HOW TO: Bulk Import Class Email Addresses Into Microsoft Outlook

Summary

This document describes how to bulk import class email addresses into Microsoft Outlook using the Import/Export Wizard.

Prerequisites

Before executing this procedure, you must download the data files that contain the email addresses from the Technology Club website. Launch a web browser and visit <u>http://www.jgsmtechclub.com</u>. Select the *Technology@JGSM* section and the *Importing Class Email Addresses* topic. You will find links to the class data files on this page. Download and save the files to your desktop.

Note: The data files are located in a protected section of the website. You must be on campus to download the files.

Importing Class Email Addresses

1. Launch Microsoft Outlook. On the File menu, click **Import and Export**.

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2. In Choose an action to perform, click Import from another program or file, and click Next.

| Import and Export Wizard | | | | | |
|--------------------------|---|--|--|--|--|
| | Choose an action to perform: Export to a file Import a VCARD file (.vcf) Import an iCalendar or vCalendar file (.vcs) Import from another program or file Import Internet Mail Account Settings Import Internet Mail and Addresses Description Import data from other programs or files, including ACT!, Lotus Organizer, Personal Folders (.PST), Schedule+, database files, text files, and others. | | | | |
| | < Back Next > Cancel | | | | |

3. In Select file type to import from, click Comma Separated Values (Windows), and click Next.

| Import a File | |
|---------------|---|
| | Select file type to import from: ACT! 3.x, 4.x, 2000 Contact Manager for Windows Comma Separated Values (DOS) Comma Separated Values (Windows) Lotus Organizer 4.x Lotus Organizer 5.x Microsoft Access Microsoft Excel Personal Address Book |
| | < Back Next > Cancel |

4. In the File To Import, click Browse to navigate to the file, locate the file on your desktop, and then click Next.

| Browse | | | | | | | | | | ? 🔀 |
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| Import a File | |
|---------------|---|
| | File to import: rd Settings\mba06\Desktop\2006.csv Browse Options Options Replace duplicates with items imported Allow duplicates to be created Do not import duplicate items |
| | < Back Next > Cancel |

5. In the Select Destination Folder, click Contacts, and click Next.

| Import a File | | |
|---------------|---|--------|
| | Select destination folder: Calendar Contacts Contacts Deleted Items Drafts Drafts Durnal Journal Journal Journal Select destination folder: Contacts Deleted Items Sent Sent Items Sent Items | |
| | < Back Next > | Cancel |

6. Confirm that the destination folder is correct, and then click **Finish**.

| Import a File | | | | | | |
|---|---|--|--|--|--|--|
| The following actions will be performed: | Map Custom Fields Change Destination | | | | | |
| This may take a few minutes and cannot be canceled. | | | | | | |
| <pre>Back</pre> | Finish Cancel | | | | | |

Repeat this procedure for each class data file you wish to import.