

Webmail – Importing The Outlook Address Book

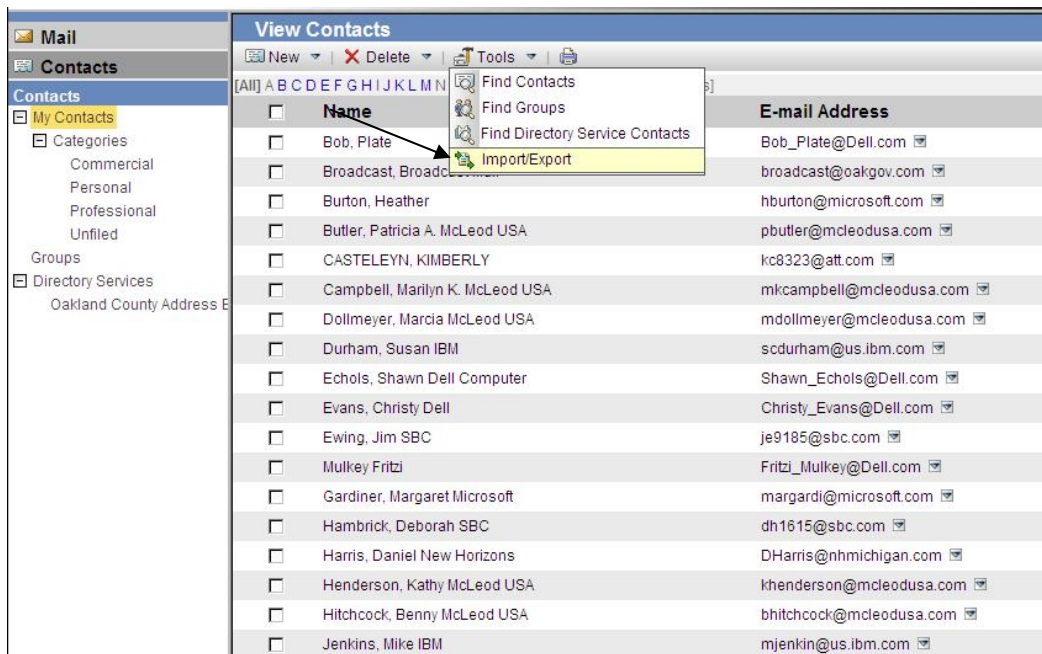
To export your Outlook Address Book to your Oakland County Webmail Address Book:

1. From **Outlook 2002**, click **File...Import and Export** from the menu bar.
2. From the **Import and Export Wizard** dialog box, click **Export to a file**.
3. Click the **Next** button.
4. Click **Comma Separated Values (Windows)**.
5. Click the **Next** button.
6. From the **Export to a File** dialog box, click the **Contacts** folder.
7. Click the **Next** button.
8. Type **d:\\$data\olkcontacts.csv** in the **Save exported file as** text box.
9. Click the **Next** button.
10. Click the **Finish** button.
11. Close **Outlook**.

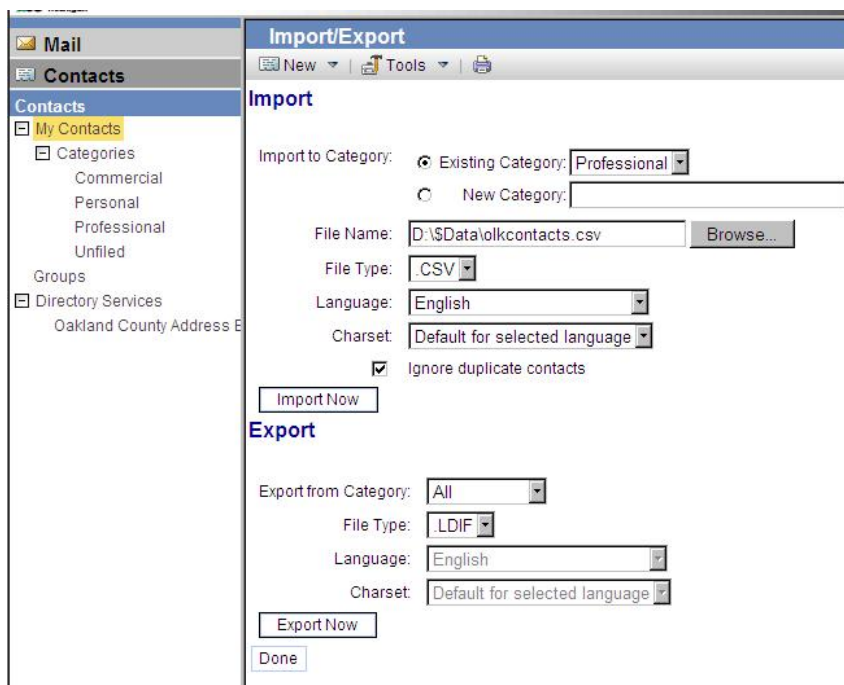
To import your Outlook Address Book to your Oakland County Webmail Address Book:

1. From **Webmail**, click the **Contacts** menu.
2. From the **Contacts** window, click the drop down arrow next to **Tools**.
3. Click **Import/Export**.

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4. Click the drop down arrow under **Import to Category** and click **Professional**.
5. Type **D:\\$data\olkcontacts.csv** in the **File Name** text box.
6. Click the drop down arrow in the **File Type** box and click **.CSV**.
7. Click the **Import Now** button.



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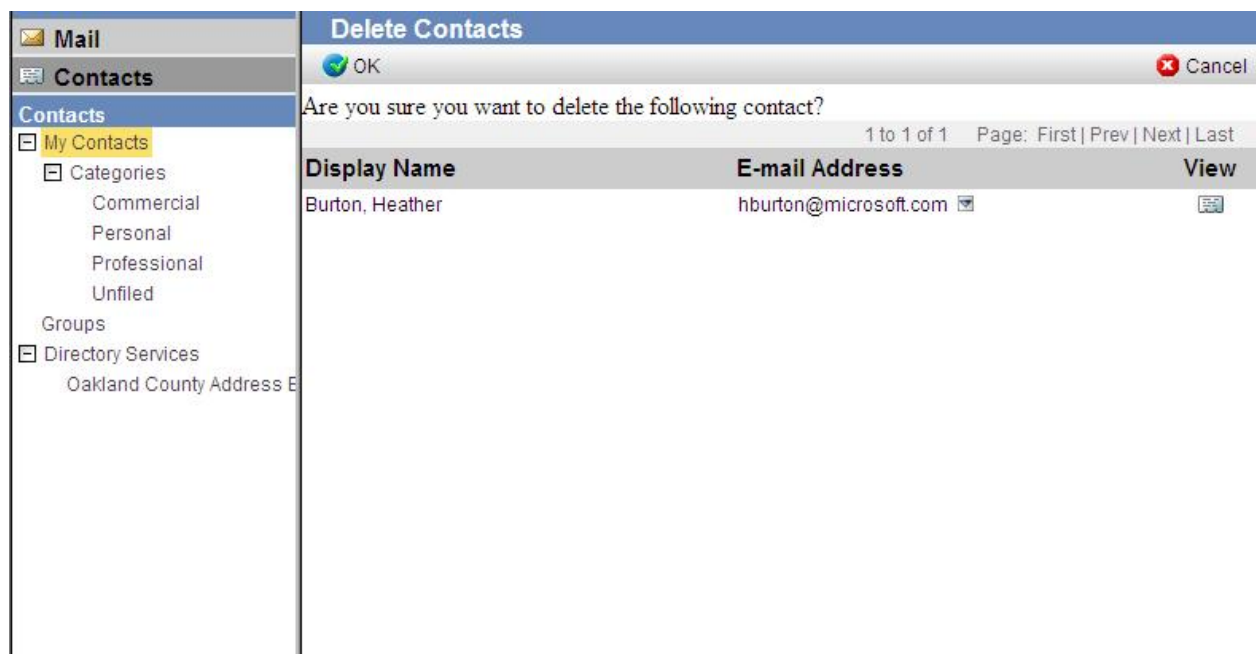
8. Click the **Professional** link in the **Contacts** menu to view your imported Outlook Address Book.

The import is now complete.

Note: You will find that the categories: Nicknames, Cellular and Pager numbers, Birthdays, Anniversaries, Notes, and URLs did not import. These categories will not import into Webmail and are not available to add manually.

To delete a contact from **Webmail Contacts**:

1. Click the checkbox next to the contact name(s).
2. Click the **Delete** button.
3. Click the **OK** button in the **Delete Contacts** window.



4. Click the **Sign Out** link to exit Webmail.

If you have any questions, please contact the IT Service Center at (248) 858-8812.

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