

Export your contacts from Microsoft Outlook as a CSV file.
The CSV file can be uploaded to your Participant Center.

Using Outlook 2003:

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APPLIES TO

Microsoft Office Outlook® 2003
Microsoft Outlook® 2002
Microsoft Office Excel 2003
Microsoft Excel 2002
Microsoft Outlook® 2007

The Import and Export Wizard in Outlook makes it easy to export contact information from Outlook into an Excel worksheet.

NOTE Before you use the wizard, it helps to understand the difference between the Outlook Address Book and Outlook Contacts. Both are part of Outlook. However, the Address Book is a compilation of the different address lists you might have stored in Outlook, such as a Personal Address Book (.pab), LDAP Internet directories, the Global Address List (GAL), or other third-party address books. Contacts is just one of the address lists that make up the Address Book. Only contacts can be exported directly from Outlook to Excel.

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Export to a file**, and then click **Next**.
3. Click **Microsoft Excel**, and then click **Next**.
4. In the folder list, click the **Contacts** folder, and then click **Next**.
5. Browse to the folder where you want to save the contacts as an Excel CSV file (.csv).
6. Type a name for the exported file, and then click **OK**.
7. Click **Next**.
8. To add or remove fields to determine the way the contact information is saved in the new Excel worksheet, click **Map Custom Fields**.
9. Click **Finish**.

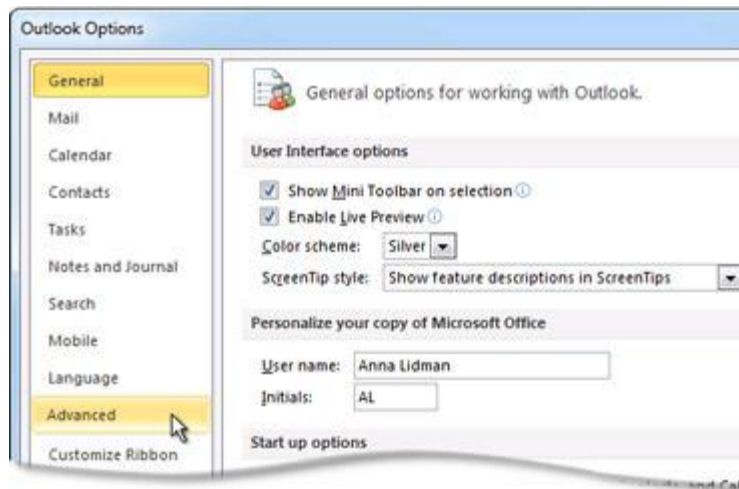
The fields needed to upload the CSV file to your Participant Center are First Name, Last Name and email address. All other fields can be deleted.

Using Outlook 2010 - Export contacts

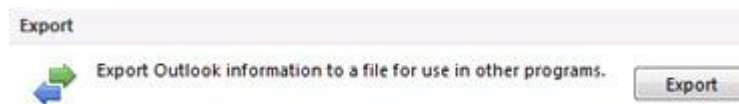
You can export contacts to a file that can then be imported into other applications, such as Web mail clients, Excel spreadsheets, or database applications.

The most common export file format is a comma separated value (CSV) file. If you are exporting contacts for use in another copy of Outlook, we recommend that you choose an Outlook Data File (.pst) in step 6 below.

1. Click the **File** tab.
2. Click **Options**.
3. Click **Advanced**.



4. Under **Export**, click **Export**.



5. In the **Import and Export Wizard**, click **Export to a file**, and then click **Next**.
6. Under **Create a file of type**, click the type of export that you want, and then click **Next**.

The most common is **Comma Separated Values (Windows)**, also known as a CSV file.

7. Under **Select folder to export from**, select the contact folder that you want to export, and then click **Next**.

NOTE Unless you chose to export to an Outlook Data File (.pst), you can only export one folder at a time.

8. Under **Save exported file as**, click **Browse**, select a destination folder, and in the **File name** box, type a name for the file.
9. Click **OK**.
10. In the **Export to a File** dialog box, click **Next**.
11. Click **Finish**.