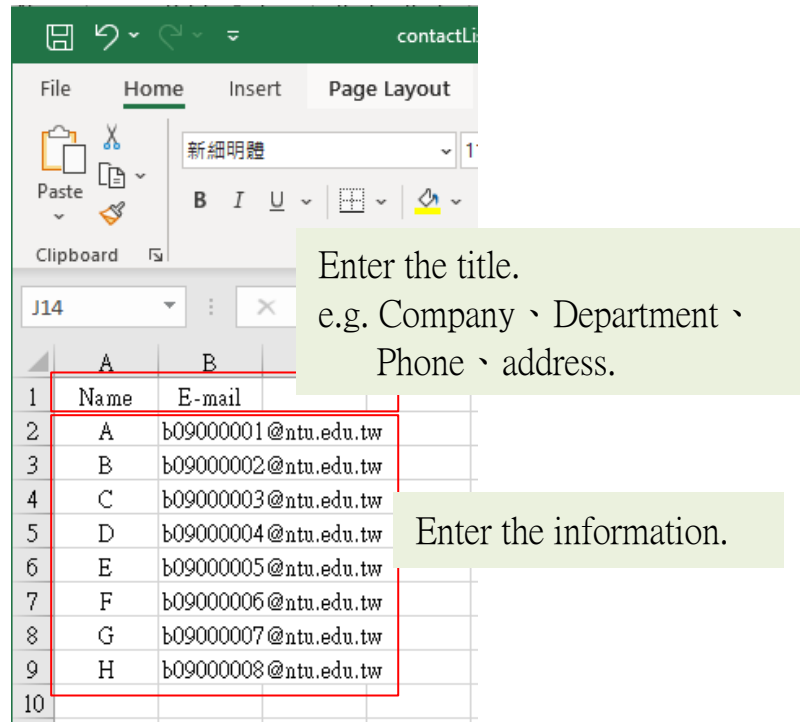


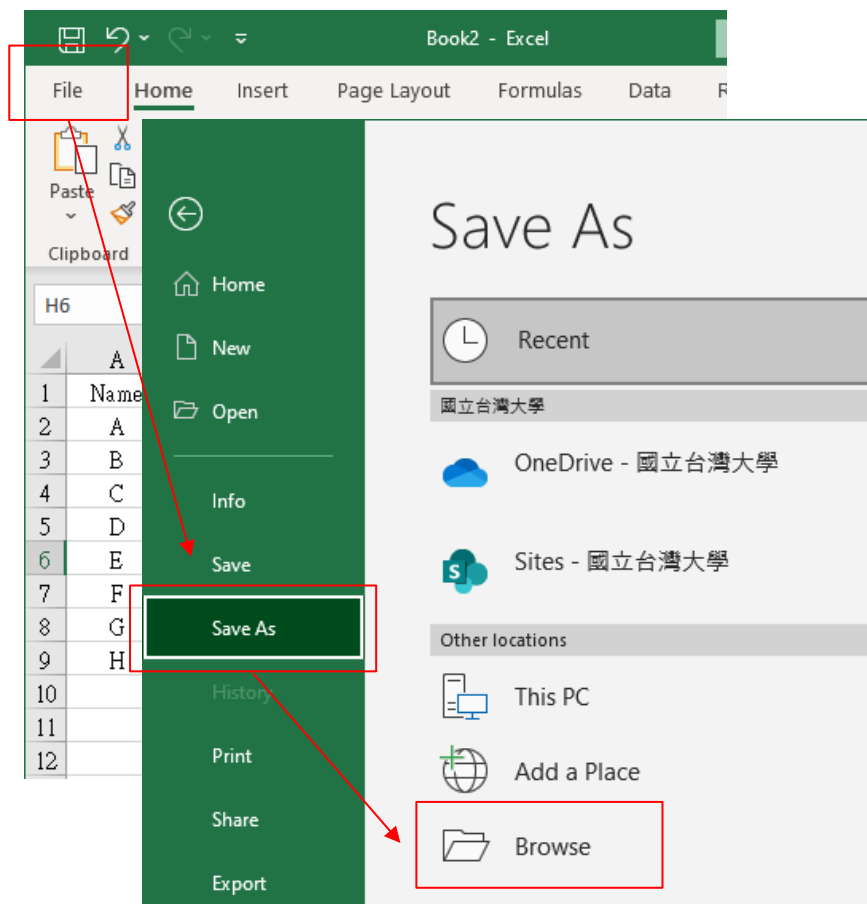
## Batch import contacts

Fill in the contacts list :

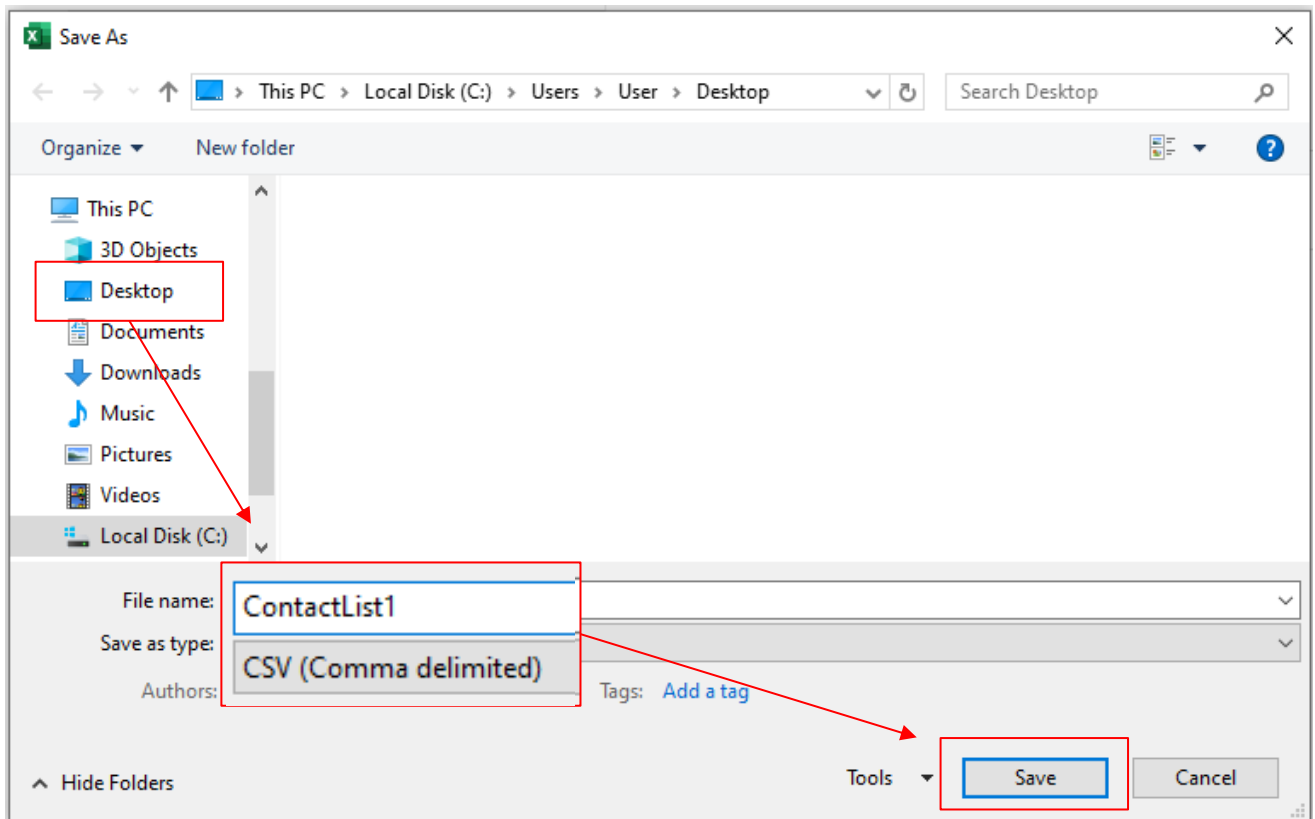
1. Open Excel, enter corresponding titles **【Name】** and **【Email】** in the first row, and proceed to sequentially create contacts information.



2. After fill in, click **【File】** → **【Save as】** → **【Browse】** .

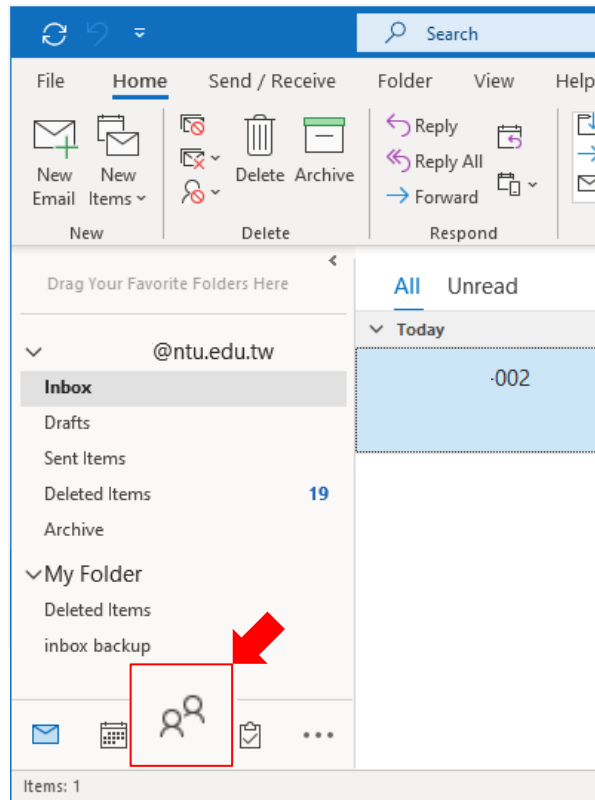


3. Taking saving to the desktop as an example, fill in the **【File Name】** , select **【CSV (Comma delimited)】** as type, and click **【Save】** .

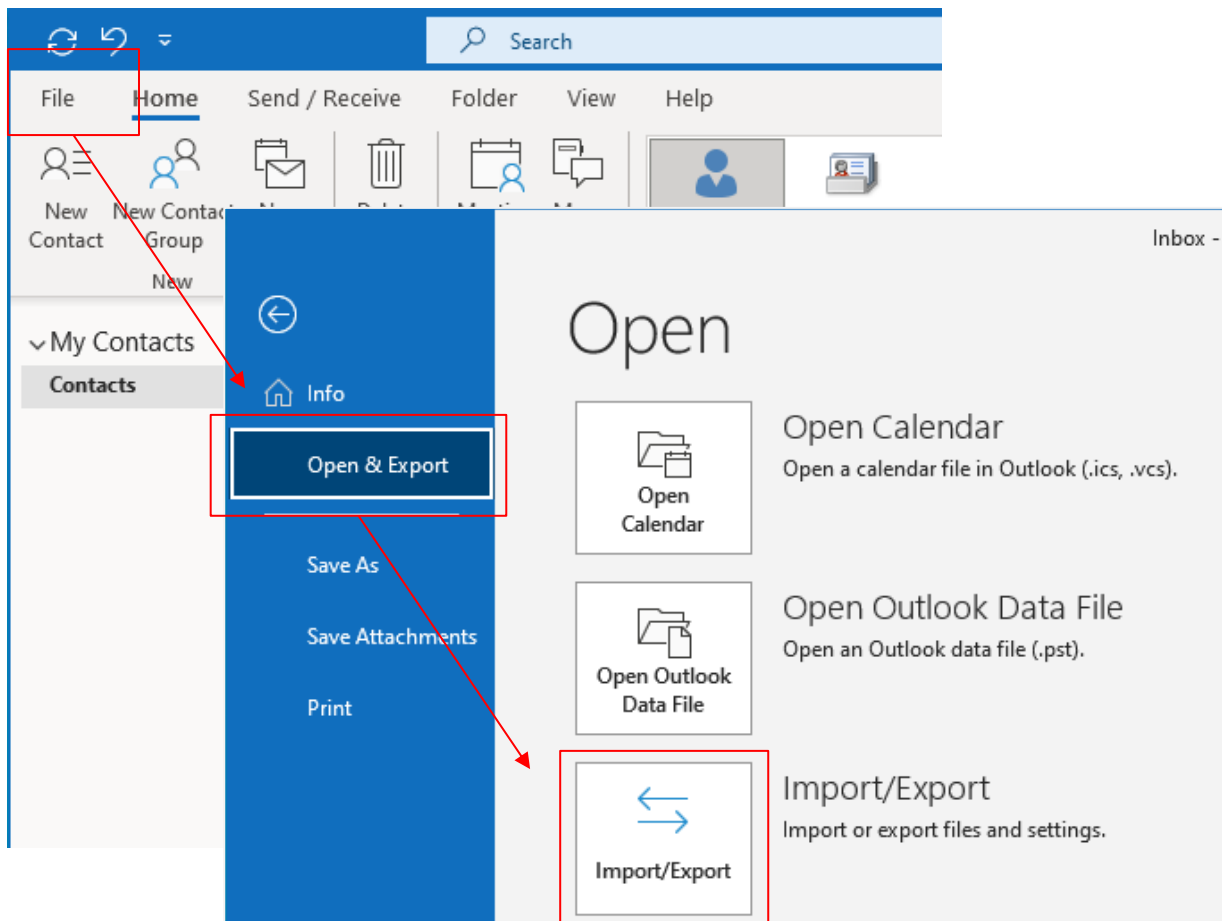


## Batch import contacts :

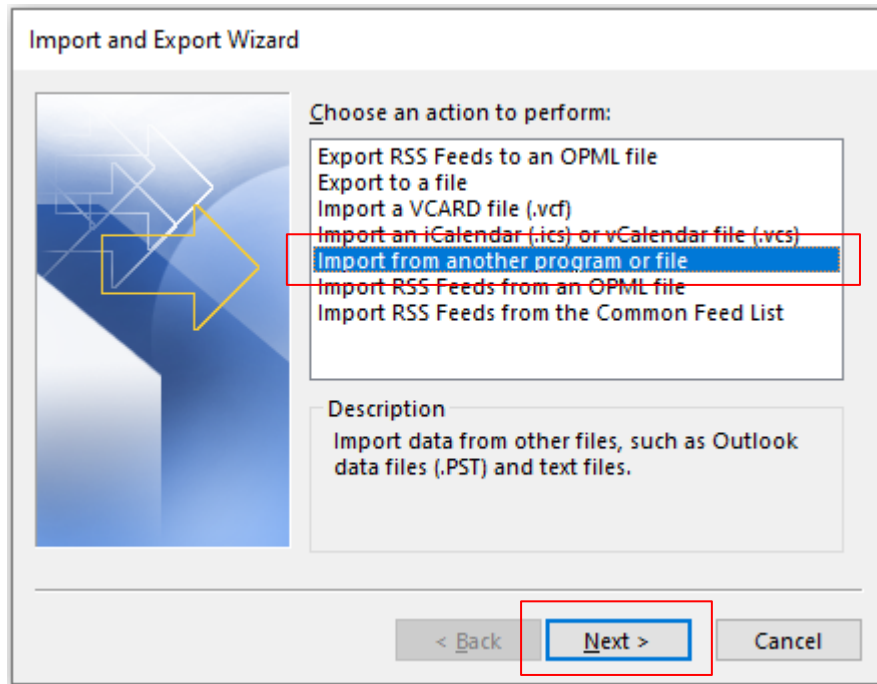
1. Open Outlook, click on the icon and switch **【Contacts】** .



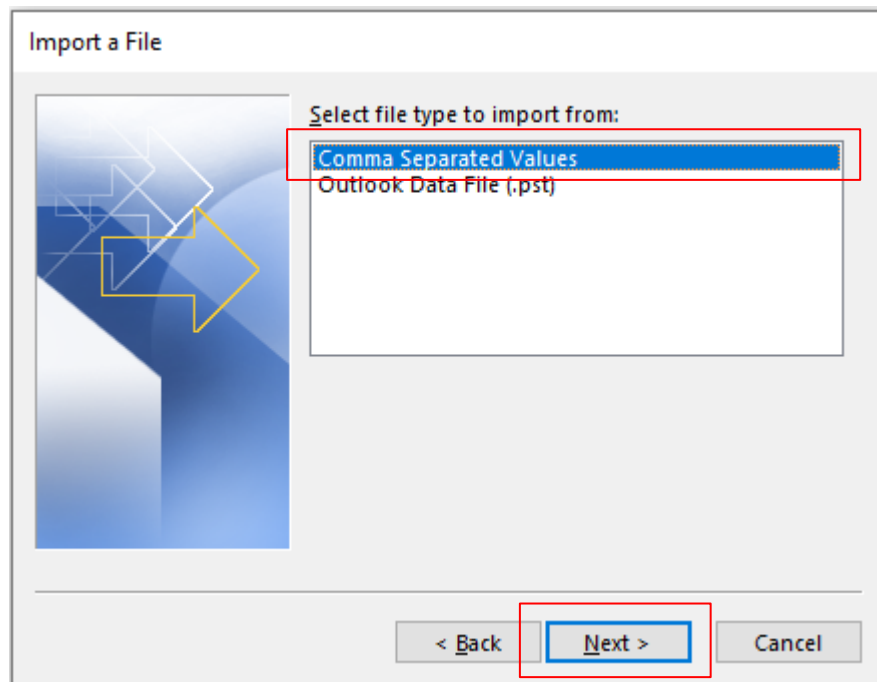
2. Click **【File】** → **【Open & Export】** → **【Import/Export】** .



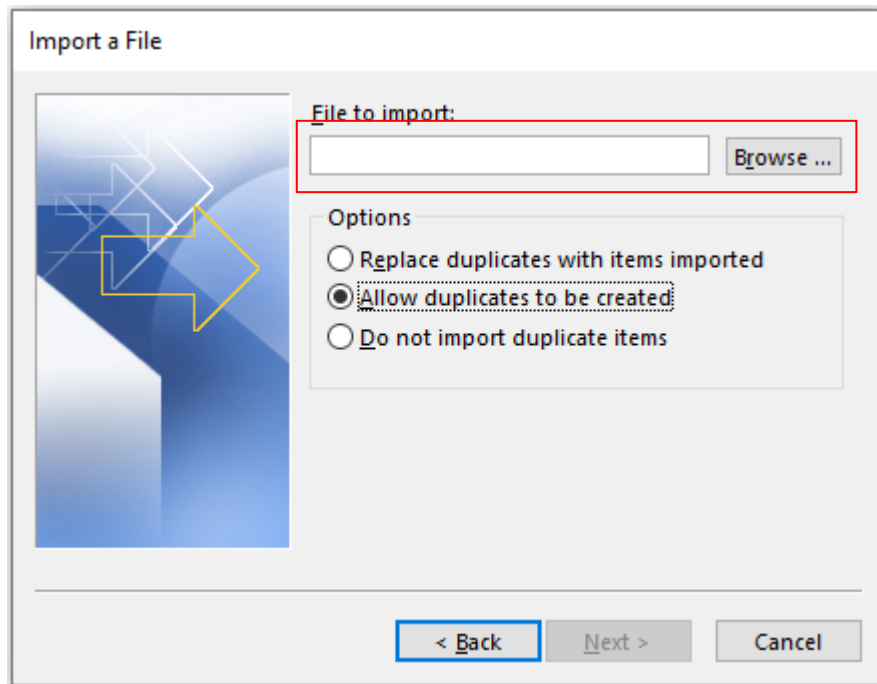
3. Select **【Import from another program or file】** , click **【Next】** .



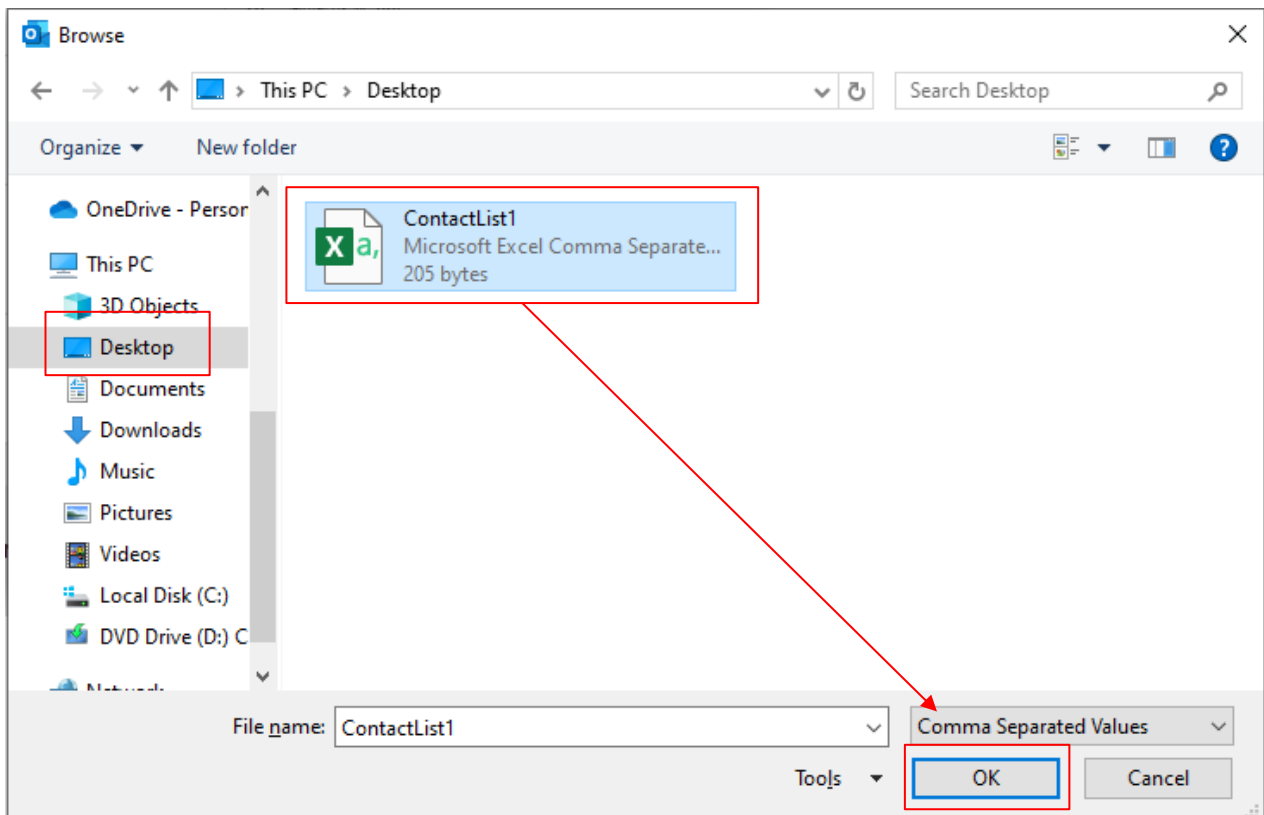
4. Select **【Comma Separated】** , click **【Next】** .



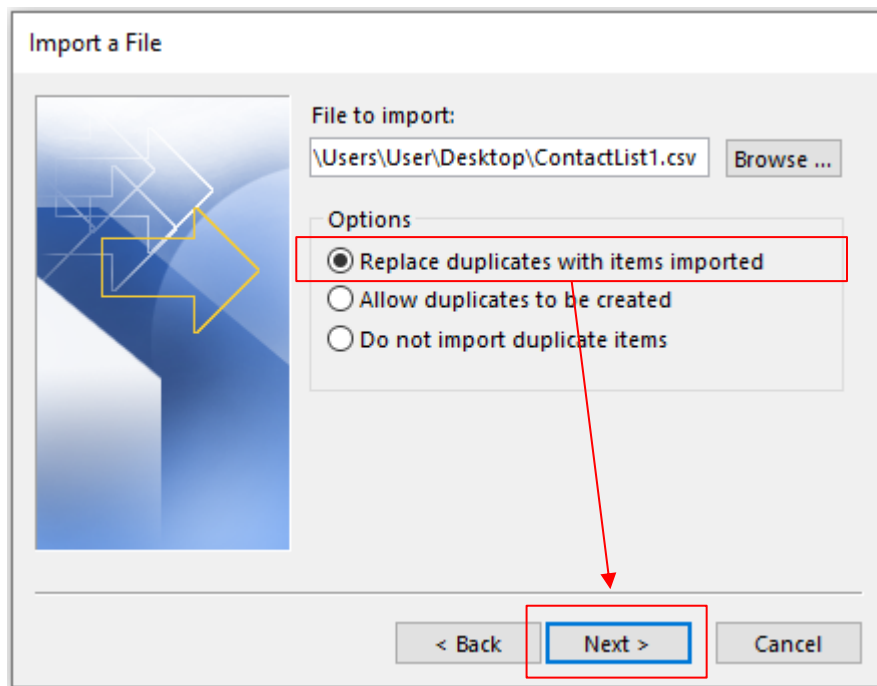
5. Click **【Browse】** , find CSV file you want import.



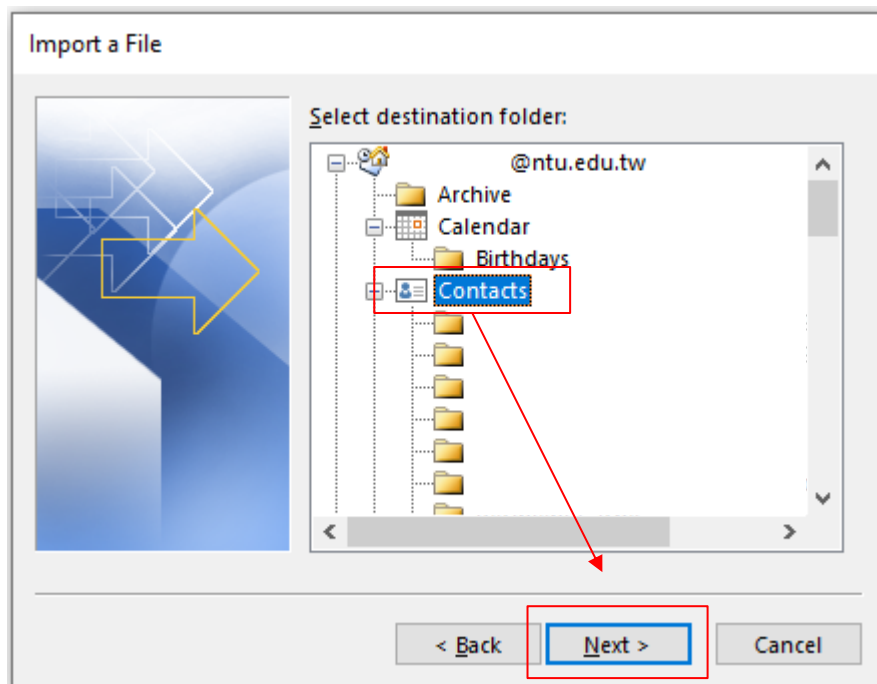
6. Locate the file on the desktop, then click **【OK】** .



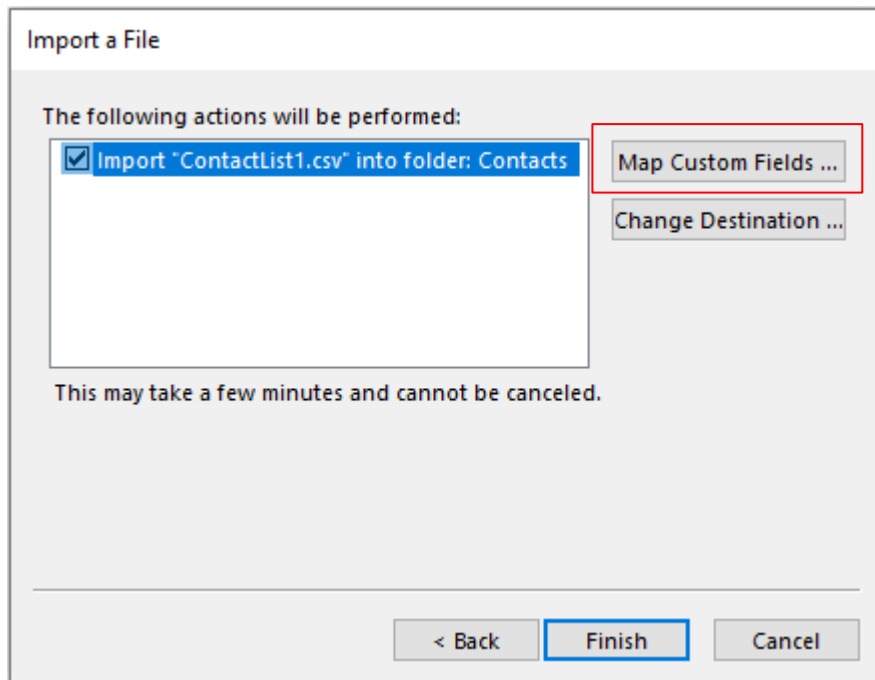
7. Check the **【Replace duplicates with items imported】** , click **【Next】** .



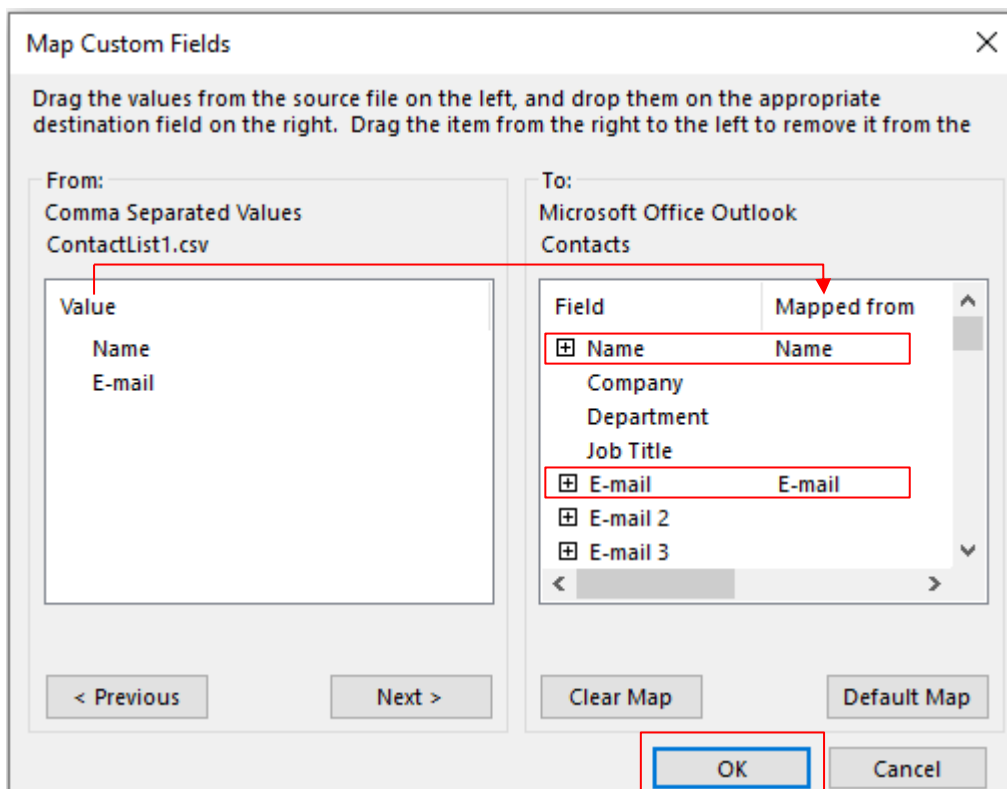
8. Select **【Contacts】** , click **【Next】** .



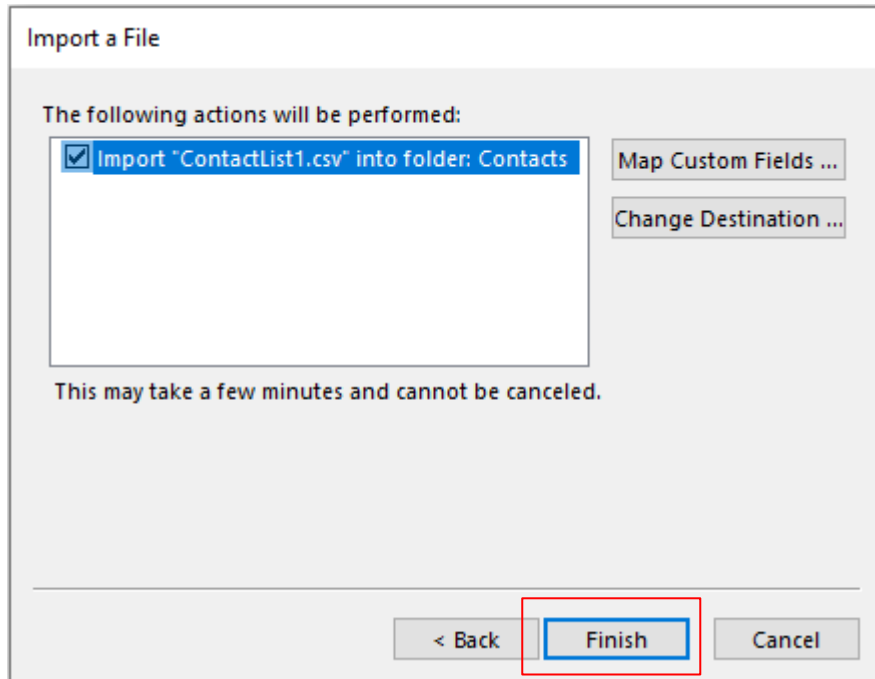
9. Check **【 Import "ContactList1.csv" into folder: Contacts 】** ,  
Click **【 Map Custom Fields 】** .



10. Check if the **【 Values 】** on the left column match the **【 Mapped from 】** on the right column.  
"Name" correspond to "Name" "E-mail" correspond to "E-mail" ,  
After verifying the mapping, click **【 OK 】** .



11. Click **【Finish】** .



12. Contacts import successful.

