



# Data Import Instructions: *Microsoft Outlook 2007*

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# Data Import Instructions: *Microsoft Outlook 2007*

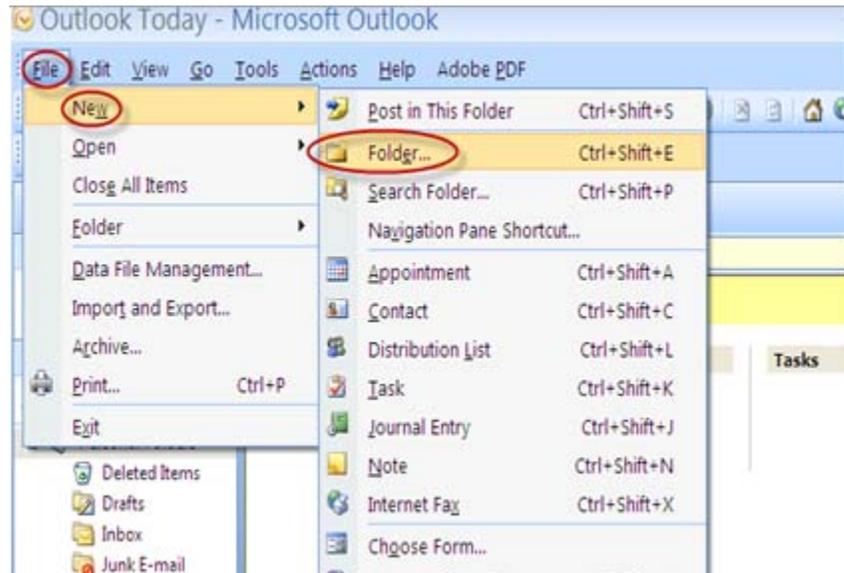
## Instructions

Start Microsoft Outlook.

Click on **[File]**.

Click on **[New]**.

Click **[Folder]**.

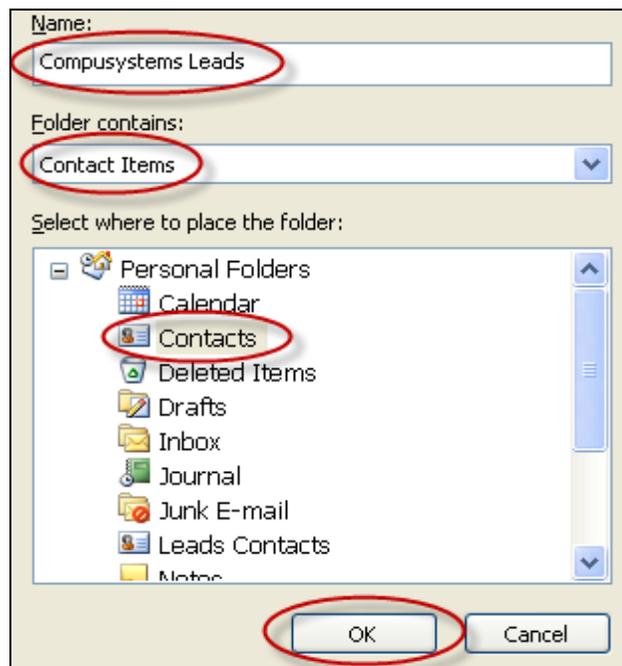


Type the name of your new file.

From the drop-down list, select **Contact Items**.

Select **Contacts**.

Click on **[OK]**.



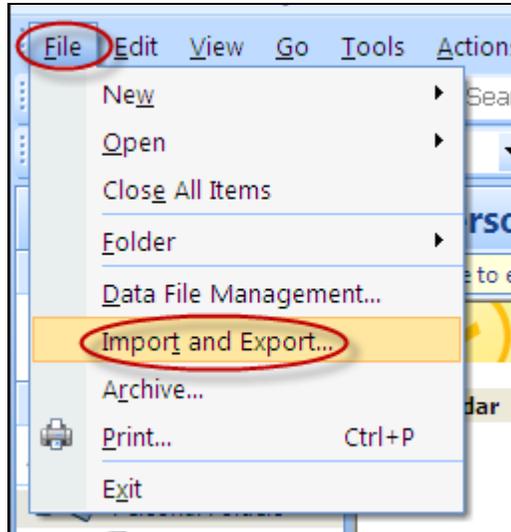
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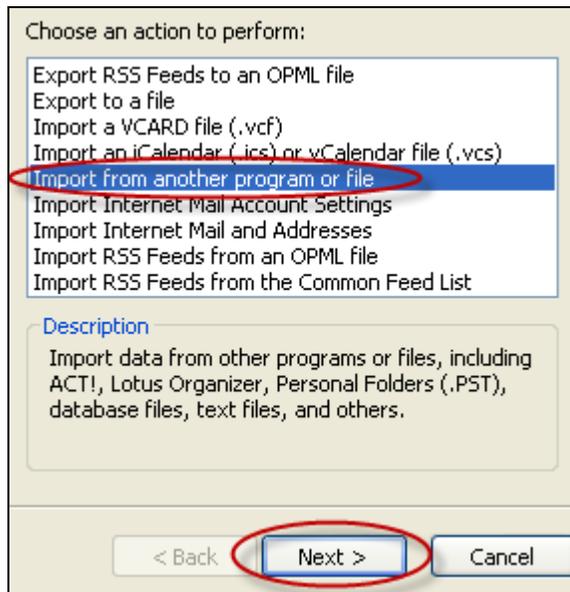
Click on **[File]**.

Click on **[Import and Export]**.



Click on **Import from another program or file.**

Click on **[Next >]**.

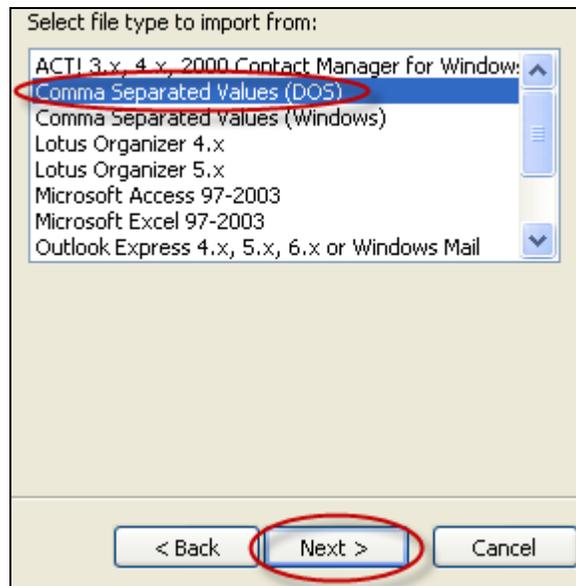


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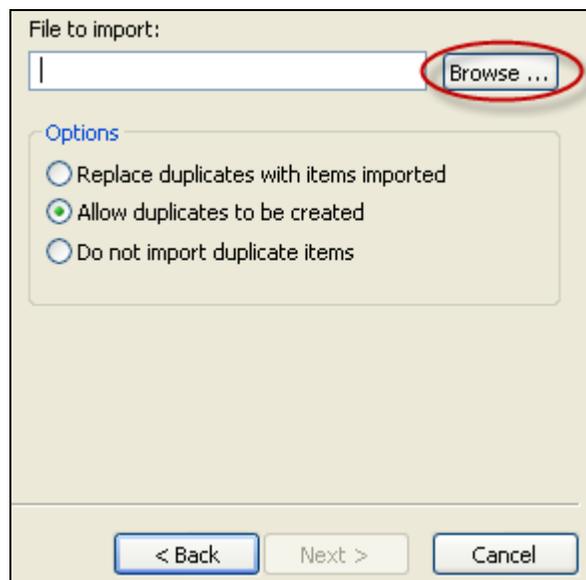
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Click **Comma Separated Values (DOS)**.

Click on **[Next >]**.



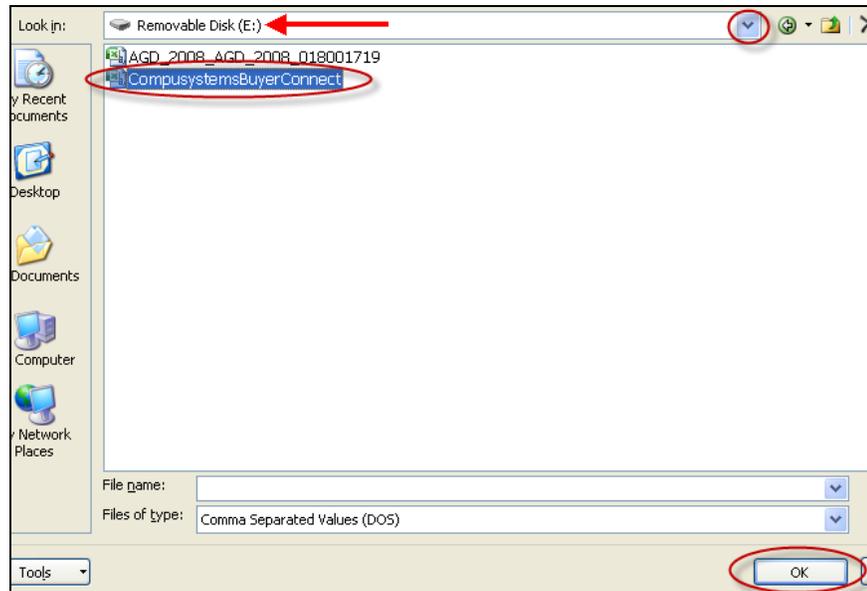
Click on **[Browse...]** to locate your file.



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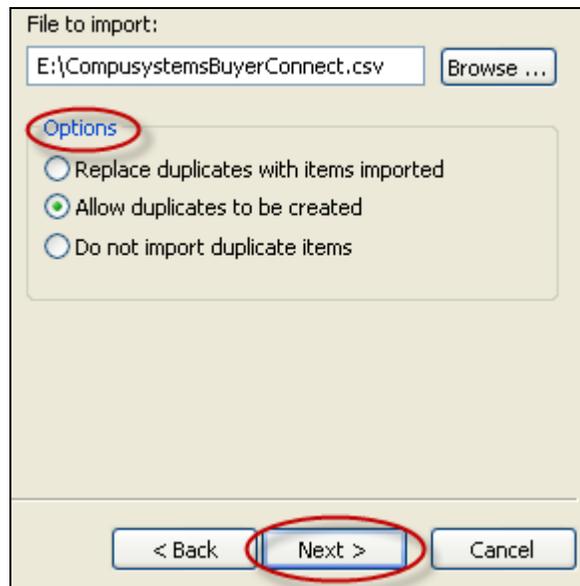
Click on the Look in: field to locate and highlight your .csv format file.

Click on **[OK]**.



Select one of the duplicates Options listed.

Click on **[Next >]**.

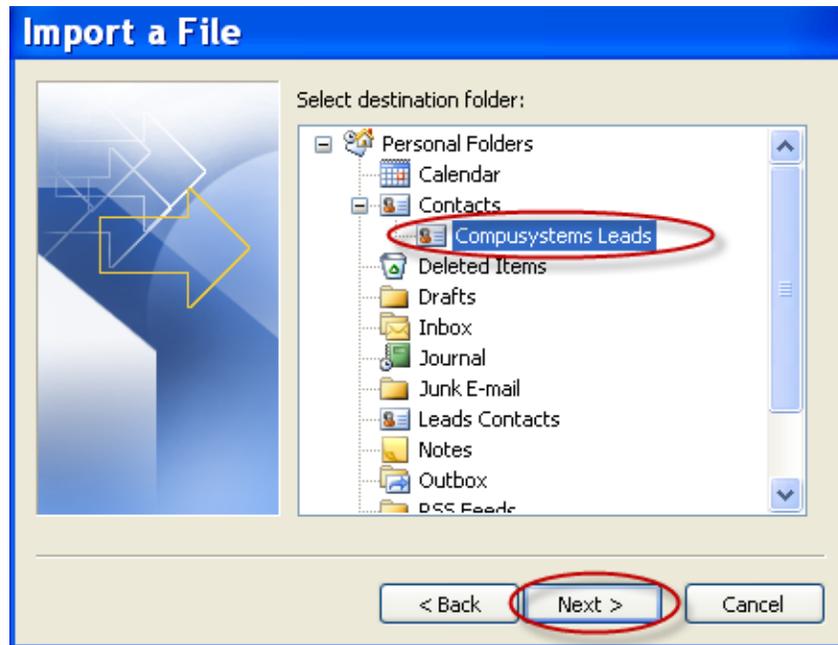


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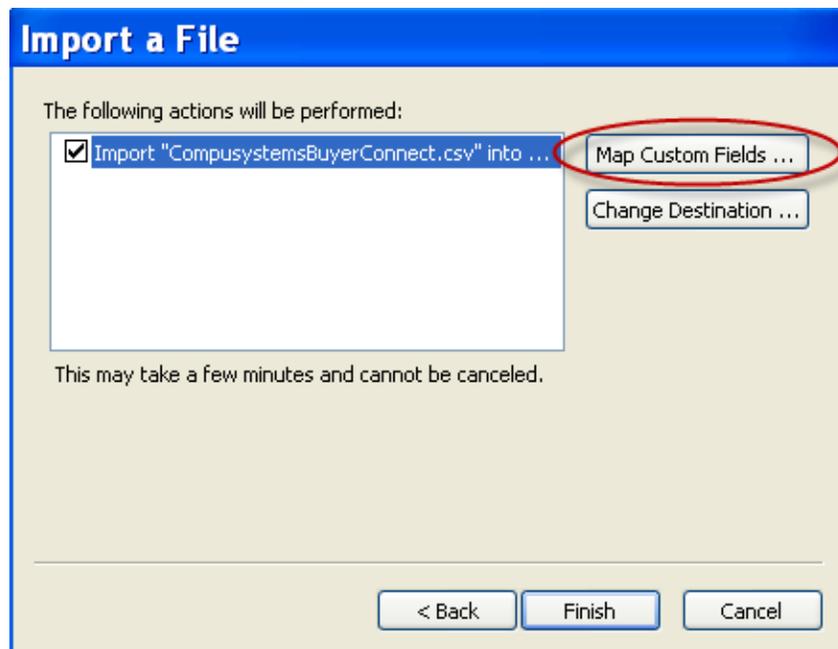
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Click on the folder you created in earlier in this procedure.

Click on **[Next >]**.

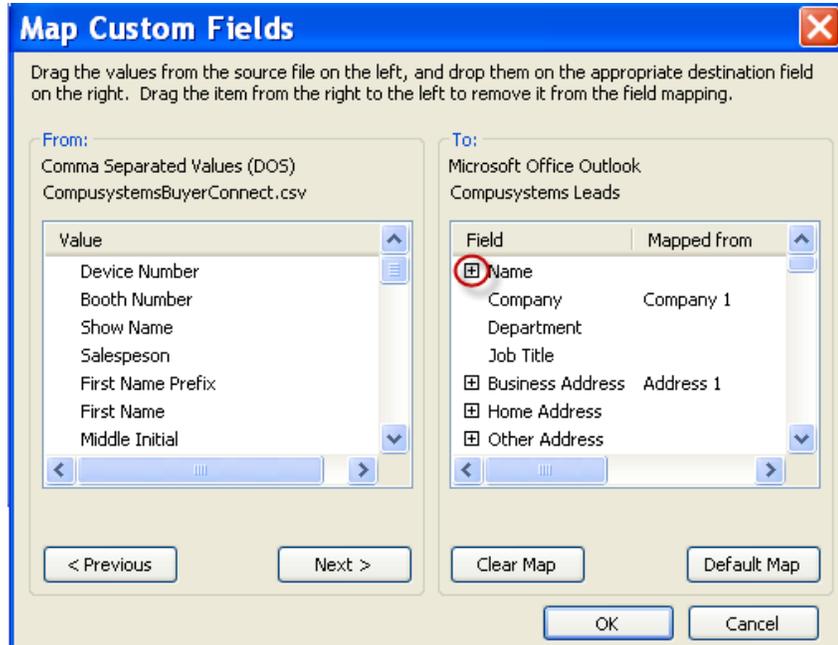


Click on **Map Custom Fields** to open the checked file(s).



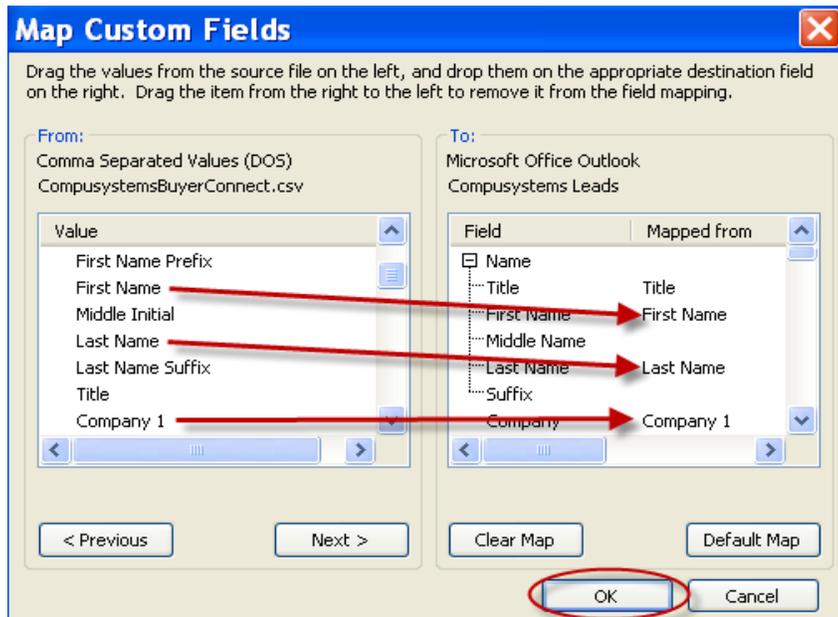
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Click on the + sign to expand the selected field (*in this example, the "Name" field*).



Drag the appropriate values in the "From:" column to the "To:" column.

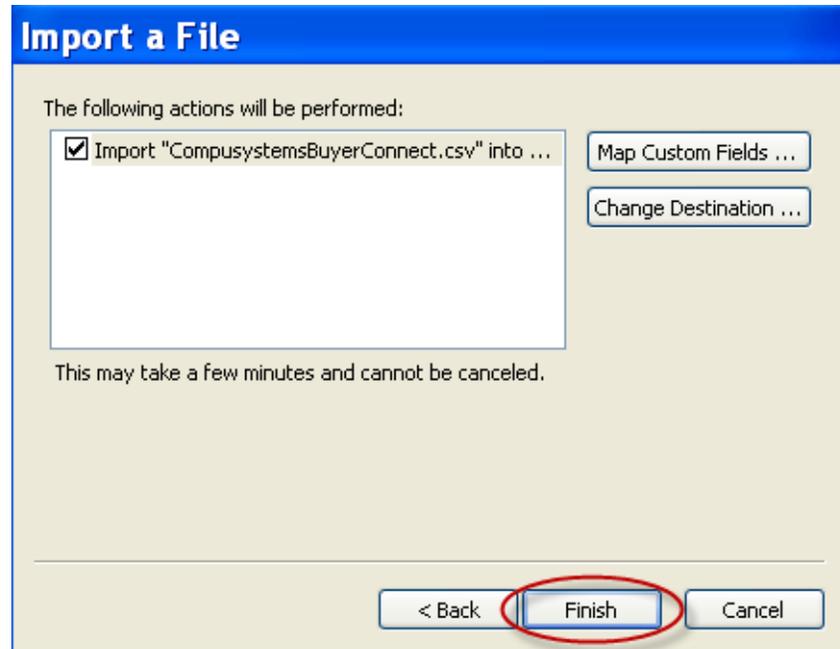
Click on **[OK]** when you're done.



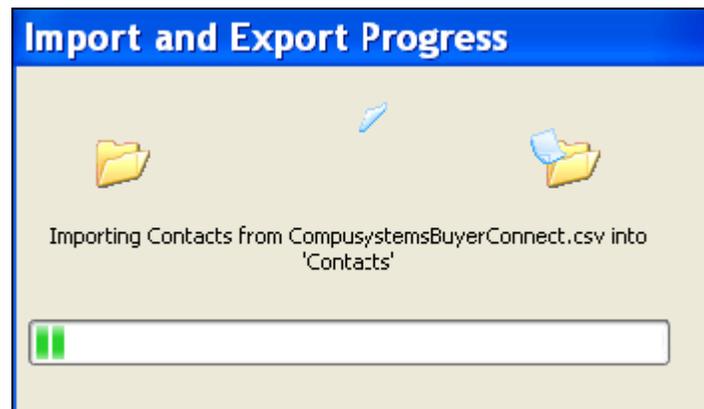
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Click on **[Finish]**.



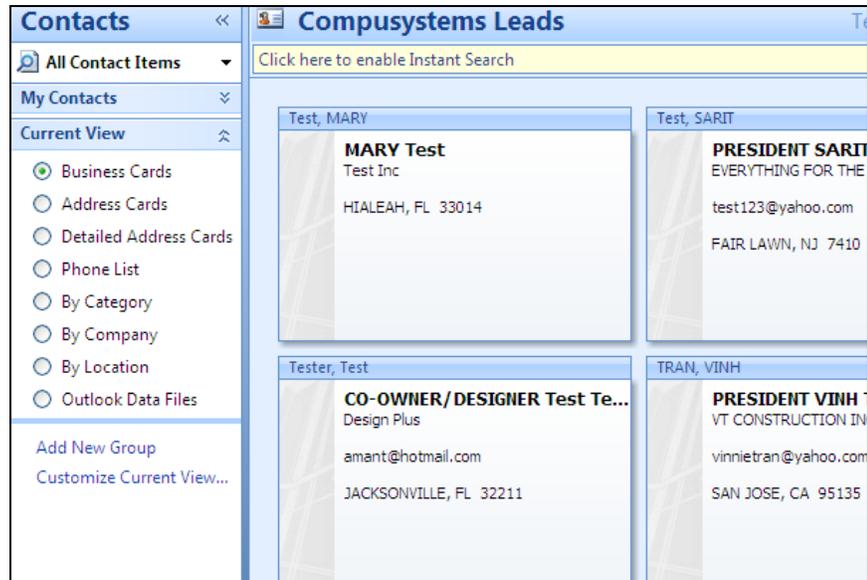
You will see the progress bar.



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Your data should look something like this:



You are done!

If you need assistance importing your sales lead data into your third party software, please contact a technical support specialist at 708-786-5565.