

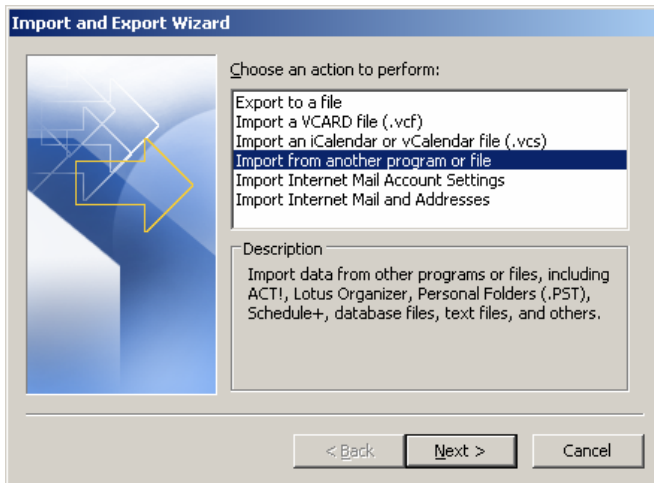
To Import Contact Information from Excel to Outlook

Step 1: Save the Microsoft Excel file with contact information to your desktop . To obtain the most recent and correctly formatted version of this document, please contact Teresa Forney at: 623-876-7078 or teresa.forney@dysart.org

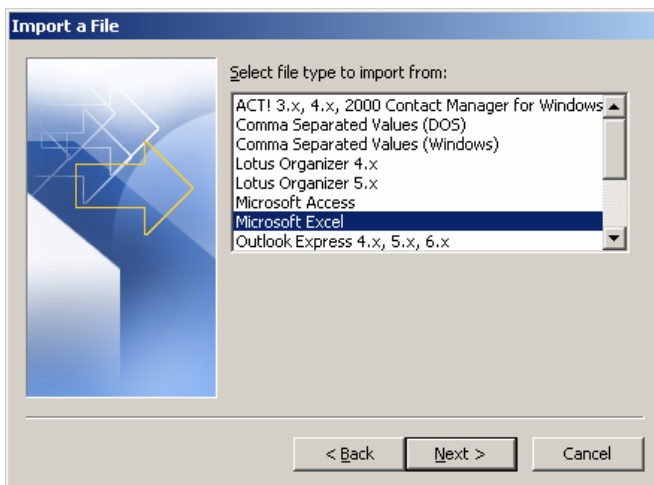
Step 2: Open MS Outlook.

Step 3: While in Outlook, click on File, Import and Export...

Step 4: From the Import and Export Wizard dialog box, choose “Import from another program or file” and click Next.



Step 5: From the Import a File dialog box, choose “Microsoft Excel” and click Next.

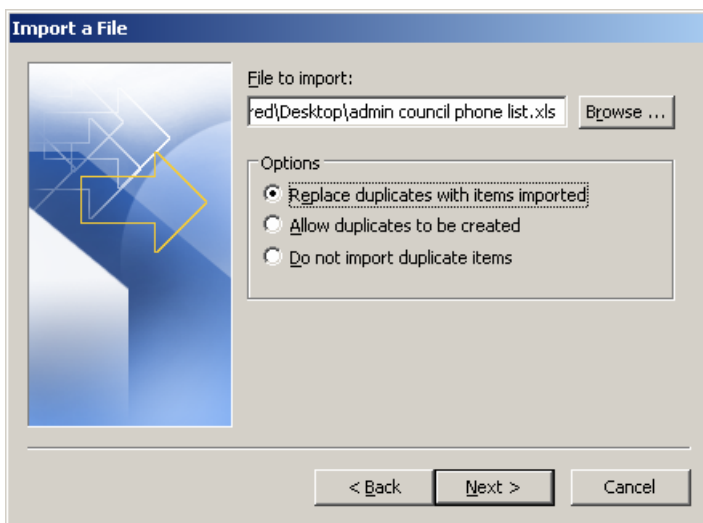


Step 6: From the Import a File dialog box, select the location where you saved the “admin council file list” (the location was your desktop from Step 1). Click browse to select the correct location if necessary.

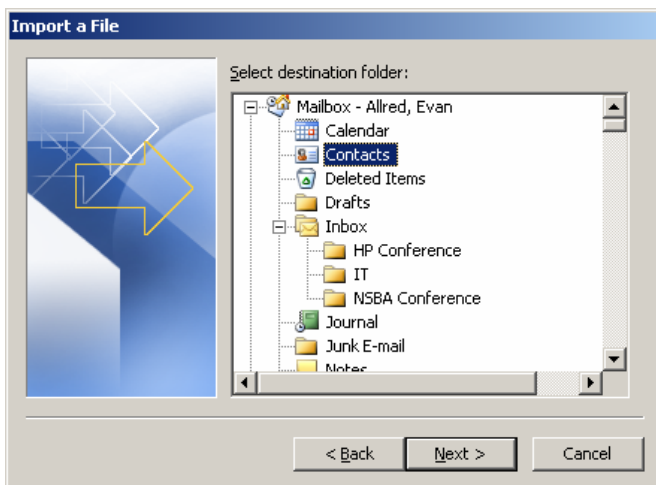
Under Options, choose the desired replacement policy the import should use. For example, if you want to REPLACE any duplicate entries in Outlook, Chose Replace (**RECOMMENDED**). This finds duplicates based on Name only.

To CREATE duplicate entries by name if the name already exists choose “Allow duplicates”.

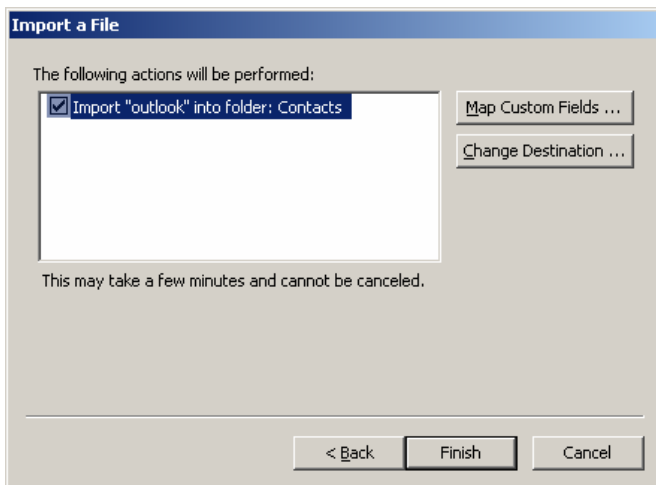
DO NOT CHOOSE the “Do not import duplicate items” Click Next to proceed.



Step 7: From the Import a File dialog box, select “Contacts” from the drop down list and click Next.



Step 8: Click Finish to begin the import process.



That's it! You have successfully imported into your Outlook contacts list.

The updated contacts will appear on your blackberry the next time it syncs your email.

Questions? Call the IT Helpdesk at x7071.