

Copy contacts from folders to Exchange contacts.

You can copy contacts from your personal folders to Exchange contacts by using the contact copying feature in Outlook.

1. Click on the icon and switch Contact.





2. Select the folder where the contact is located.

Right - click on the contact, select [Move] \rightarrow [Copy to Folder].



3. Select [contacts] in that mail account, then click [OK].

Copy Items	×
Copy the selected items to the folder:	
Contu.edu.tw	ОК
Drafts [1]	Cancel
Sent Items	Maur
Archive	New
Calendar	
S Journal	
Junk Email	
U Dutbox	
RSS Subscriptions	



4. After copying, a new contact will be added to your Exchange contacts. If you want modifies the contact, you can right - click on the contact, select [edit Contact] to edit.

G h →	𝒫 Search	
File Home Send / Receive	Folder View Help	
Q = Q Image: Contact Image: Contact Delete New New Items ~ Delete New New Delete	Meeting More Communicate	C Address C 👻
< Very Contacts Contacts Work team (test)	user001 user001@ntu.edu.tw) <u>C</u> opy 3 <u>Q</u> uick Print
	BE	<u>E</u> dit Contact
		Add to <u>F</u> avorites
	g	C <u>r</u> eate >
	h BE BE	Categorize >
		Move >
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	n BE	<u>D</u> elete

5. After making the modifications, click on the **[**Save and Close **]** button at the top left corner to finish.

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File Contact Insert	Format Text Review Help Q Tell me what you want to do	
Save & Delete Save & Forward One Close New ~ ~	Image: Second	
Actions	Show Communicate Names	
Last(G) /First(M) Company Department /Job title	user001(test)	
File as	user001(test)	
Internet		
Email		
Display as	user001@ntu.edu.tw	
Web page address /IM address		
Phone numbers		
Business 💌	Home 🔻	
Business Fax 💌	Mobile 🔻	
Addresses		