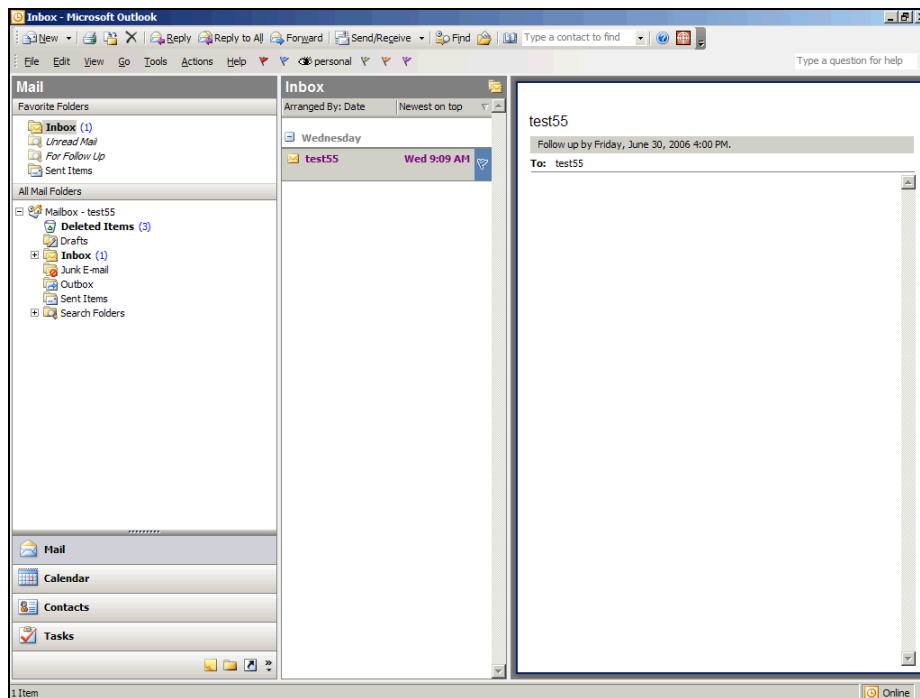


## Contacts

### Importing Contacts from Excel

#### Procedure

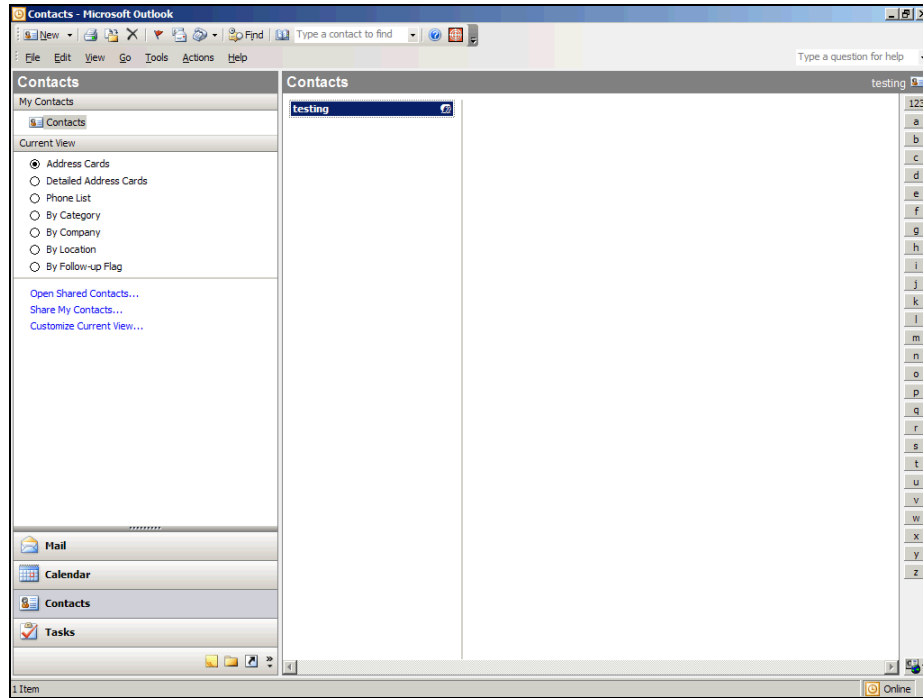
Outlook users can also Import Contacts form Microsoft Excel.



| Step | Action |
|------|--------|
|------|--------|

1. Click the object.  
To begin, click on the **Contacts** shortcut.

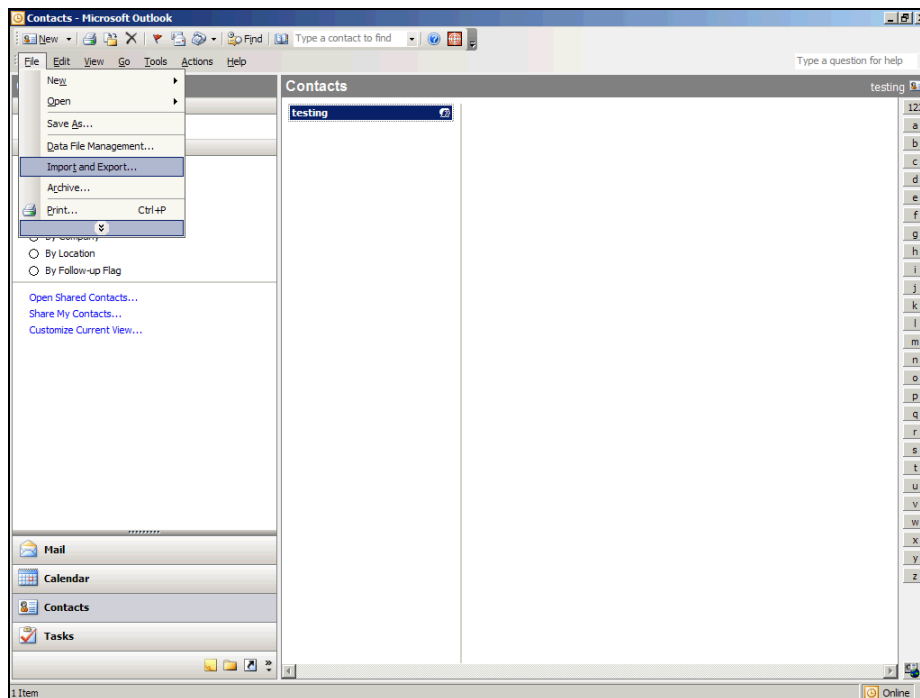




| Step | Action |
|------|--------|
|------|--------|

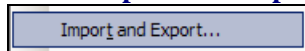
2. Select **File**.

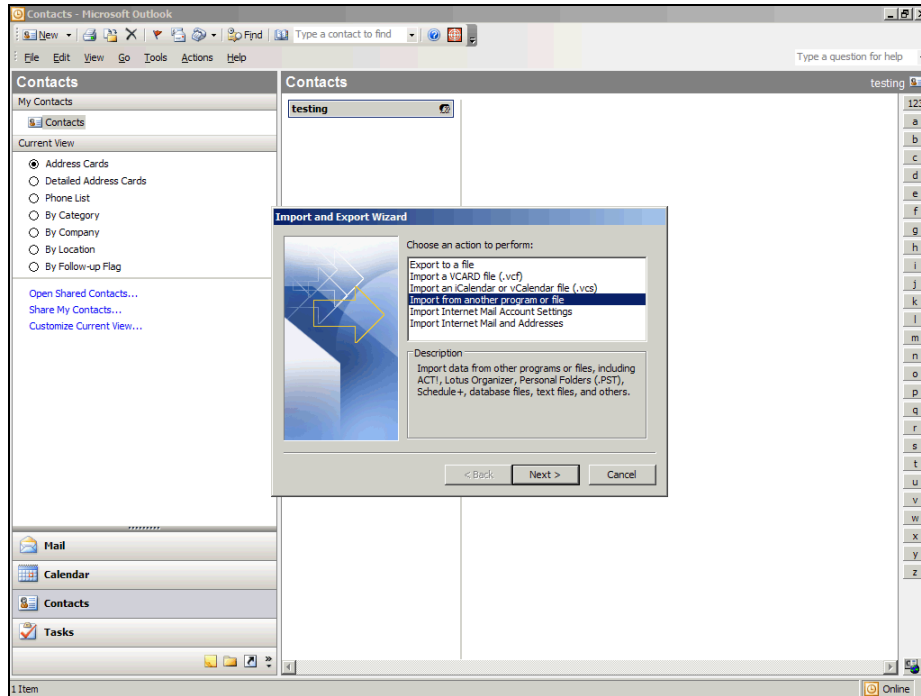




| Step | Action |
|------|--------|
|------|--------|

- |    |                                   |
|----|-----------------------------------|
| 3. | Select <b>Import and Export</b> . |
|----|-----------------------------------|

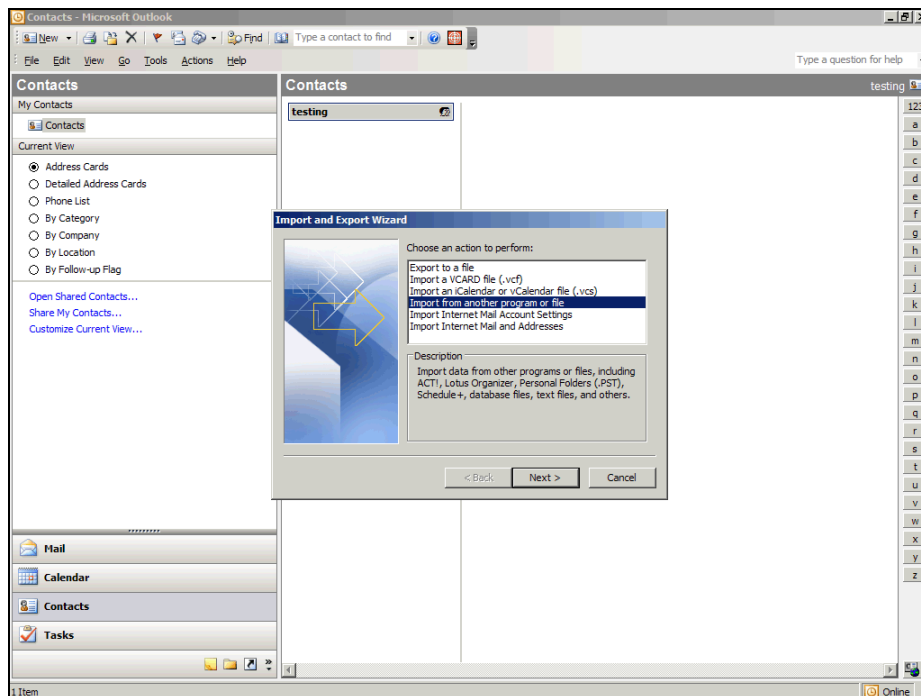




**Step Action**

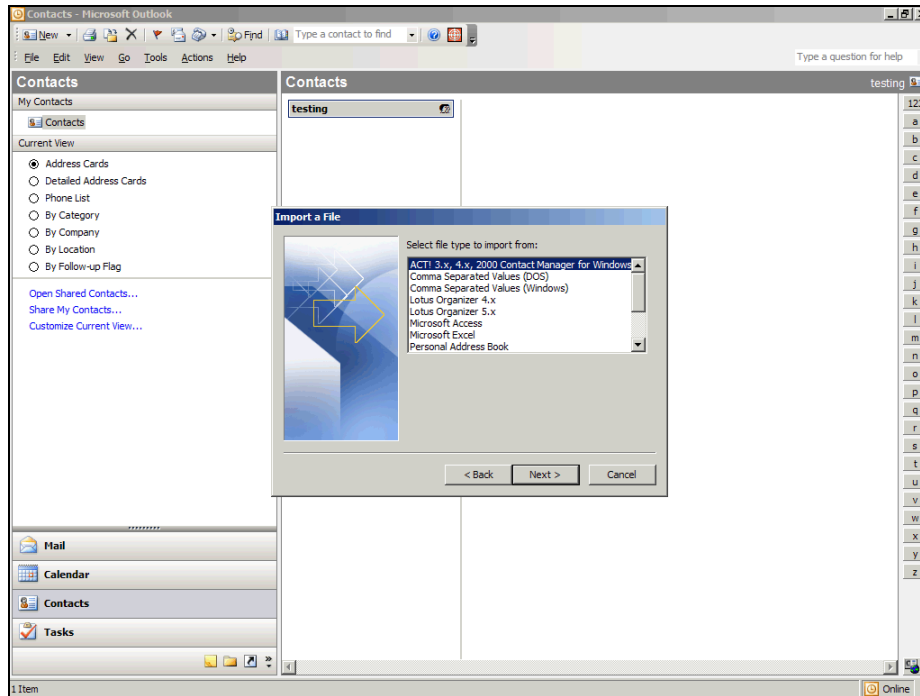
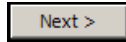
- From the Wizard select **Import from another Program or File.**

**Import from another program or file**



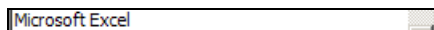
### Step Action

5. Click the **Next >** button.

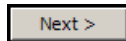


### Step Action

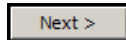
6. If you are importing from a Microsoft Excel file then Select **Microsoft Excel**.



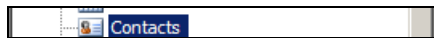
7. Click the **Next >** button.



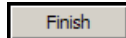
8. Browse to where the file is stored and click the **Next >** button.



9. Select **Contacts** as the destination folder, and click **Next**.



10. Click the **Finish** button.



11. Congratulations, you have successfully completed the topic on Importing Contacts from Excel.

**End of Procedure.**