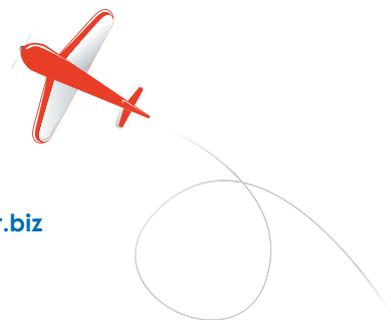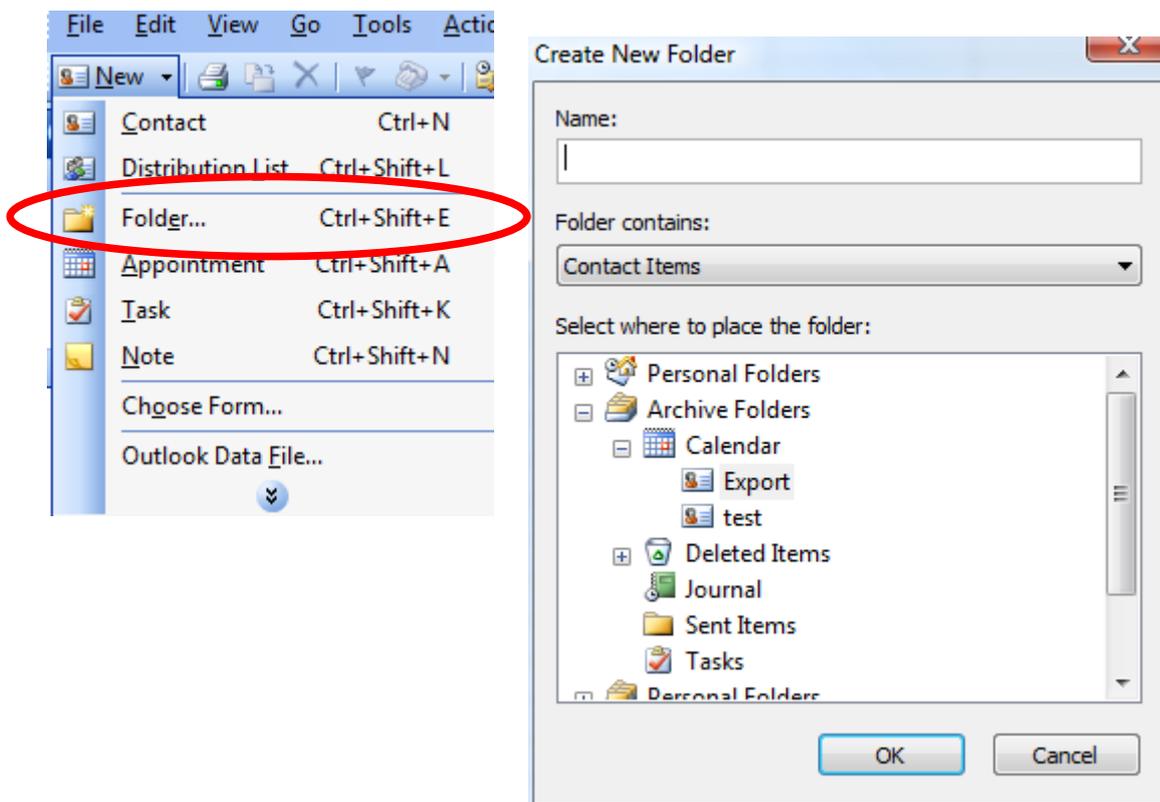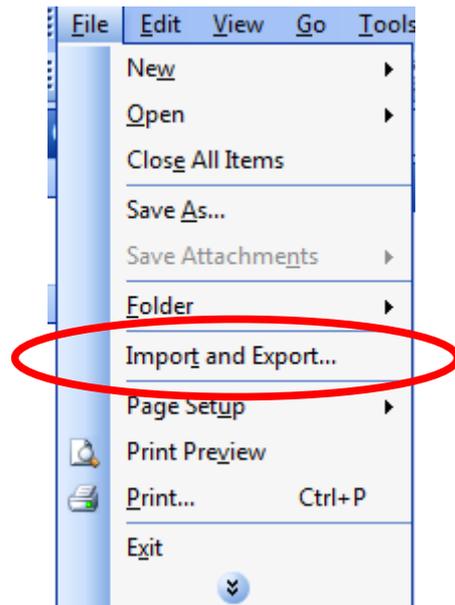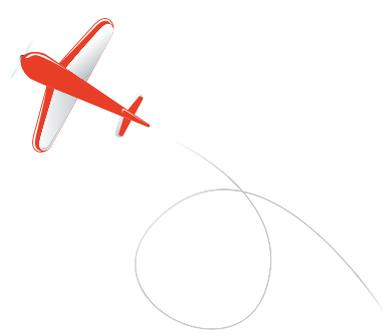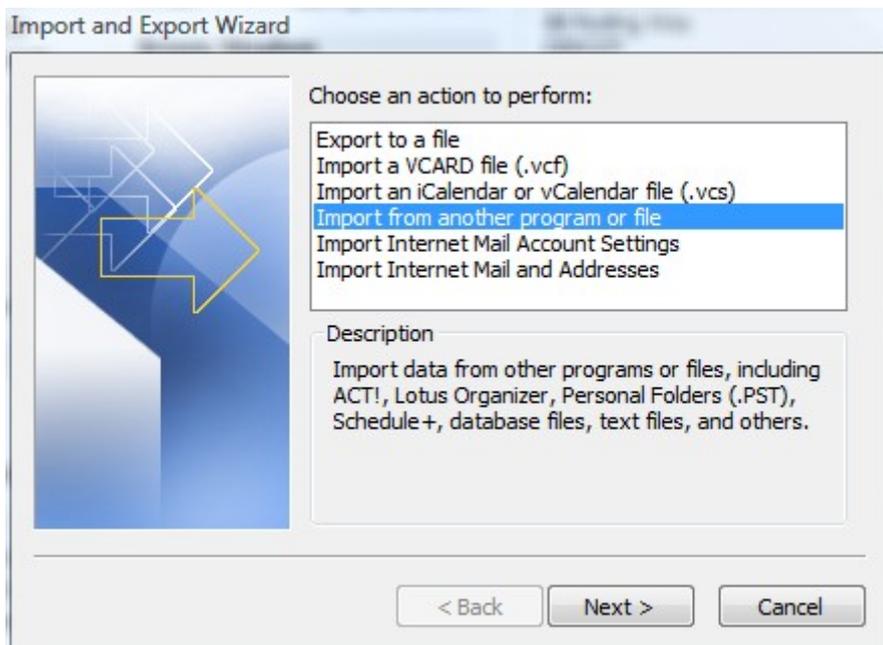# Importing contacts from Excel to Outlook 2003

1. In Excel, delete all named ranges. Create one or more named ranges including the field (Column) names. Do this by:
    selecting the cells that you want to import. Do not select by row or column headers
    From Insert-names-define name the cells you have selected
    Save and close the spreadsheet

2. In Outlook, you may import to an existing contact list or create a new one. To create a new one:

Tel: 01865 748197 john.batch@theflyingdoctor.biz www.theflyingdoctor.biz
The Flying Doctor, 12 Yeftly Drive, Littlemore, Oxford OX4 4XS

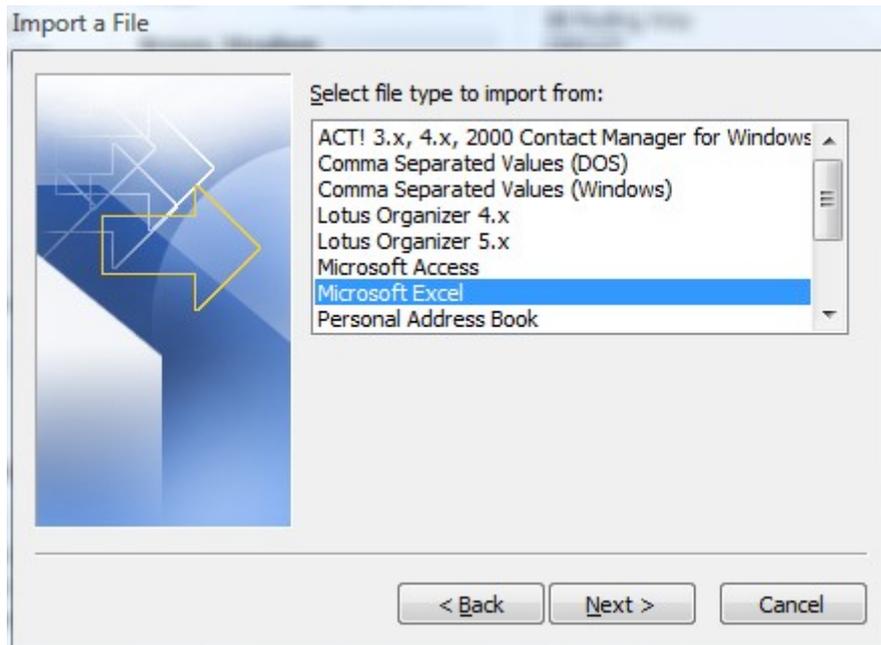John Batch trading as The Flying Doctor
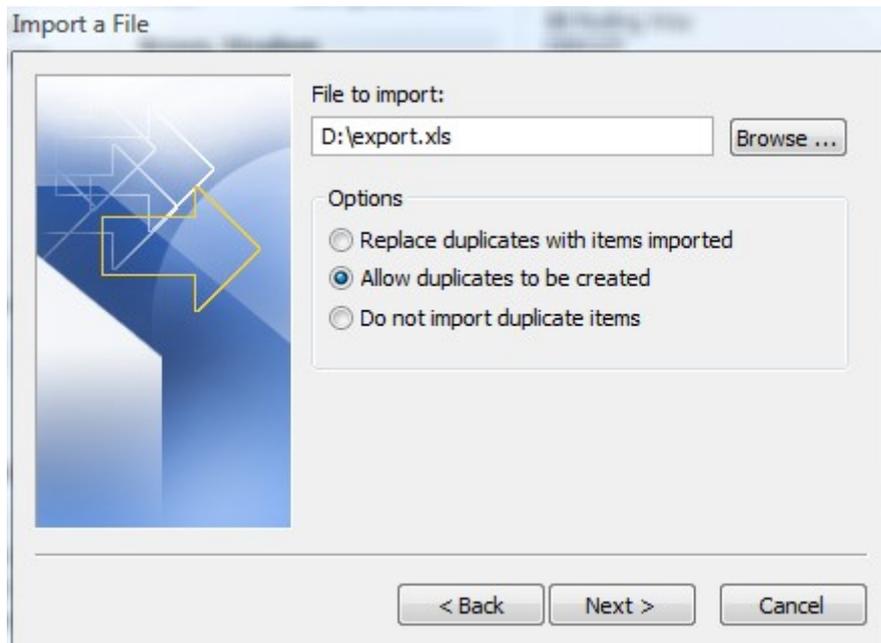
Select 'File – import and export'

3. Choose 'import from another program or file'

4. And choose Microsoft Excel
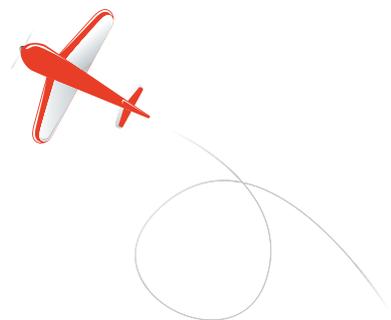

5. Then choose the spreadsheet file

You will be asked what to do with duplicates. Outlook regards the same name or email address as a dupliucate. Choose the response you require:
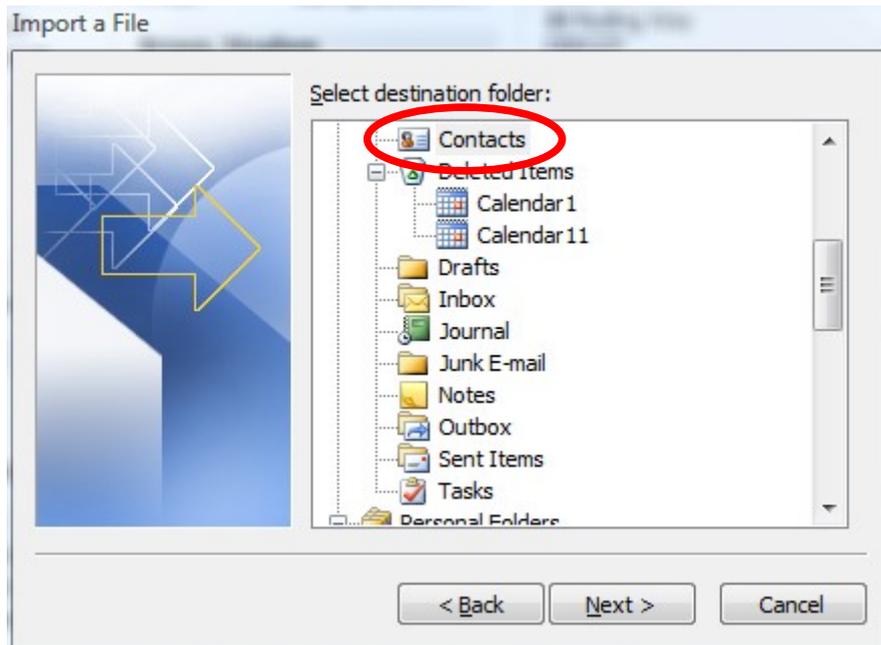
Replace – overwrite existing contact details
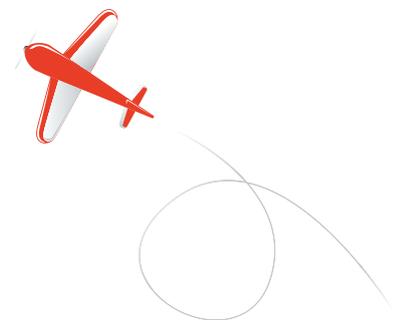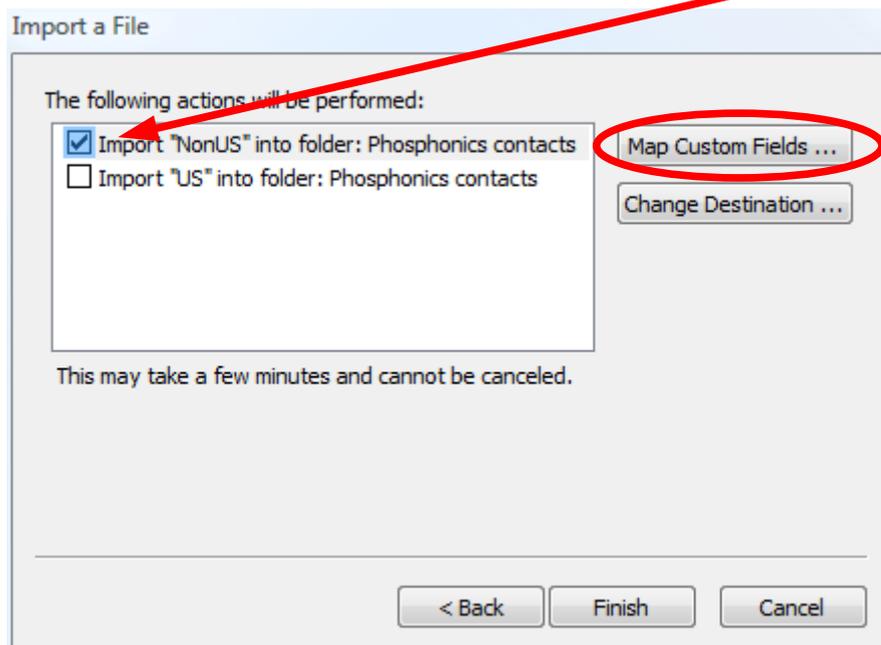Allow duplicates – have two records
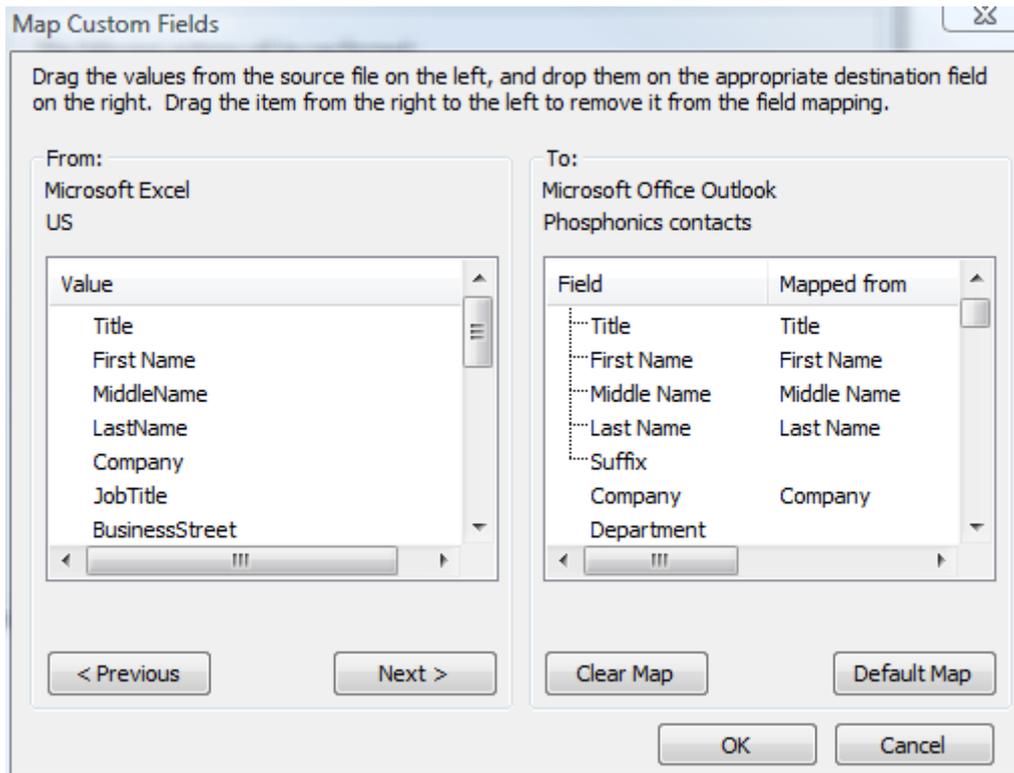Do Not import – keep original records

6. Now select the folder to import to

7. On this screen click finish or 'map custom fields'. Ensure the correct box is ticked

8. If you map custom fields then you can select the fields to import and/or their destination

You may either 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.

Then press OK

9. Finally press 'Finish' to import into Outlook

Tel: 01865 748197 john.batch@theflyingdoctor.biz www.theflyingdoctor.biz
The Flying Doctor, 12 Yeftly Drive, Littlemore, Oxford OX4 4XS
John Batch trading as The Flying Doctor