

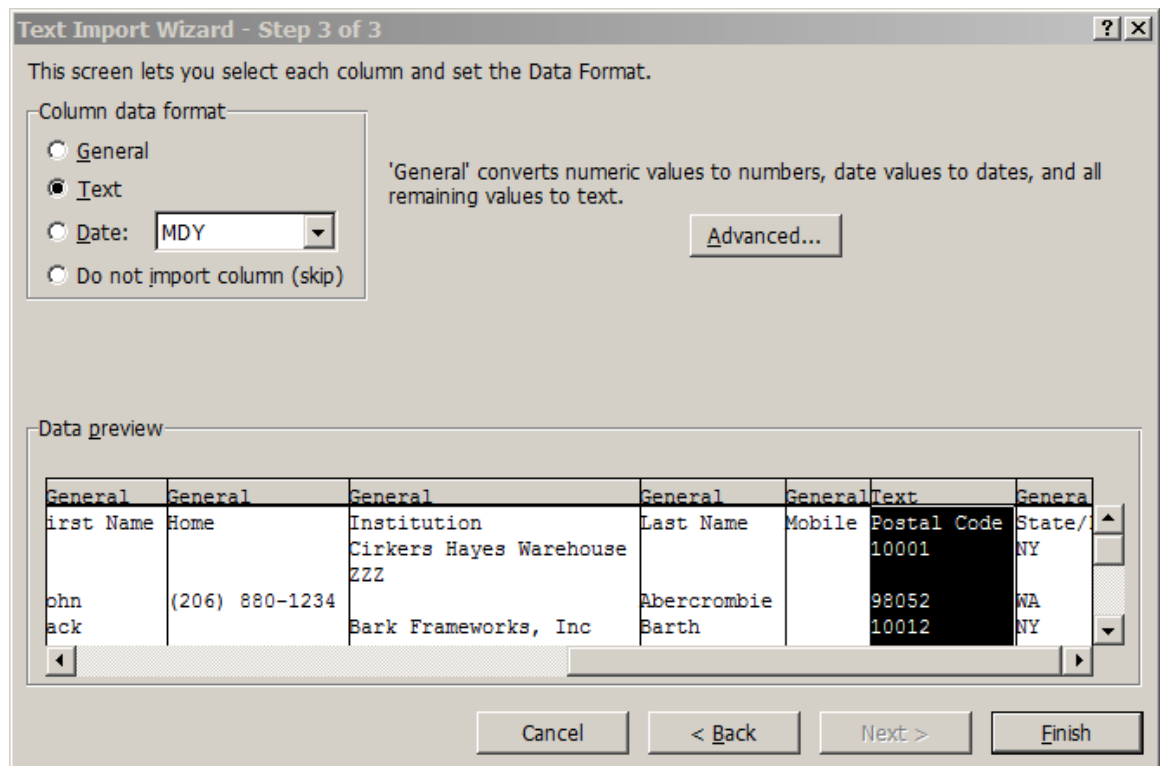
## Importing Contacts into Microsoft Outlook

### IMPORTING .TXT FILES

After exporting a text file from any of the *Artsystems* software programs, you will have to prepare the file for *Microsoft Outlook*.

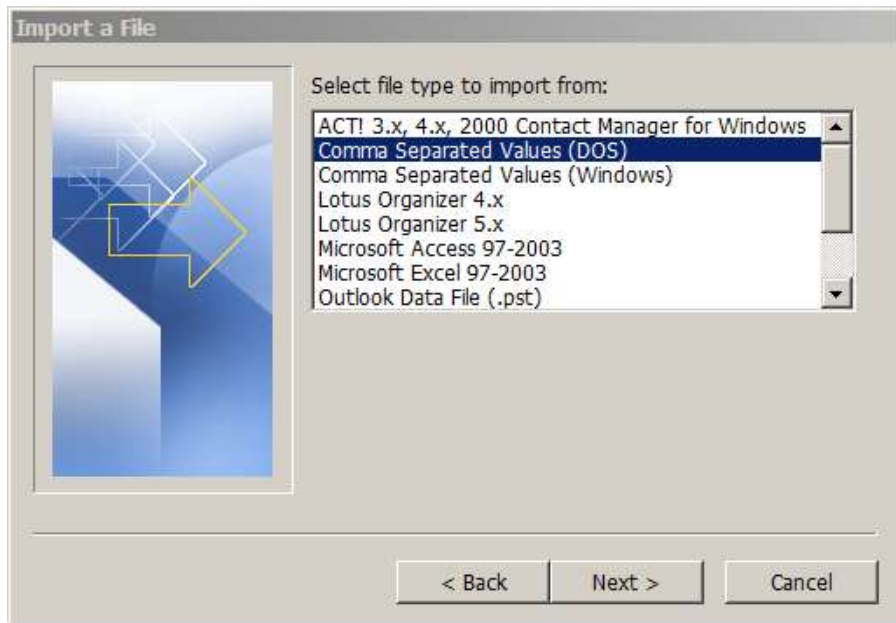
#### PREPARING THE TEXT FILE IN EXCEL

1. Open *Excel*. Click File open. Change the file type to Text files and select the *Contacts.txt* file (or whatever filename you used). The “Text Import Wizard” will open. Import as Delimited. Check “Tab” as the delimiter. Be sure to change the “Column data format” for Postal Codes in step 3 to text to prevent *Excel* from dropping leading “0’s” in New England postal codes.

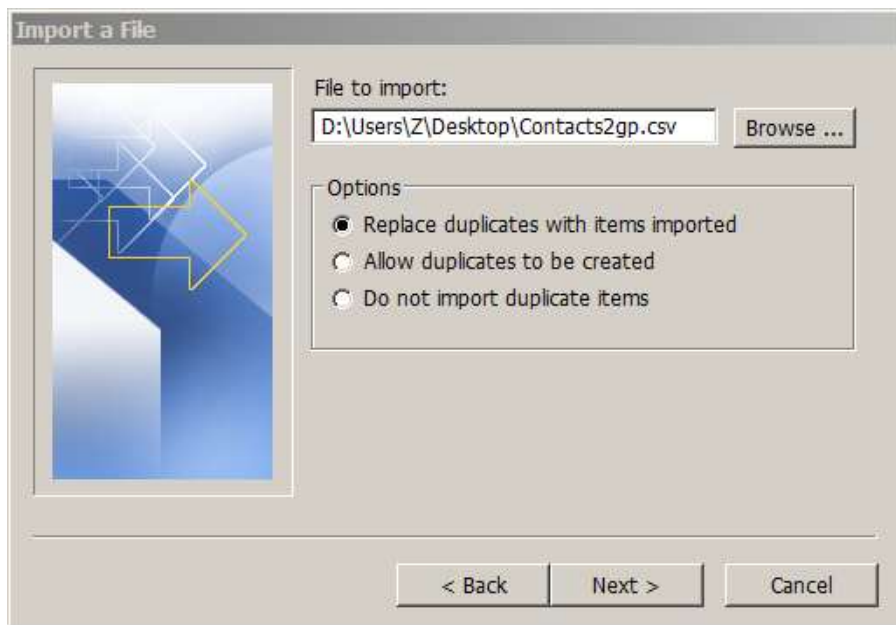


2. After the file has been opened, choose File from the menu and Save As from the drop down. Save the file as a **TEXT (OS/2 or MS-DOS) (\*.txt)** file type.
3. Open *Microsoft Outlook*.
4. Go to **File >Open >Import**.
5. An Import and Export Wizard window will open.
6. Choose the selection '**Import from another program or file**', then click **Next**.

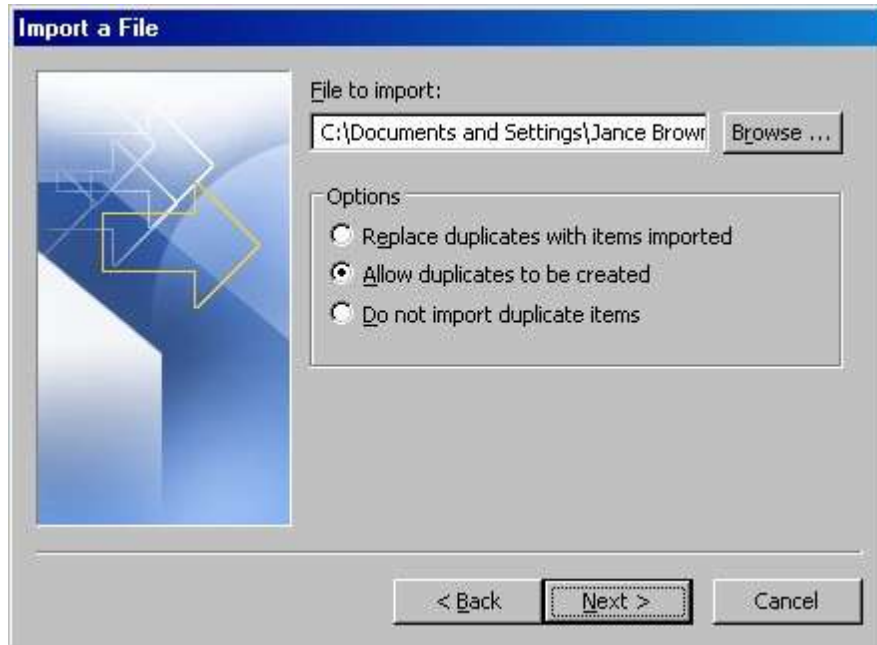
7. In the next window, you will need to select a file type. Select **Comma Separated Values (DOS)** and press **Next**.



8. In this window, you will click **Browse** to locate the previously Saved .txt file.

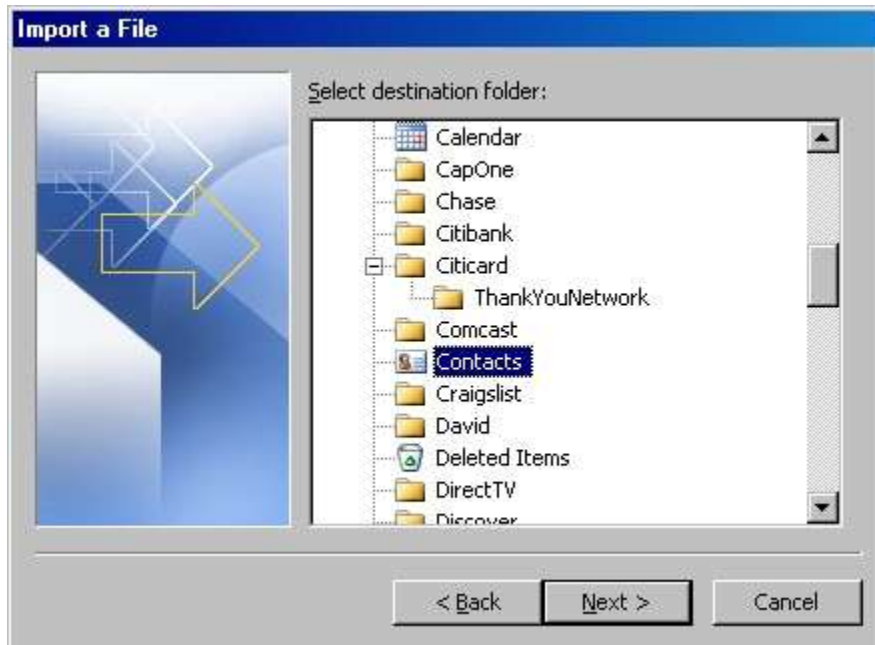


9. Then choose one of the options for handling duplicates:
- Replace duplicates with items imported.
  - Allow duplicated to be created.
  - Do not import duplicate items.

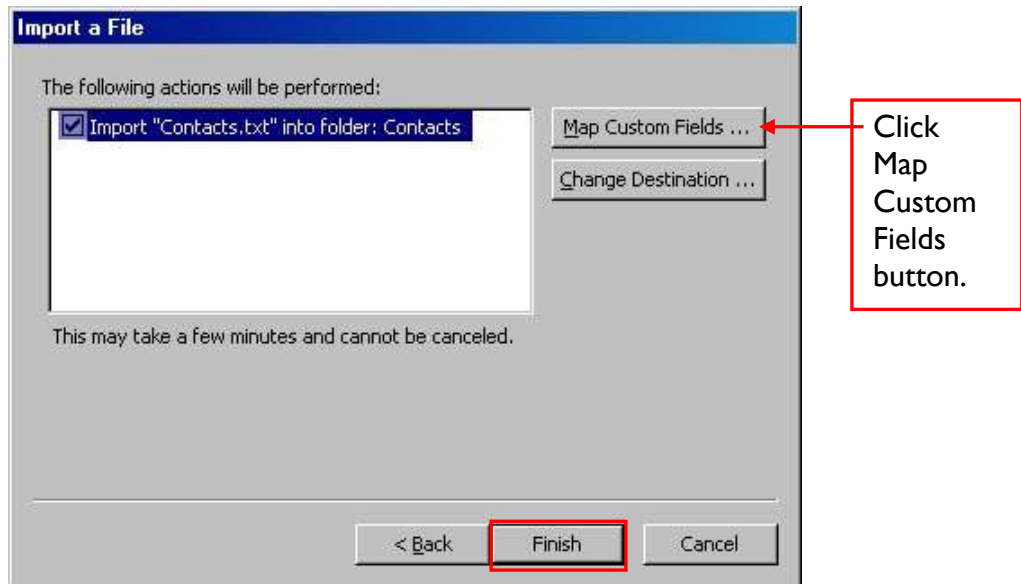


10. Click **Next**.

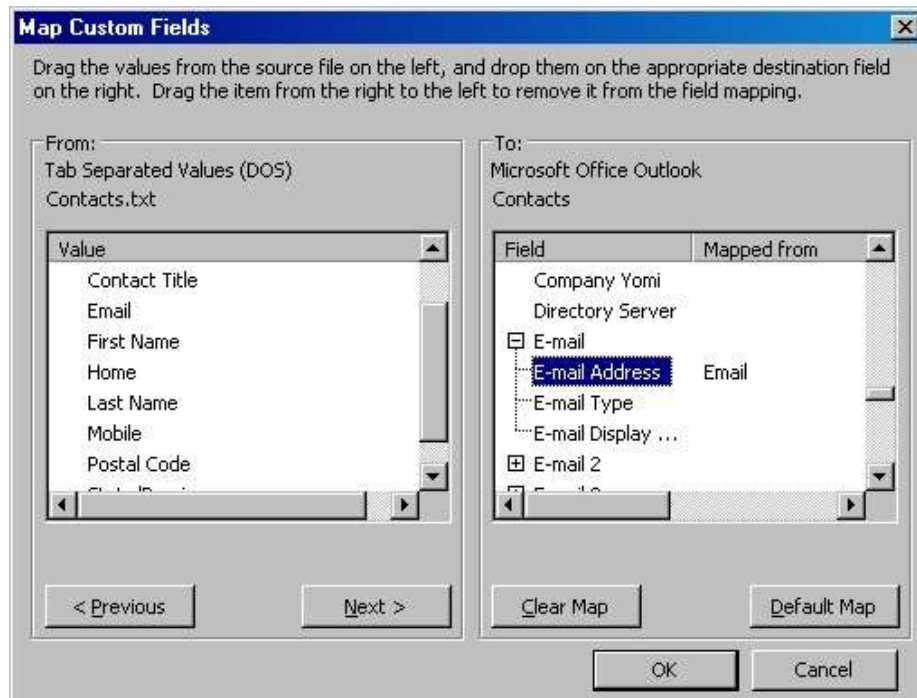
11. Select **Contacts** as the destination folder, then click **Next**.



**NOTE:** The contacts.txt file must be closed and not opened by another program



12. Click the **Map Custom Fields** button.



13. Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right and to the left to remove it from field mapping.

14. Click the **OK** button to return to the *Import a File* window and click **Finish**.

**If further assistance is needed, please contact Artsystems Support.**  
**Artsystems Support 212-620-5500 x 2**  
<mailto:Support@artsystems.com>