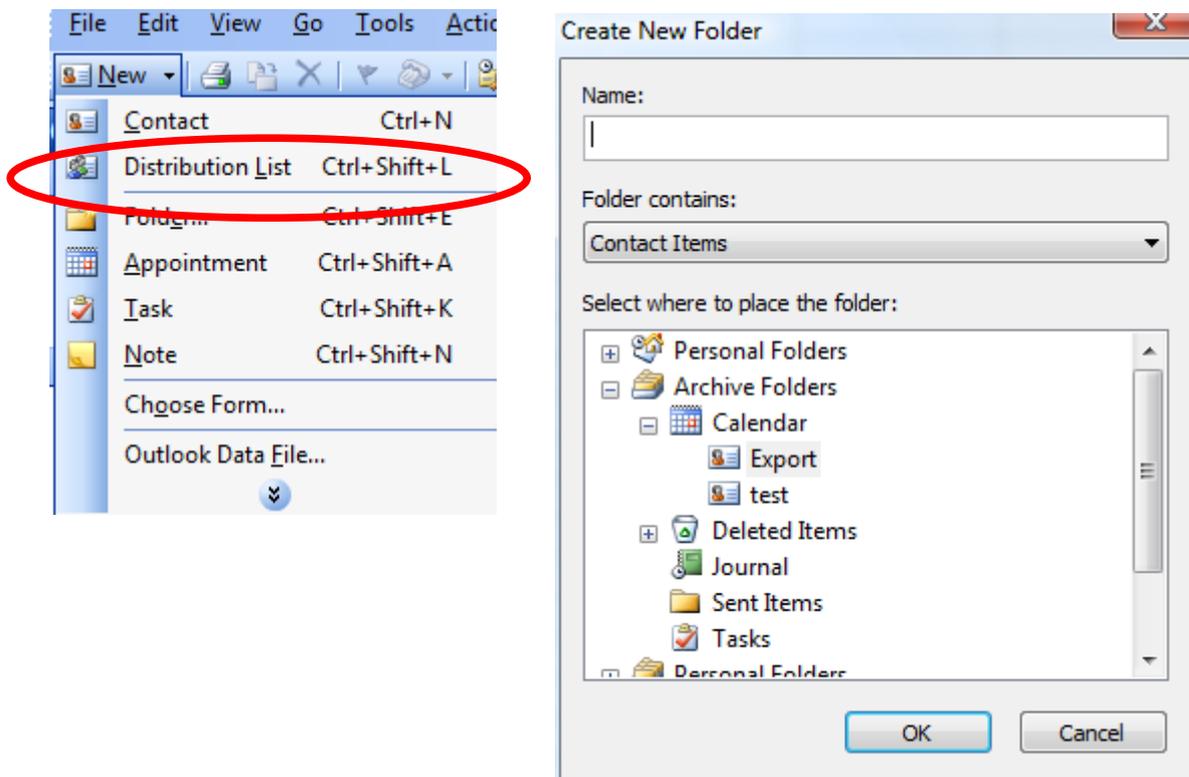


Exporting selected records from Outlook

Select the records

First, create a new contacts folder in Outlook if you don't already have an export folder. If you do, then delete all the records in it.

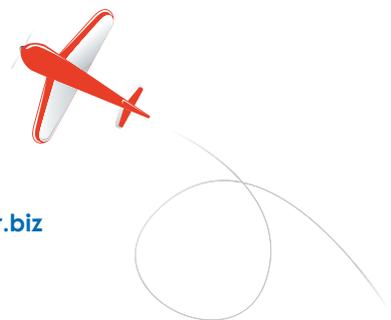


Now select the records and copy them to the new contacts folder. You may

Click to select records or click on a category to select all the records in it.

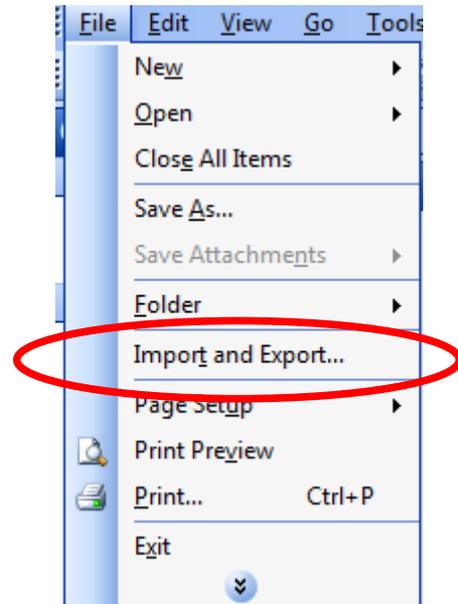
Use Ctrl+Left button to drag a copy to the new folder. Just dragging moves the records

Now select the export contacts folder by clicking on it.

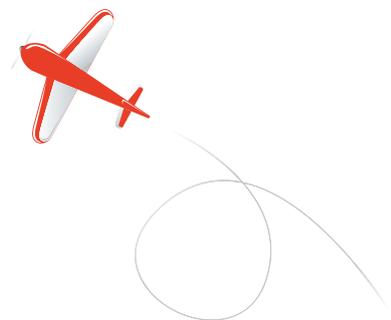
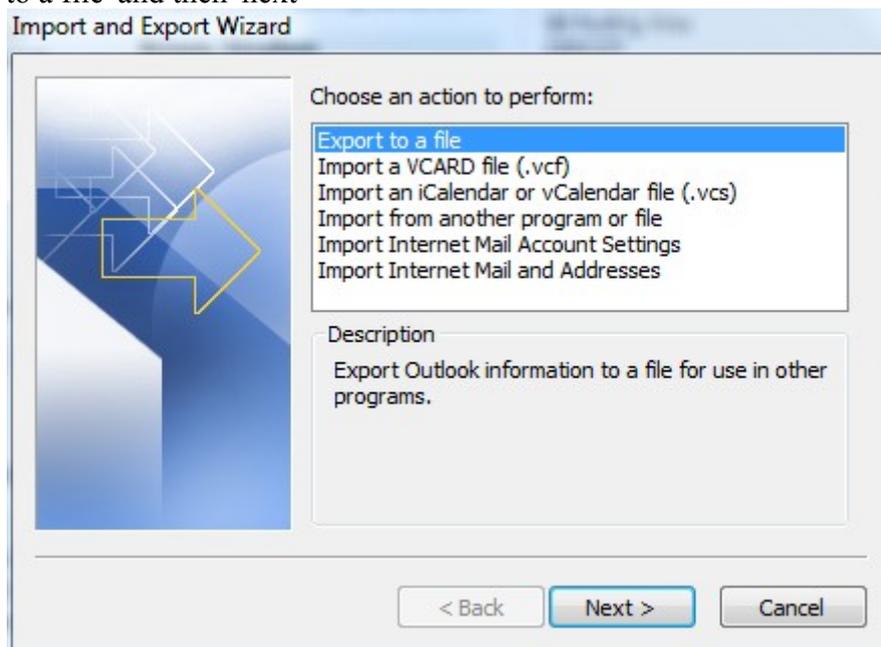


Export

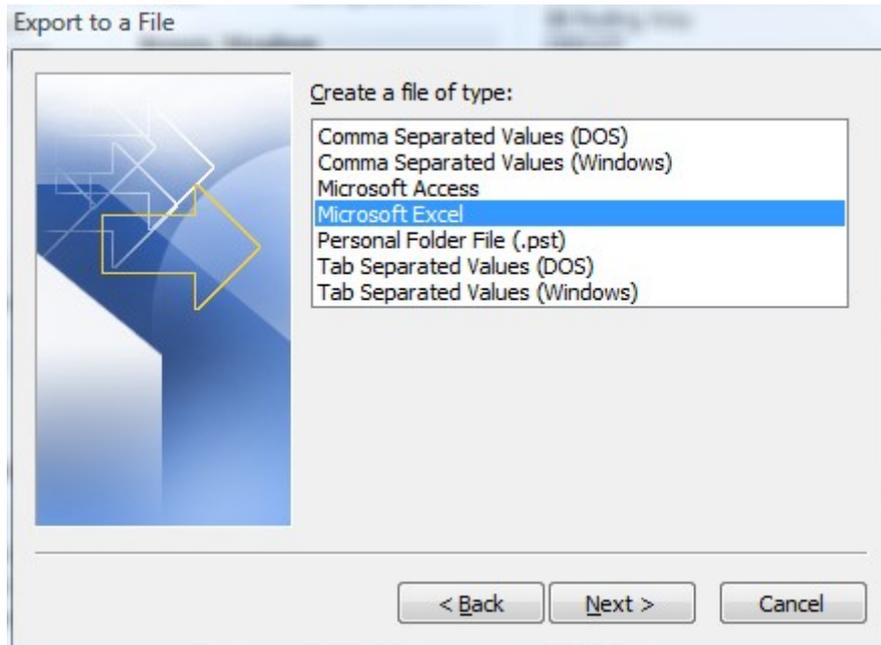
Choose File -import and export



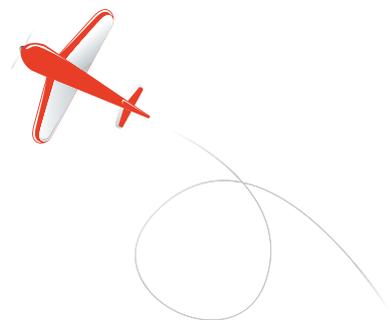
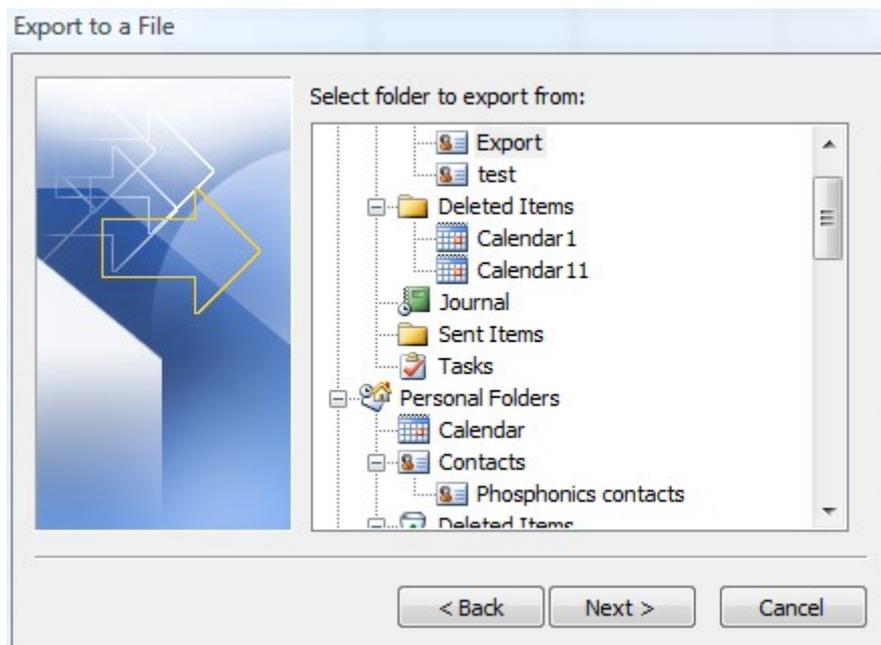
Choose 'export to a file' and then 'next'



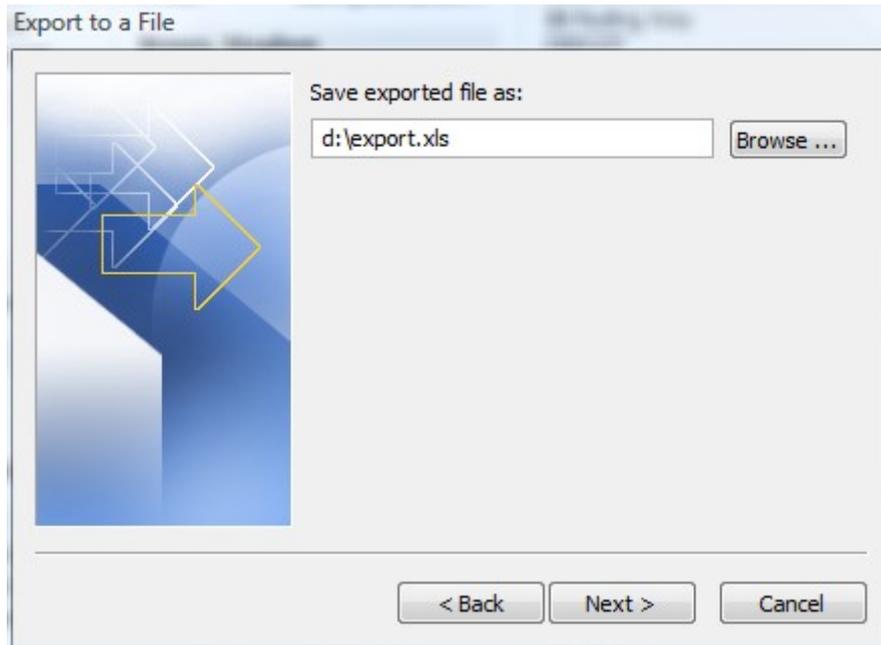
Now choose the format for the exported data. In this case it is Excel



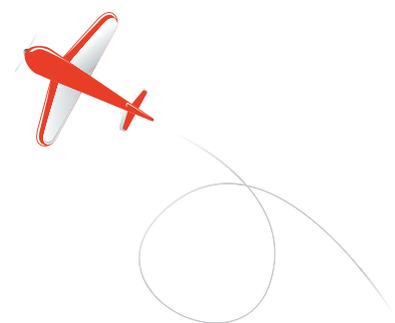
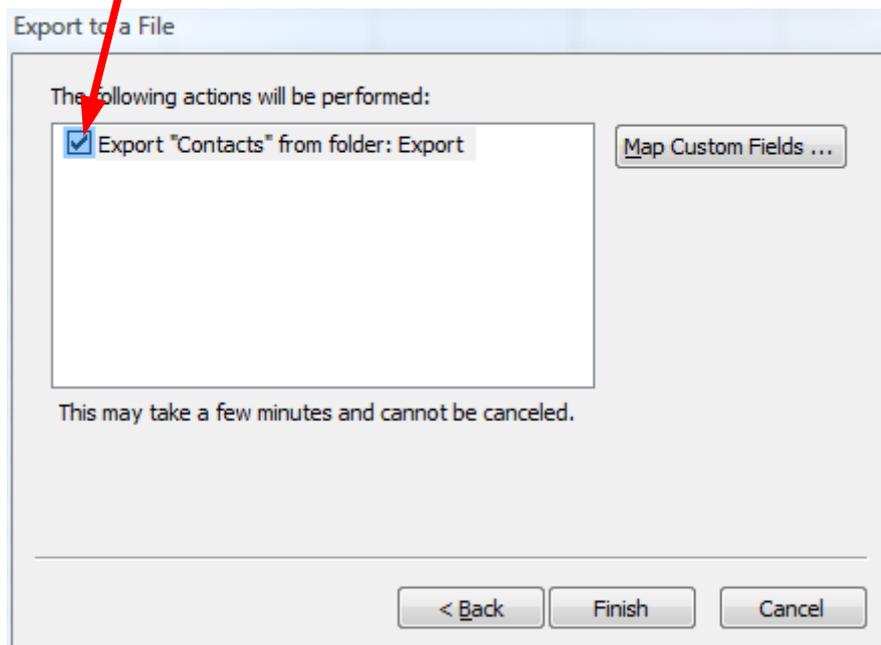
Next select the contact folder that you wish to export, e.g. 'export'



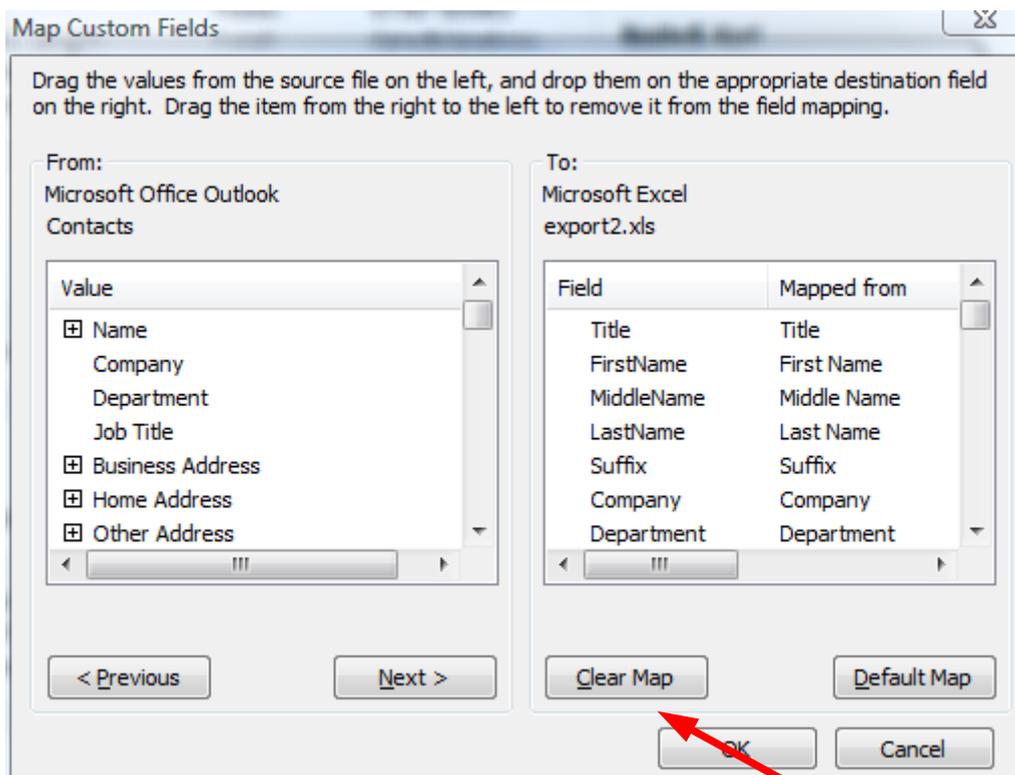
Then choose a folder and file to export to



Now ensure the box is ticked and click the 'Map custom fields' button if you want to select fields for export



This is the critical stage. By default, the fields in contacts link to identical columns in the spreadsheet and all are exported



You may drag fields from the right hand side to remove them, or click 'clear map' to clear the right-hand side. You then drag the fields you want from left to right.

Finally click 'OK' to create the file with the exported data.

