

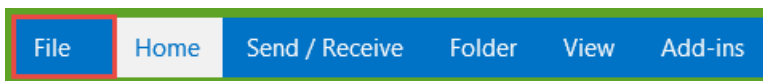
How to Export Your Outlook Contacts to a .csv File

Recently, the importing of contacts has been expanded to include the Outlook address book. To easily import your contacts into Form Simplicity, you have to export your contact address book in a .csv format.

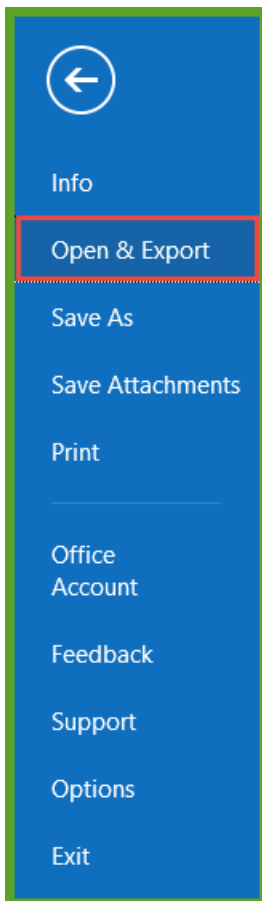
To save your contacts from Outlook to a .csv file:

1. In Outlook 2013 and later:

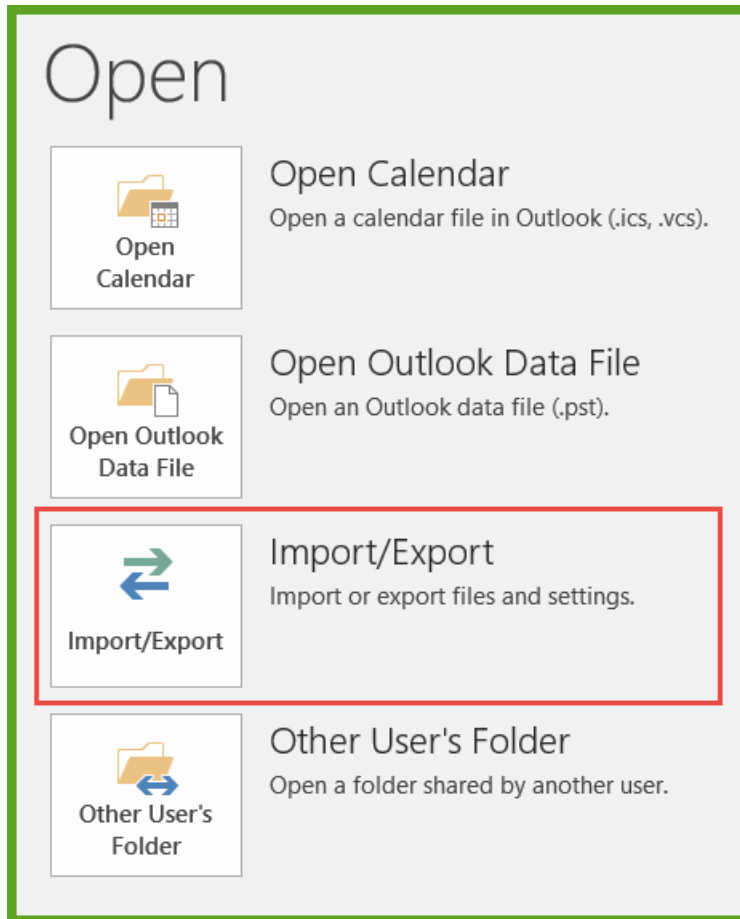
- Click **FILE** in Outlook.



- Go to the **OPEN & EXPORT** category.

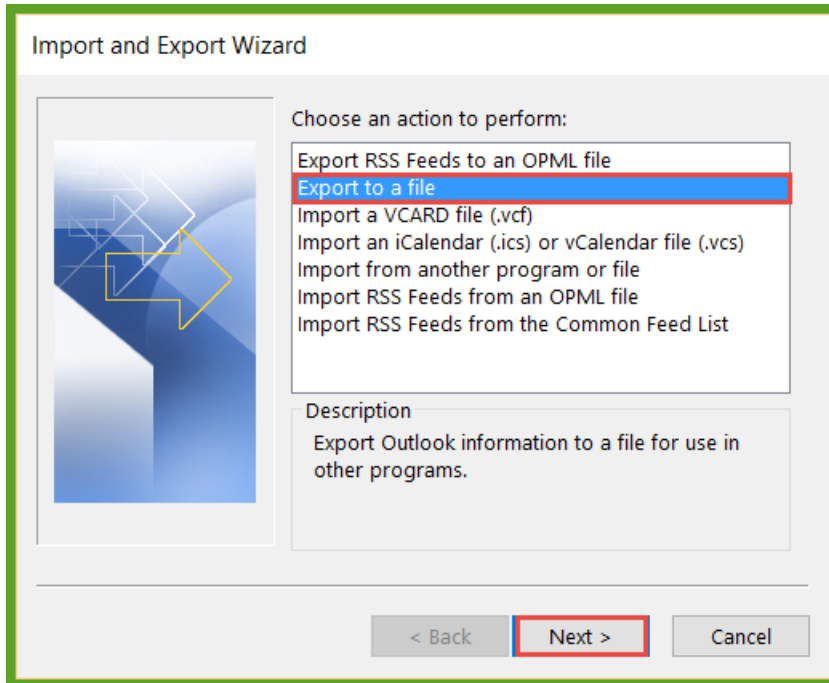


- Click **IMPORT/EXPORT**.

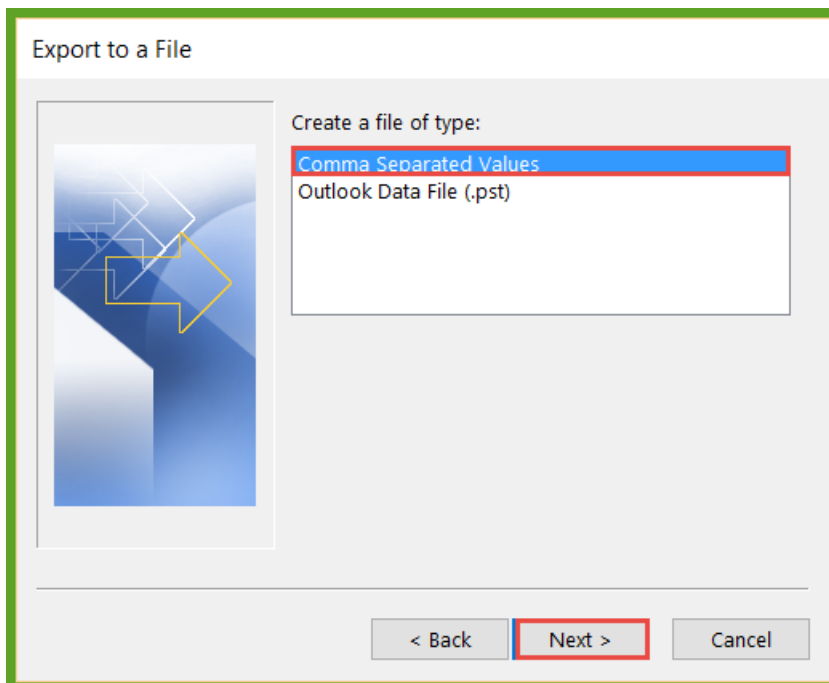


*NOTE: In Outlook 2003 and Outlook 2007, select **FILE | IMPORT AND EXPORT...** from the menu.*

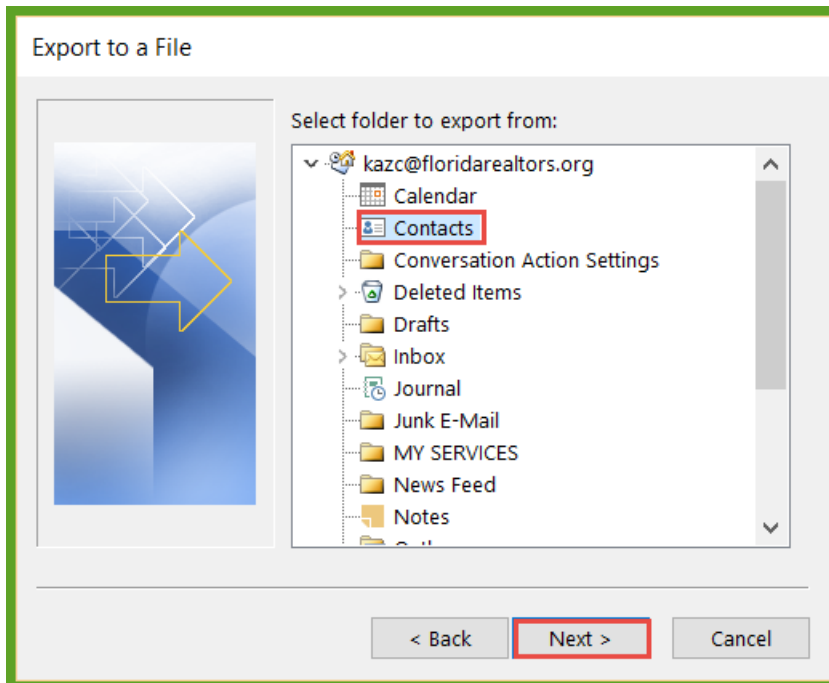
2. Make sure **EXPORT TO A FILE** is highlighted. Then click **NEXT >** button.



3. Now make sure **COMMA SEPARATED VALUES** (or **COMMA SEPARATED VALUES (WINDOWS)**) is selected then click **NEXT >** button again.

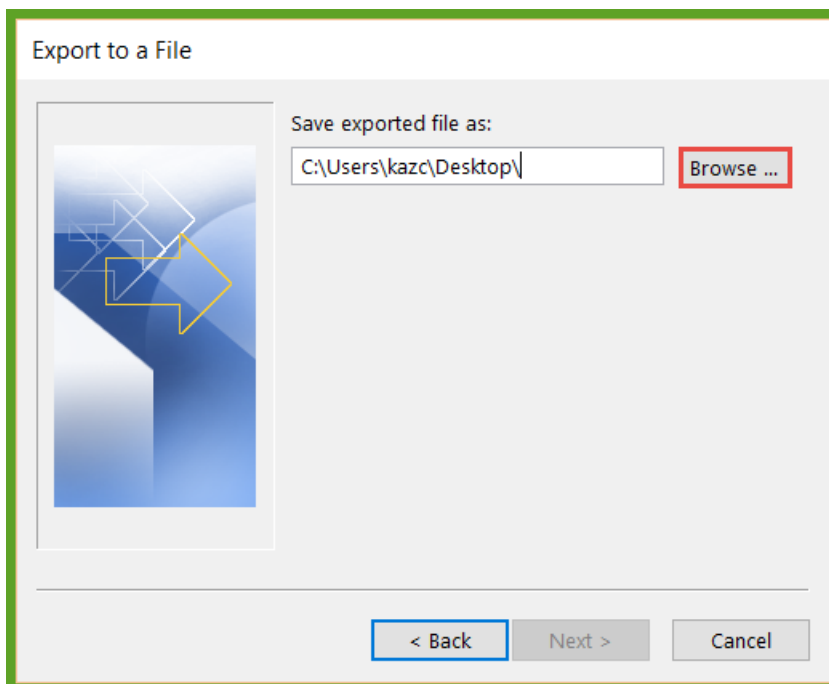


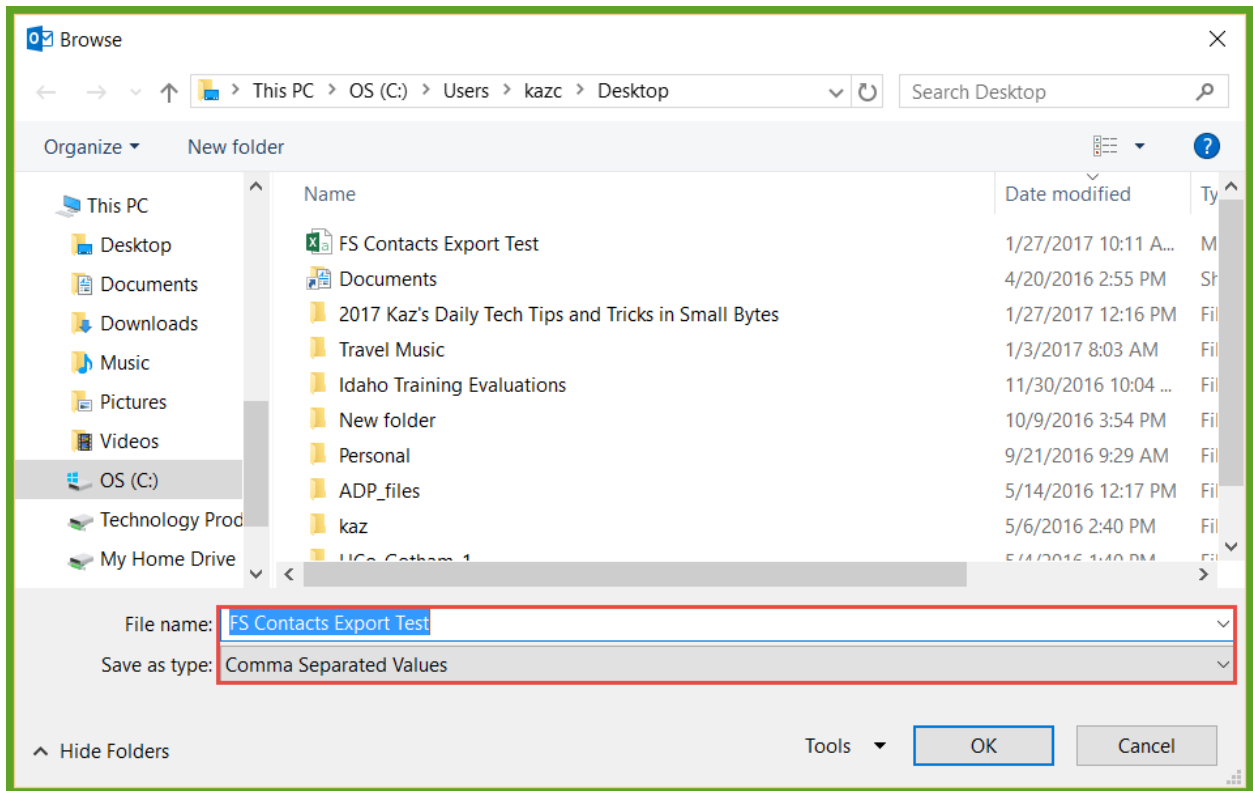
4. Highlight the desired **CONTACTS** folder, then click **NEXT >** button.



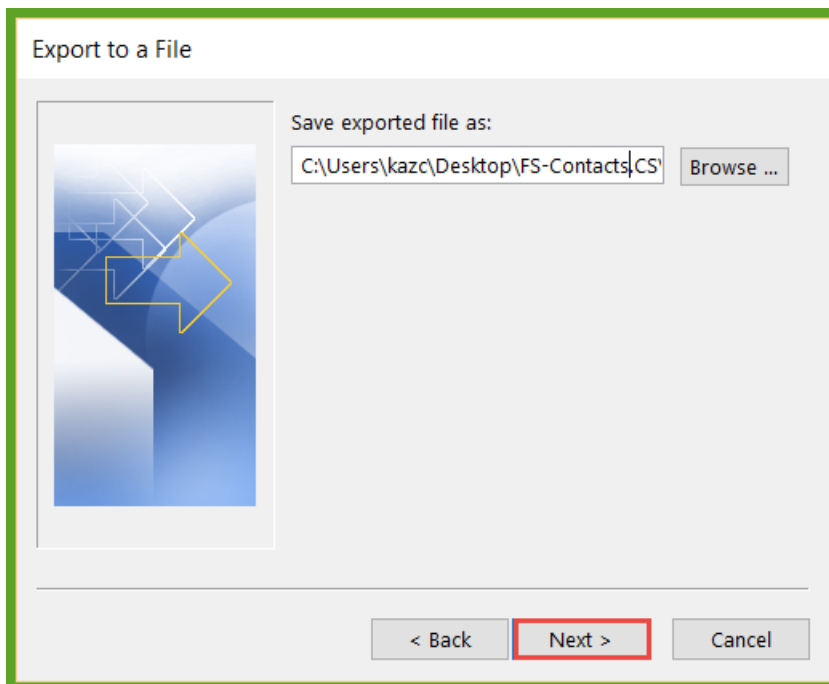
*NOTE: You have to export separate **CONTACTS** folders separately.*

5. Use the **BROWSE...** button to specify a location and file name for the exported contacts. Something like "**FS OUTLOOK CONTACTS.CSV**" or "**FS-CONTACTS.CSV**" on your **DESKTOP** should work fine. Click "**OK**".

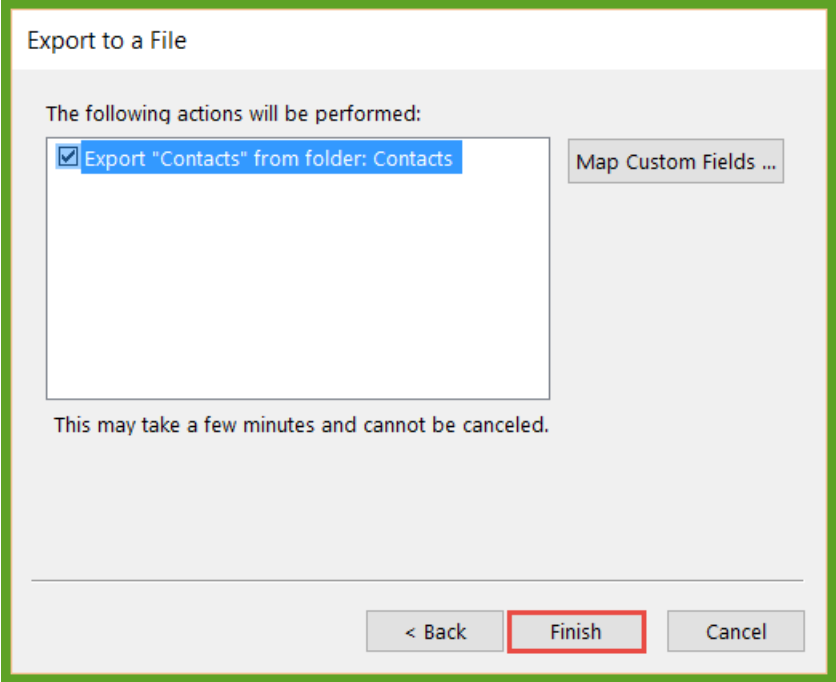




6. Click **NEXT >** (once more).



7. Now click **FINISH**.



You can now import your Outlook contacts into Form Simplicity.