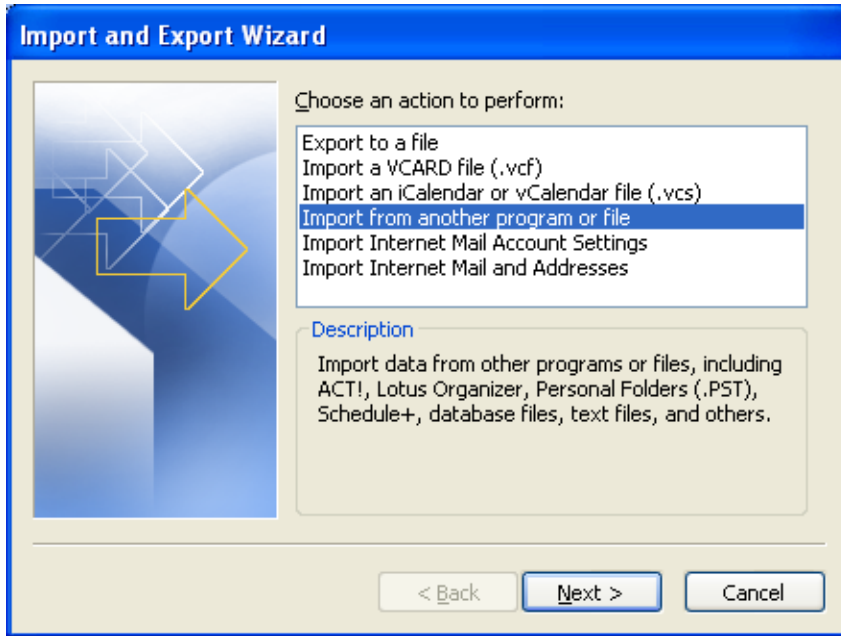
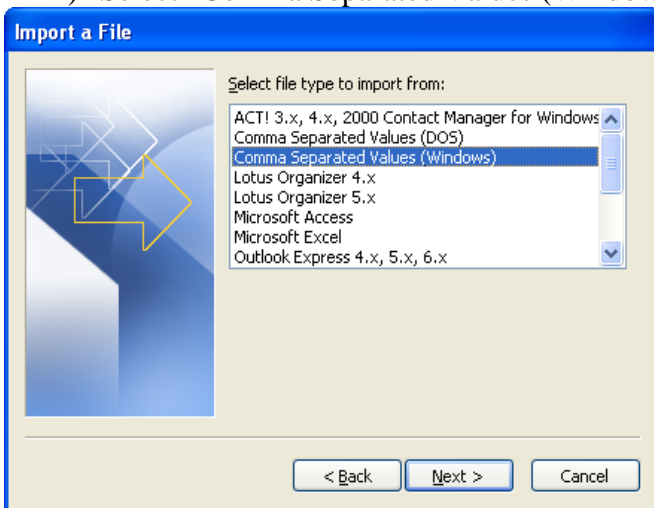


Updating your Address Book - Outlook

- 1) Open Outlook
- 2) Select File, then “Import and Export”
- 3) Now select “Import from another program or file” (as shown below). Select Next.

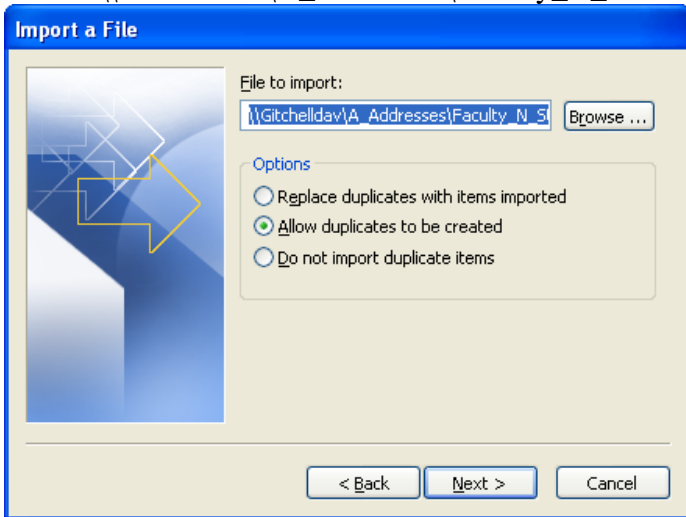


- 4) Select “Comma Separated Values (Windows)”. Select Next.



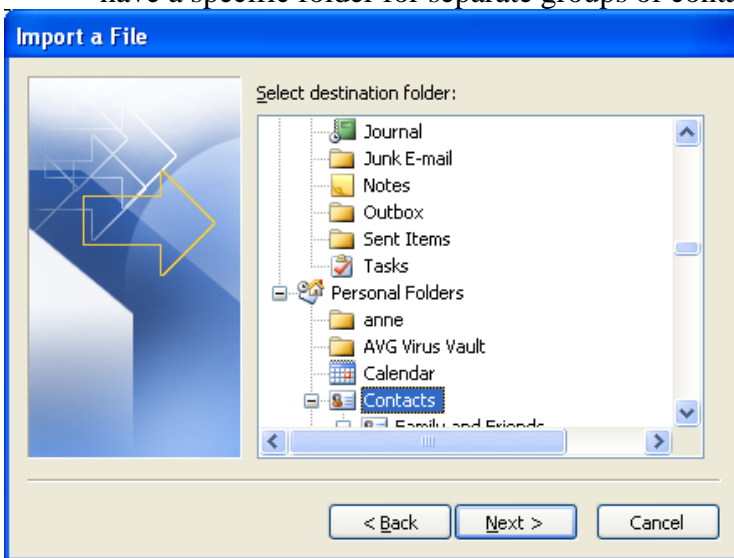
5) Select the following underlined text, copy it and paste it into the “File to Import:”

\\Gitchelldav\A_Addresses\Faculty_N_Staff.csv

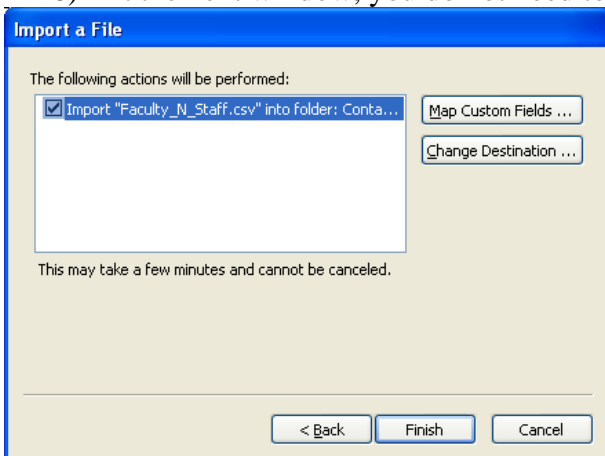


6) Select “Do not import duplicate items” and then select next.

7) The next window will allow you to import to a specific Contact’s Folder. Select Contacts, unless you have a specific folder for separate groups of contacts. Select Next.



8) At the next window, you do not need to make any changes, simply select “Finish”



9) Once the import is complete, you can continue using your computer.