
Microsoft Outlook

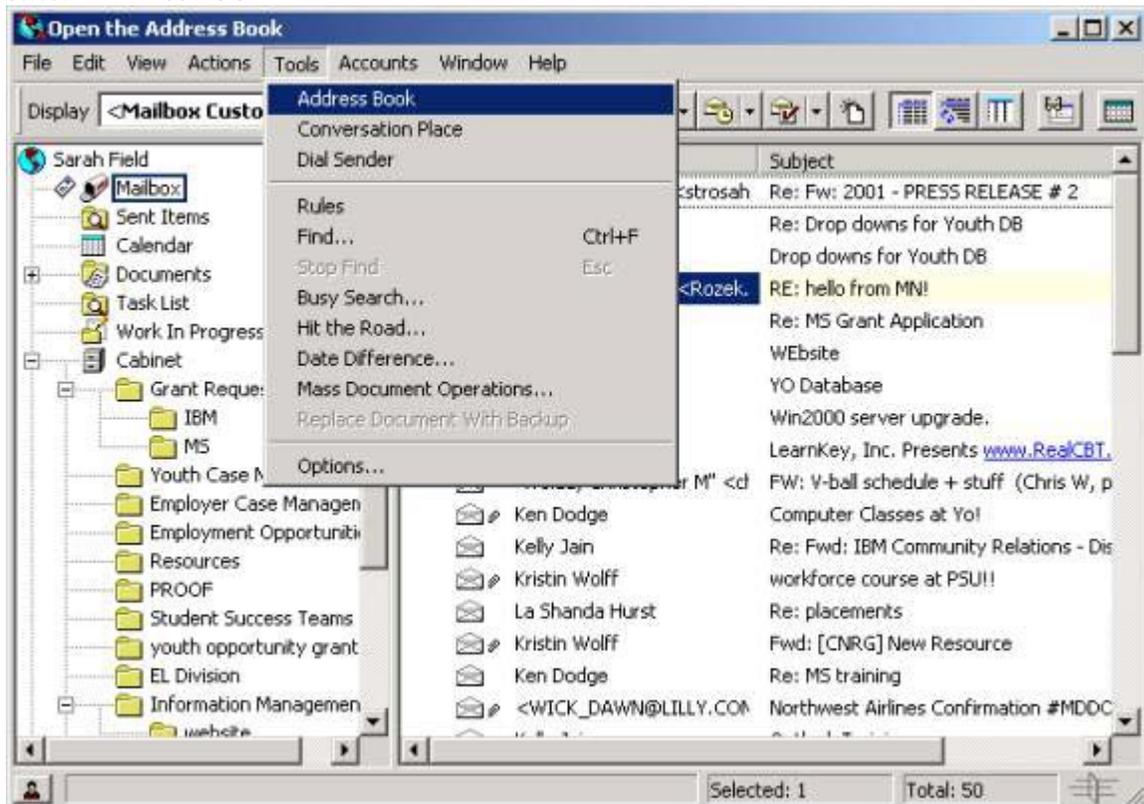
Importing Groupwise Address Books

SECTION ONE: EXPORTING YOUR GROUPWISE ADDRESS BOOKS

OPEN THE GROUPWISE ADDRESS BOOK

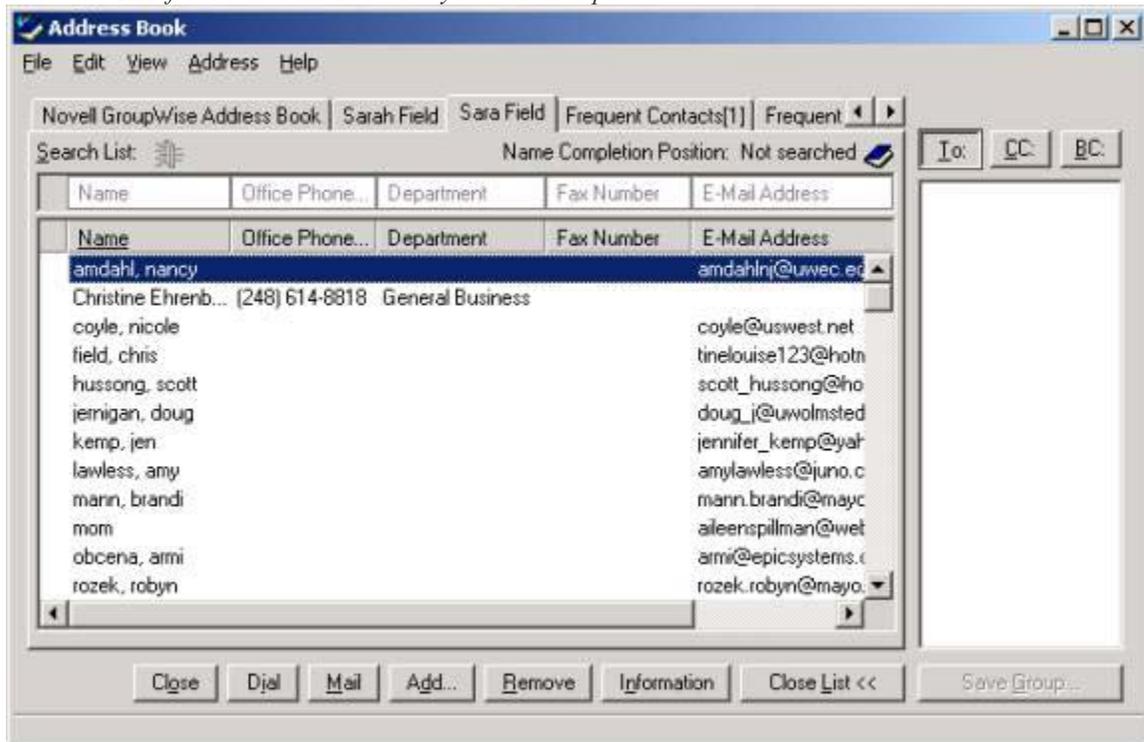
Select **TOOLS** from the **GROUPWISE** menu bar

Select **ADDRESS BOOK**



ADDRESS BOOK

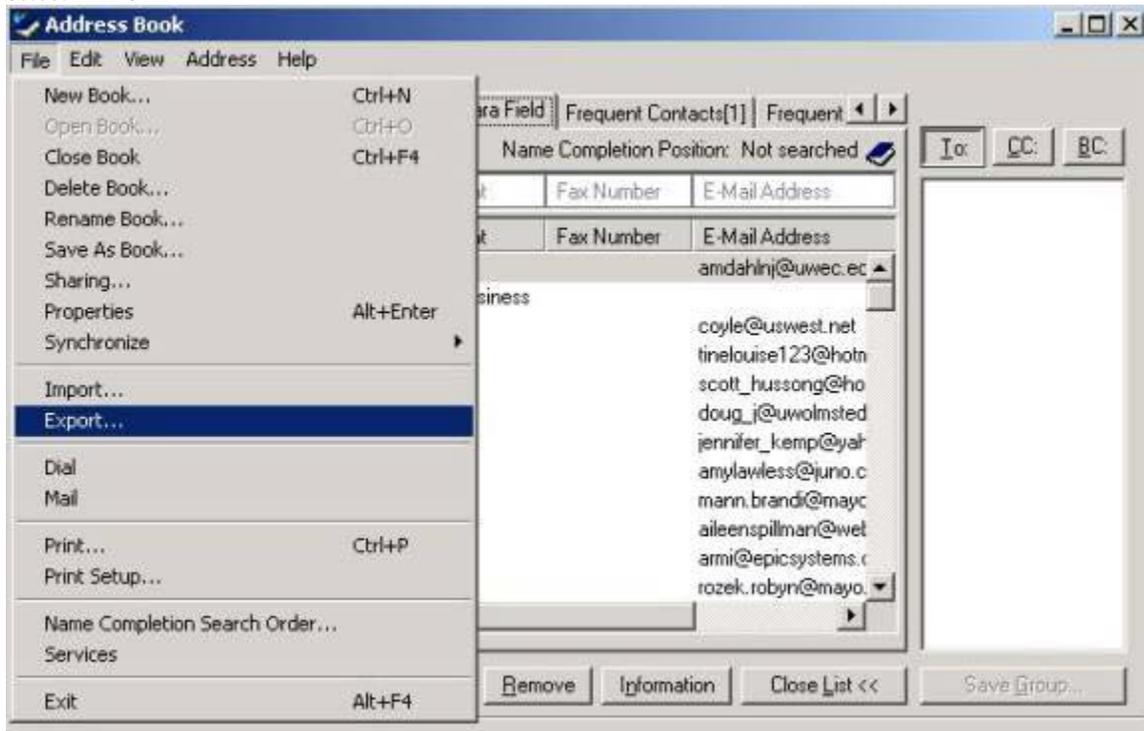
Select the TAB for the address book that you wish to export



ADDRESS BOOK

Select FILE

Select EXPORT



EXPORT QUESTION

Select "ENTIRE ADDRESS BOOK"

If you wish to export only selected items, select "SELECTED ITEMS"



ADDRESS BOOK EXPORT

Give the file you wish to save a NAME

Select SAVE to save the file



SECTION TWO: IMPORTING YOUR GROUPWISE ADDRESS BOOKS

- 1) Click on the Contacts icon on the left of your Outlook screen.
- 2) Click on the File Menu and select Import and Export...
- 3) Make sure Import from another program or file is highlighted. Click Next.
- 4) Select Comma Separated Values (Windows). Click Next.
- 5) Click on the Browse button. Browse to H:\technology\exchange\address books and double-click on the file with your name. Click Next.
- 6) The Contacts folder should be highlighted, if not select the Contacts folder. Click Next
- 7) Click Finish.