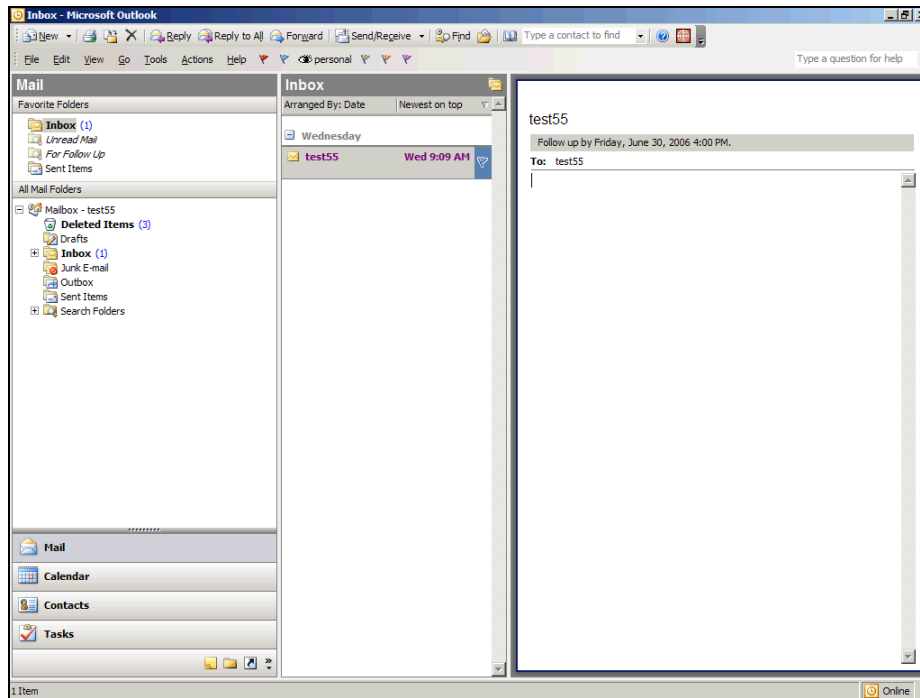


Contacts

Exporting Contacts to Excel

Procedure

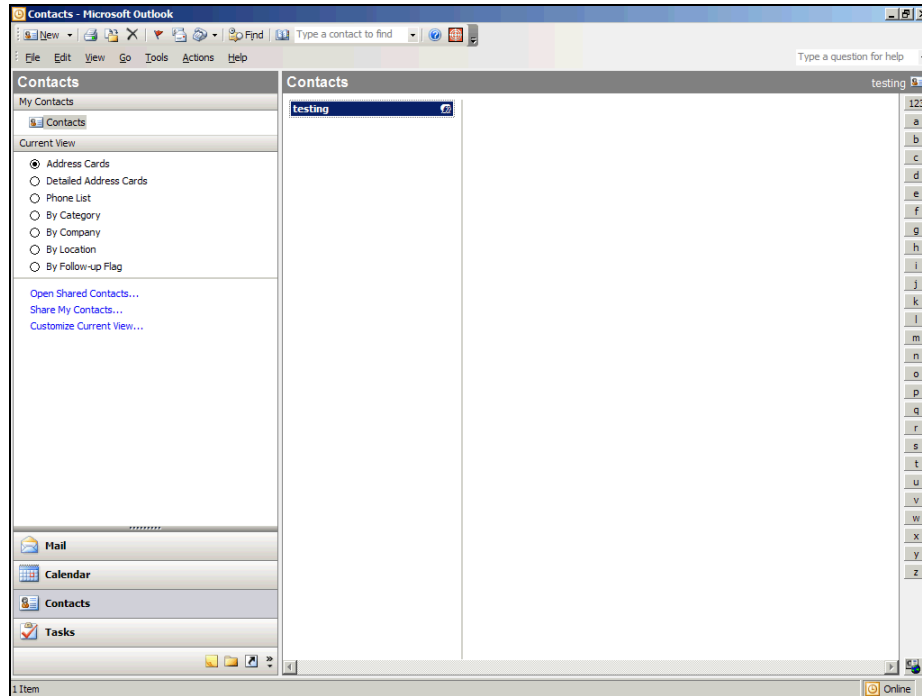
Outlook integrates easily with other Microsoft products. Outlook users can easily export their contacts from Outlook to Excel.



Step	Action
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1. To begin click the **Contacts** shortcut.



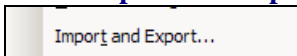


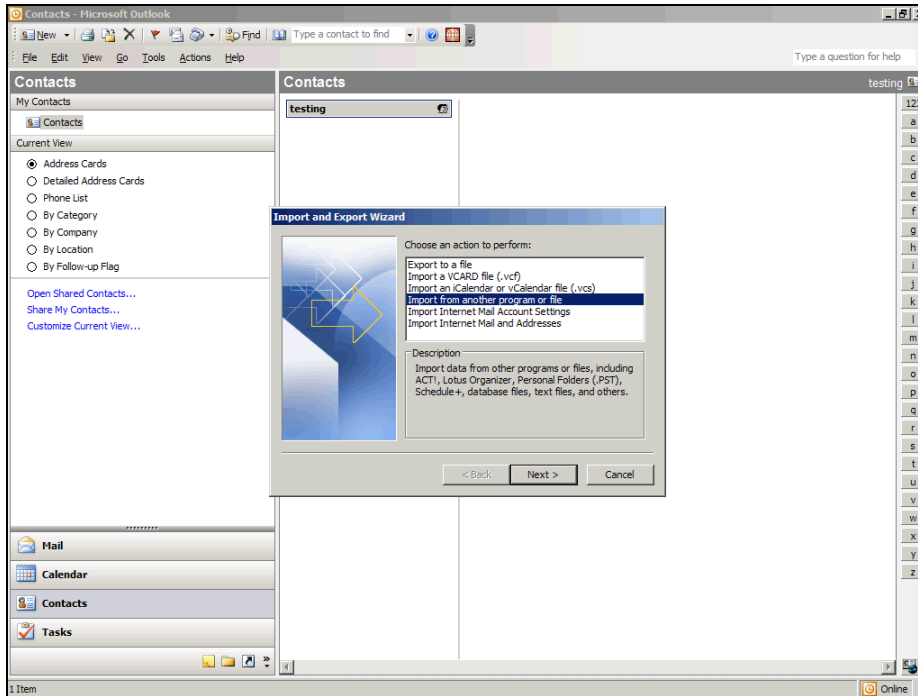
Step	Action
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2. Select **File** from the main menu bar.



3. Select **Import and Export**.

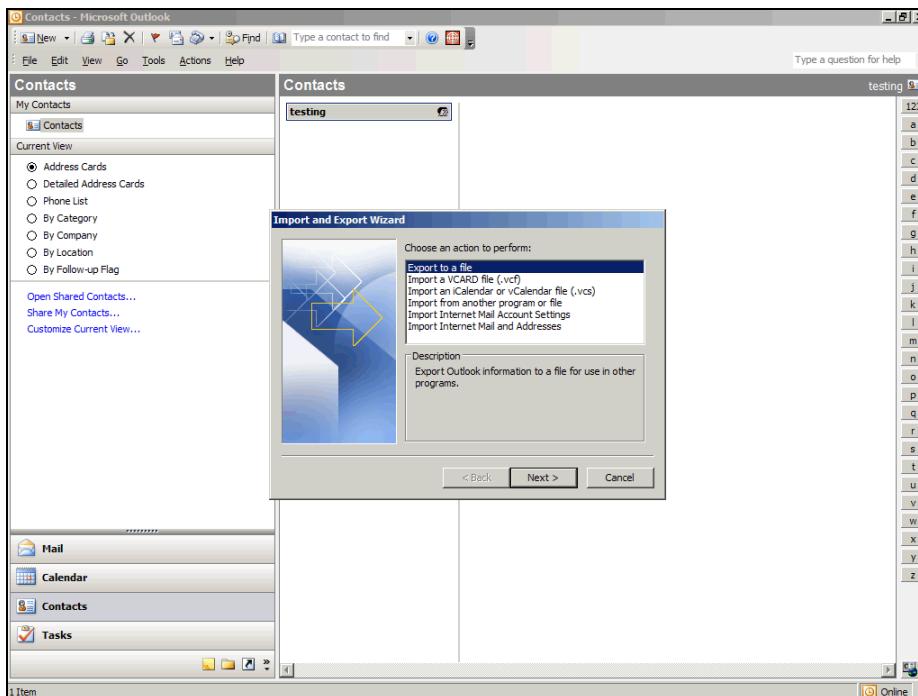




Step Action

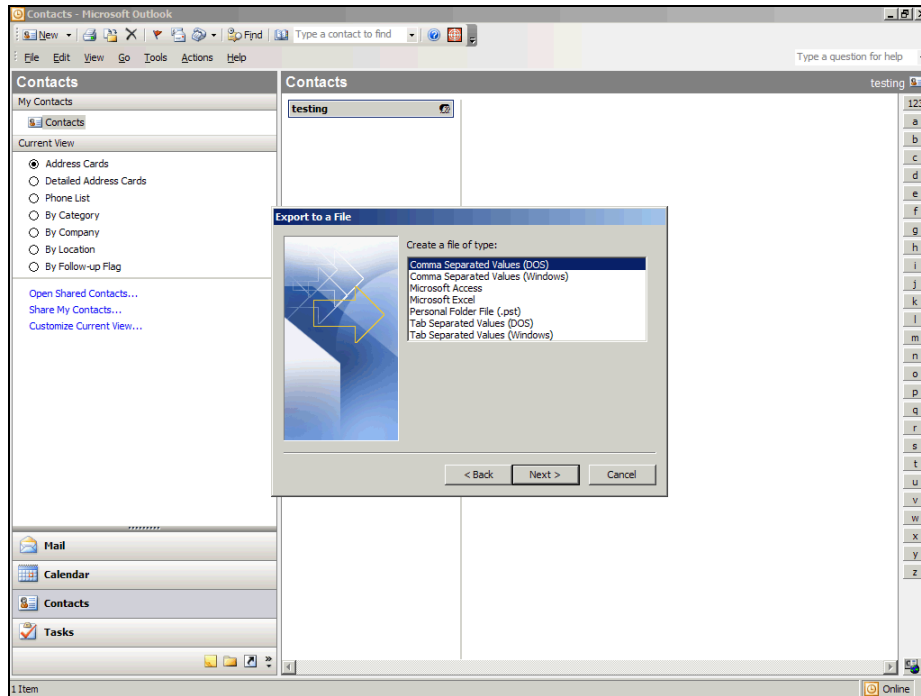
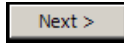
- Using the Import and Export Wizard select **Export to a File**.

Export to a file



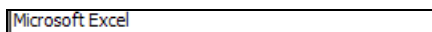
Step Action

- Click the **Next >** button.

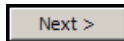


Step Action

- Select **Microsoft Excel**.



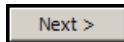
- Click the **Next >** button.



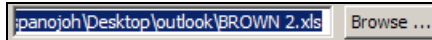
- Select **Contacts**.

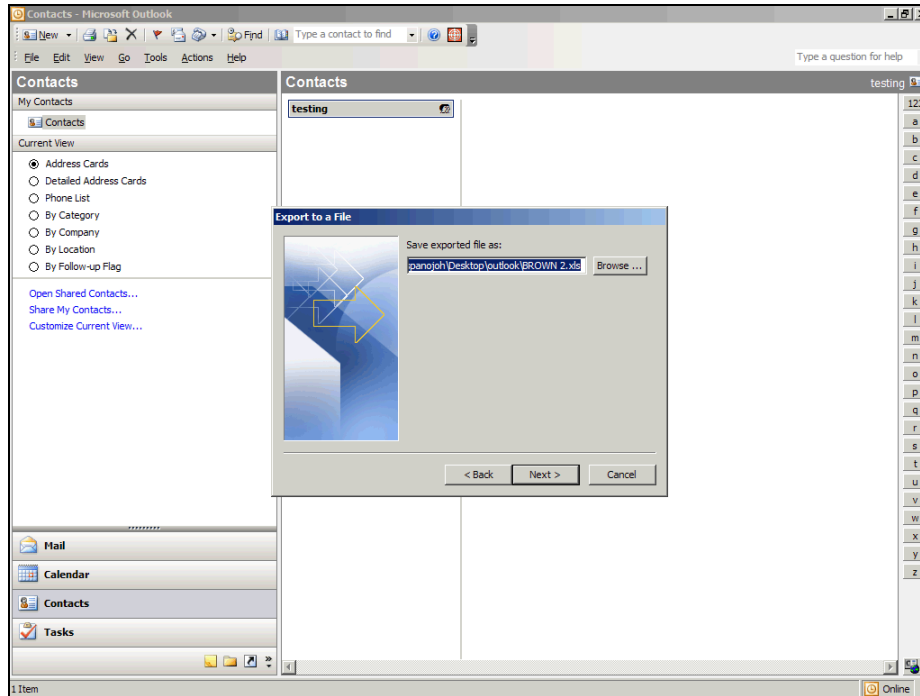


- Click the **Next >** button.



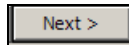
- Choose a location to save the file or click the **Browse** button to browse to a spot.

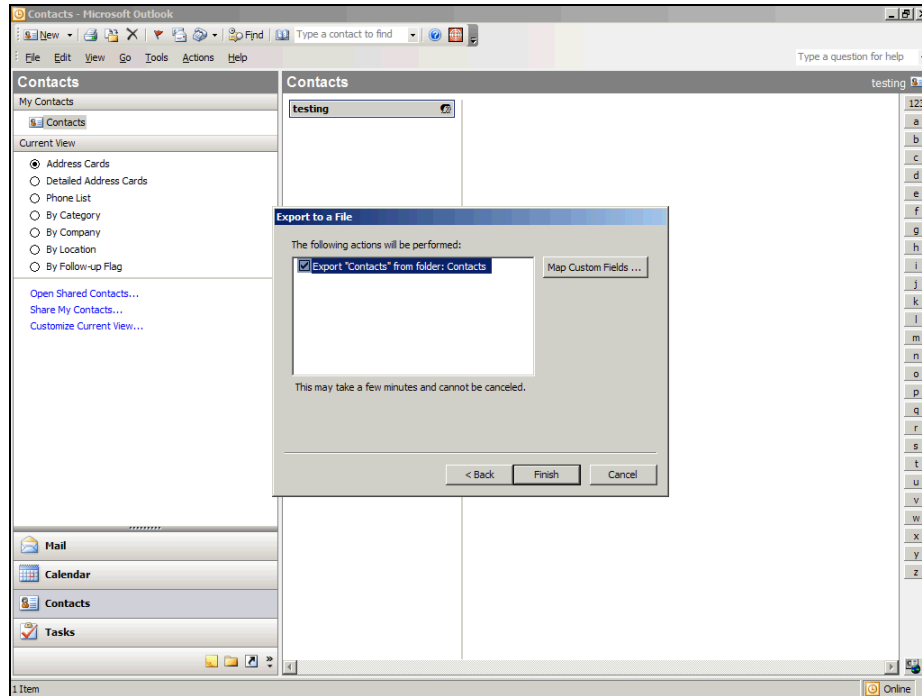




Step	Action
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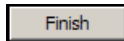
- | | |
|-----|-------------------------------|
| 11. | Click the Next button. |
|-----|-------------------------------|





Step	Action
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12. Click the **Finish** button.



13. Congratulations, you have successfully completed the topic on Exporting Contacts to Excel.

End of Procedure.