

Import Contacts from Excel into Outlook

Situation:

Instead of having to retype everything again in contacts if you have the contacts listed in an Excel file, you would like to somehow copy the contacts from Excel into Outlook.

Overview:

Briefly, in Excel, you make sure that the column titles have names like Name, E-mail Address, etc., so that Outlook Contacts knows how to separate out the information.

The most important step in Excel is to save the file as a CSV (comma separated values) file and then remember what you called it and where you put it.

The next step is to go to Outlook, File menu, select Import and Export...

Use Import from another program or file, find the file and then select Contacts from the list of folders in Outlook.

Step by Step Instructions:

Exporting from Excel

1.	If row 1 of your spreadsheet contains column descriptions, such as "Name," "E-mail Address," and so on, skip to step 3. If it does not, add one that does by right-clicking the 1 to the left of the first row, and then clicking Insert .
2.	In the new blank cells at the top of each column, type a description for that column, such as "Name," "E-mail Address," "Company," "Phone Number," and so on.
3.	On the File menu, click Save As .
4.	Choose a folder to save to from the Save in drop-down list, type a name for the file, such as "Contacts," in the File name box, and in the Save as type drop-down list, click CSV (Comma delimited) .
5.	Make a note of the folder location, and then click SAVE .

Importing into Outlook

1.	If you are importing into an existing Contacts folder, skip to step 3. To create a new folder in Outlook, click Folder List on the View menu, unless the Folder List is open already.
2.	Right-click the Contacts folder, and then click New Folder , type a name for the new folder, and then click OK .
3.	On the File menu, click Import and Export , click Next , click Comma Separated Values (Windows) , and then click Next .
4.	If the file that is displayed is not the correct file, click Browse , browse to the folder noted in step 3, and then double-click the file to select it.
5.	If you are importing into a new folder, the Options settings is irrelevant because there are no duplicates. If not, choose the most logical selection. Click Allow duplicates if you are not sure, and then click Next .
6.	Click the Contacts folder, or other contacts-type folder that you have created, to import into, and then click Next .
7.	If you are not sure that the column names in the first row of the spreadsheet will map correctly to the Outlook fields, click Map custom fields to verify them.