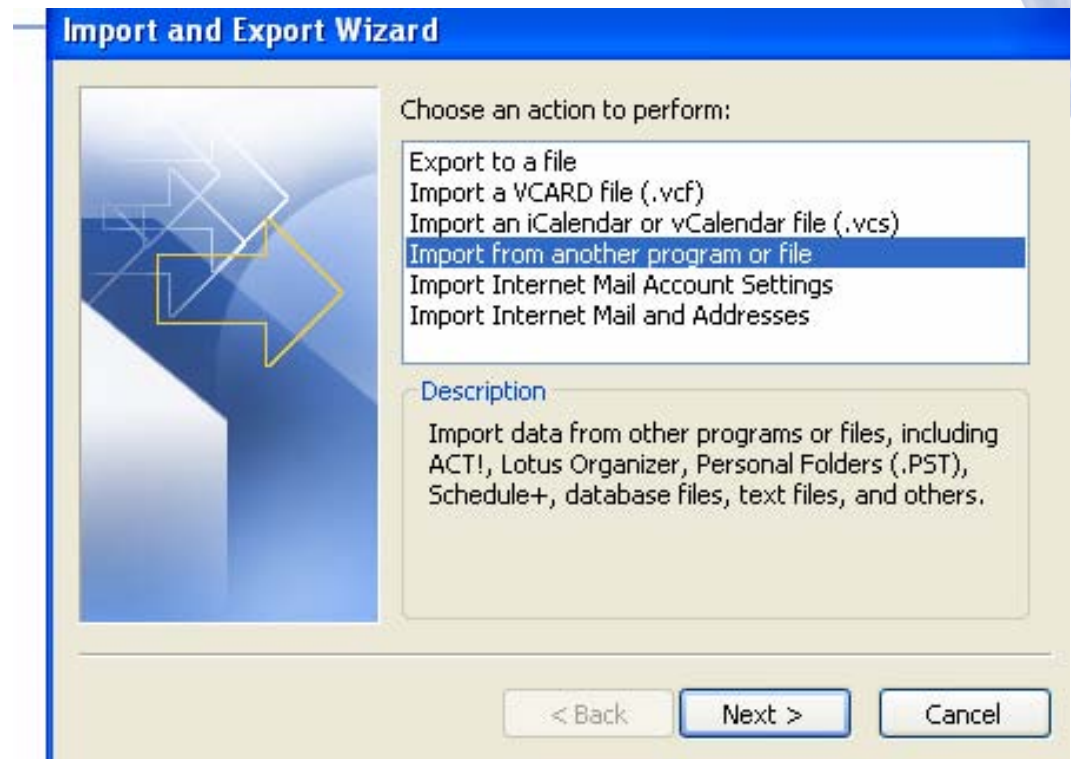
Provide the name of the folder as your desire and then click on OK button

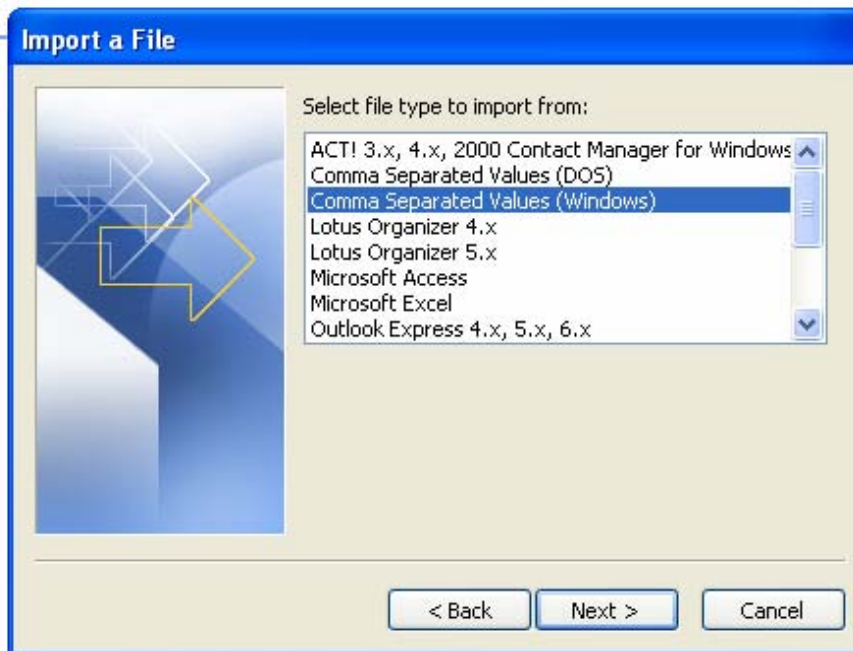


Click on file menu import and export option



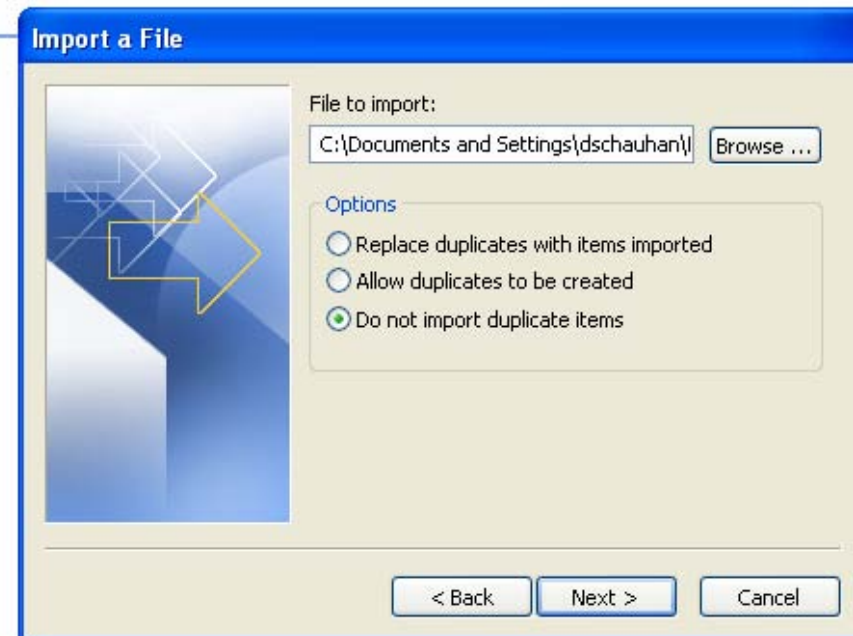
Import and export wizard will appear select import from another program or file then click on next button

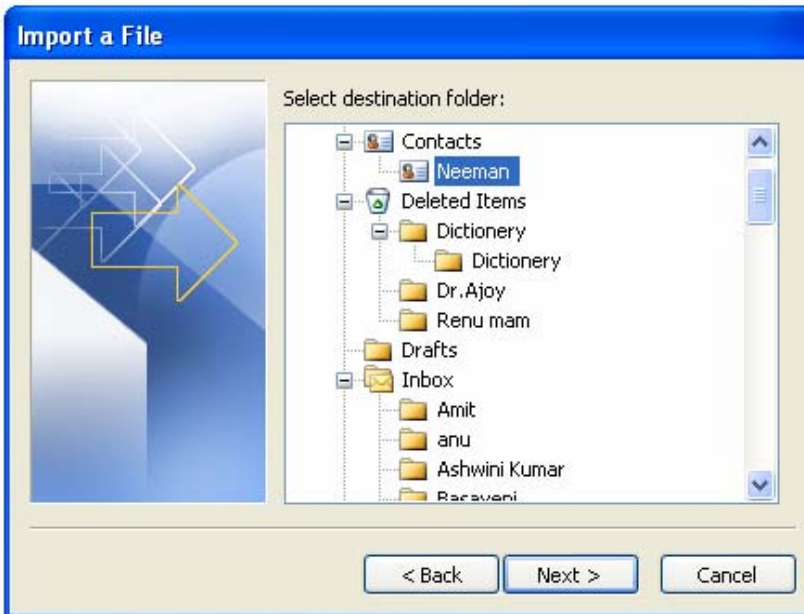




Select comma separated values (windows) from select file type import section then click on next button

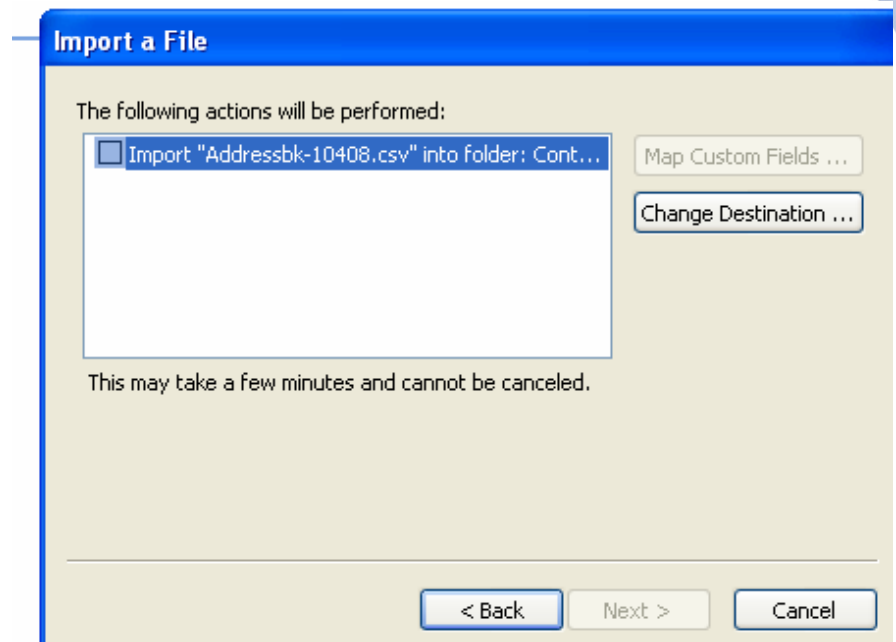
Click on browse button select the excel CSV file from its location. Select do not export duplicate items radio button and then click on next button



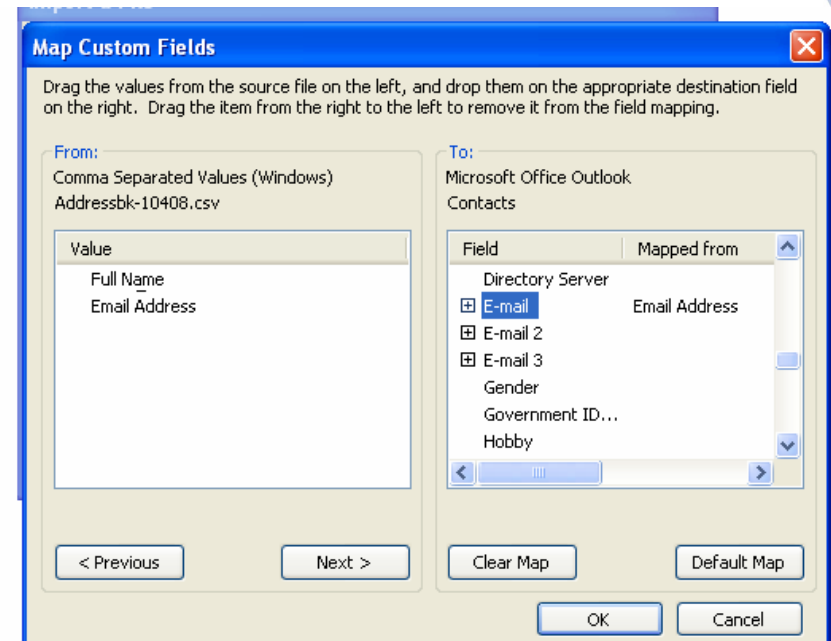
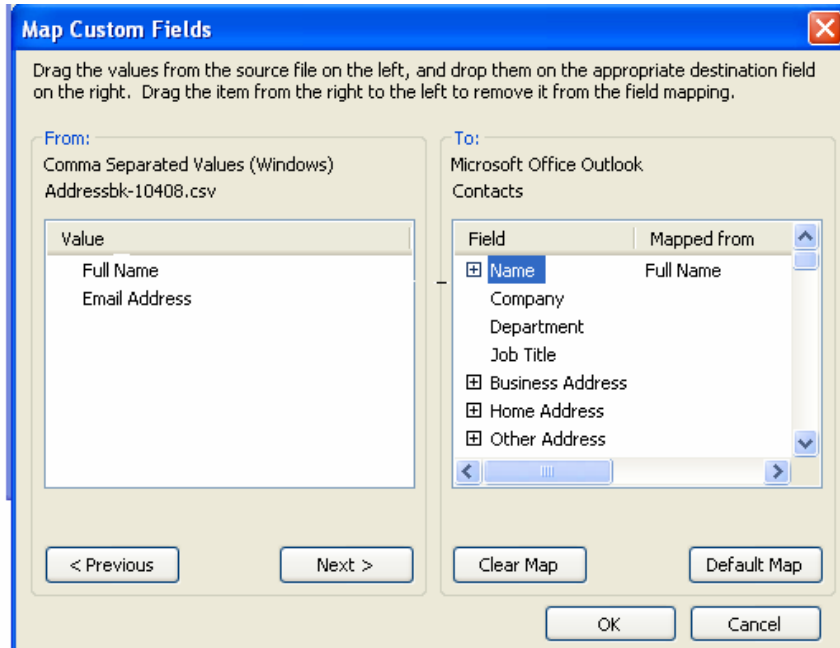


Select the destination folder which was created by you earlier then click on next button

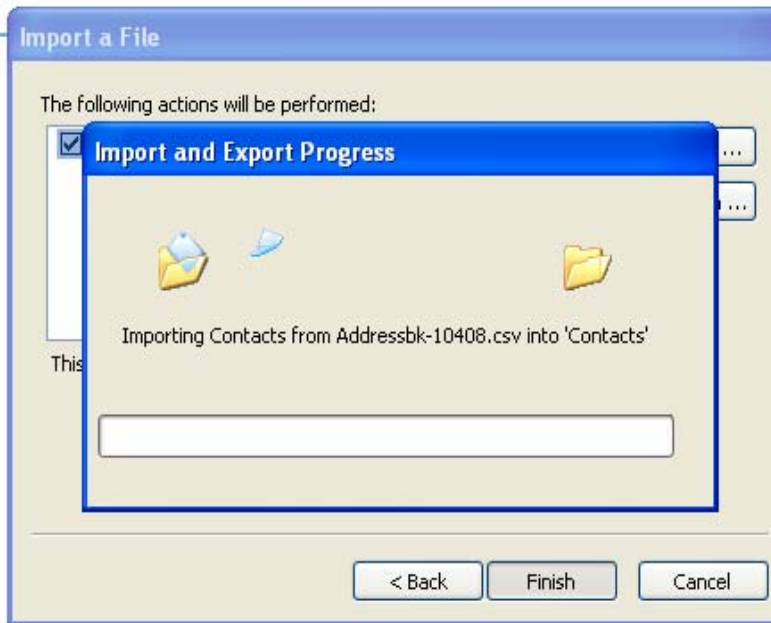
Select the import check box and click on next button



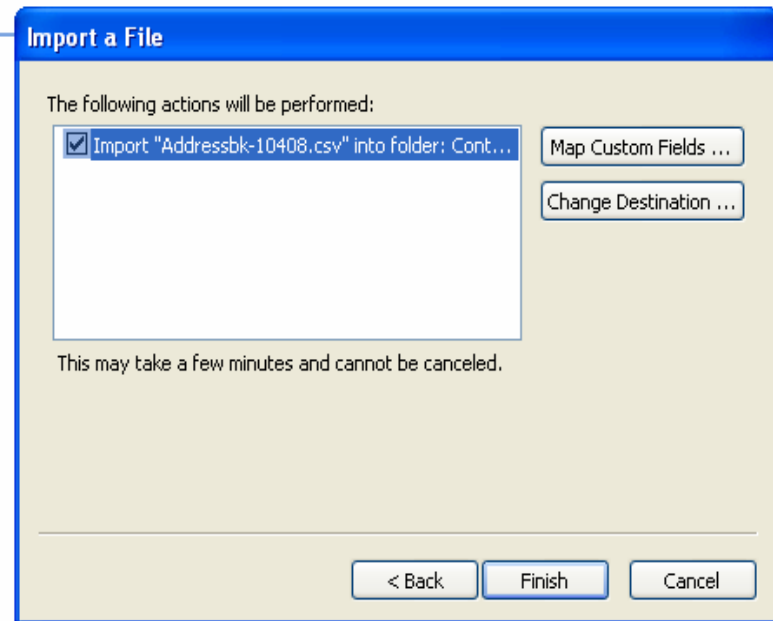
Map custom fields dialog box will appear, Map the values with fields full name with name and E-mail address with E-mail, and then click on next button



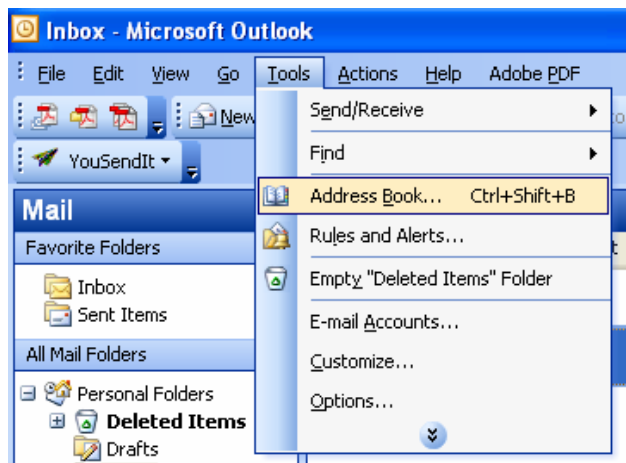
Address book importing progress will show like this.



Then click on finish button

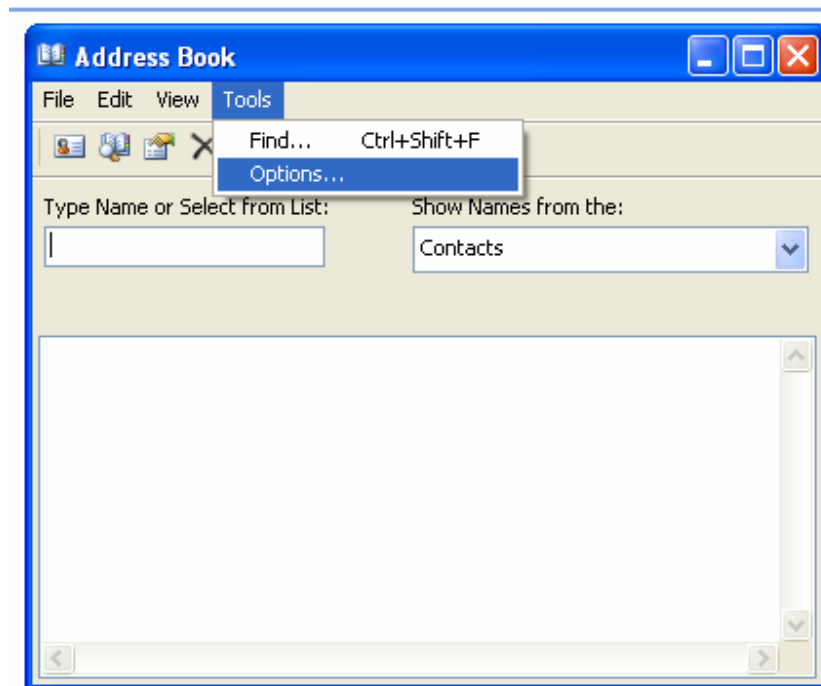


How to Configure the Address Book

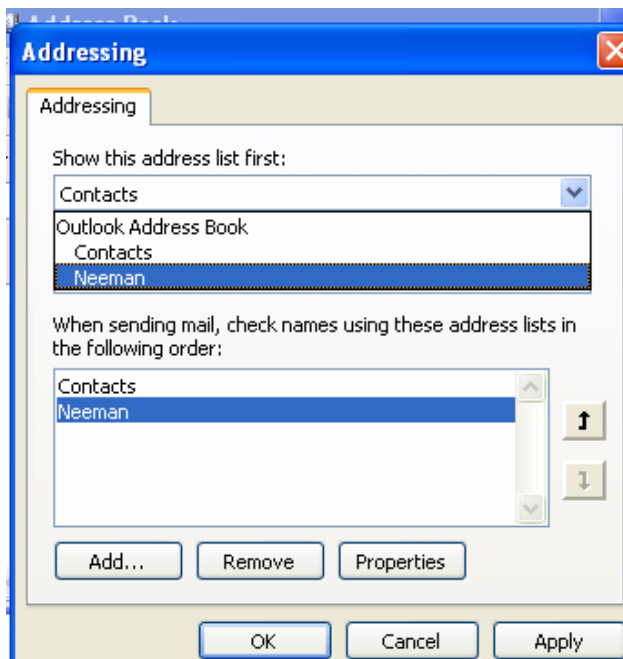


Now you need to configuring your earlier imported address book for using with outlook. Go to tools menu select address book option

Then address book dialog box will appear. Go to tools menu select options.



Addressing dialog box will open. Select your recently imported address book under **show this address list first**. In the below section select newly imported address book and click on move up button and bring it into first position. Then click on apply and OK button



Then your address box dialog box will look like this when you will open it. Then close it and use with your mail

