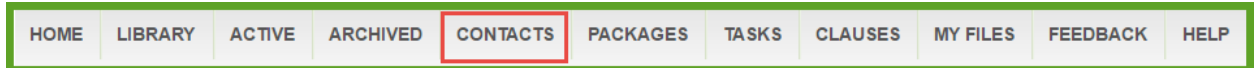


Importing Outlook Contacts into Form Simplicity

Form Simplicity Contacts section has been enhanced to include the importing of contacts from your Outlook address book in a .csv format.

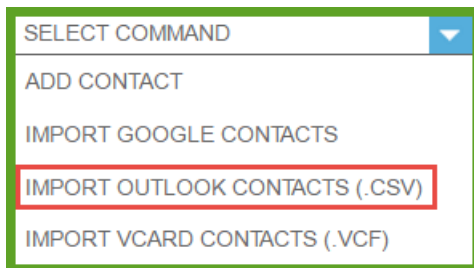
1. Log into Form Simplicity.
2. Select the “**CONTACTS**” menu option.



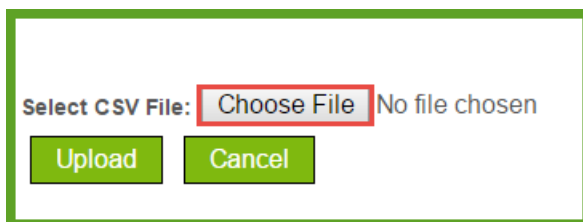
3. Click on the “**SELECT COMMAND**” drop down menu.



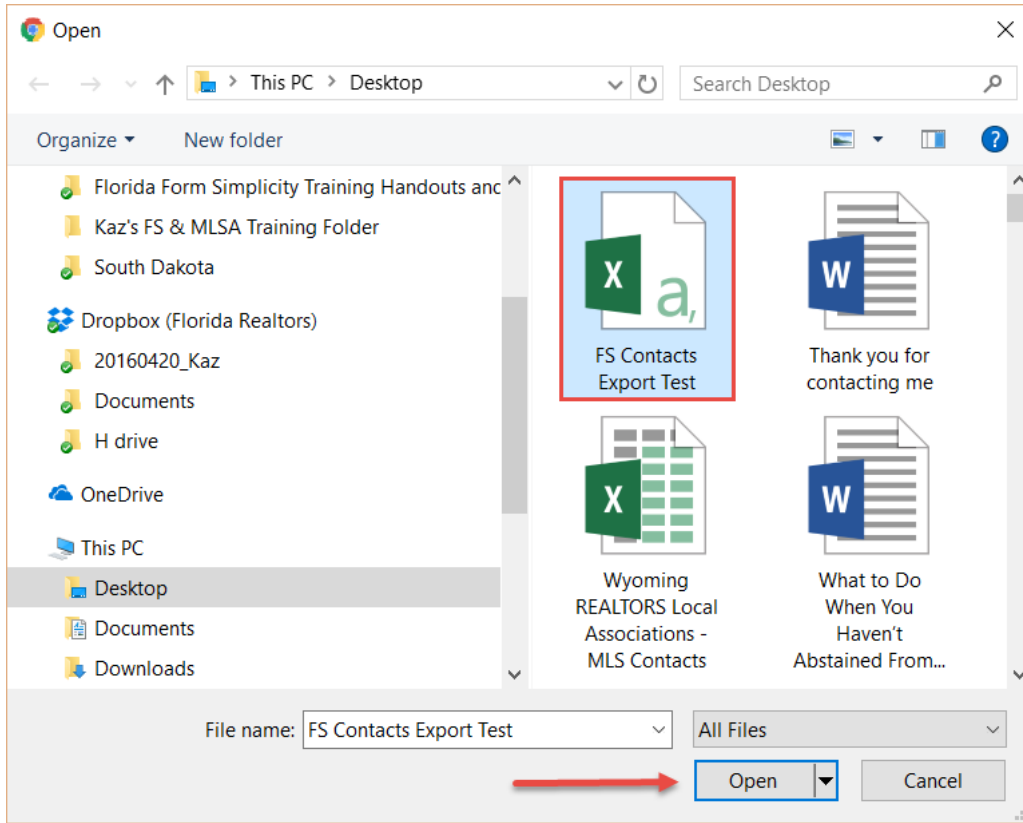
4. Select the “**IMPORT OUTLOOK CONTACTS (.CSV)**” option.



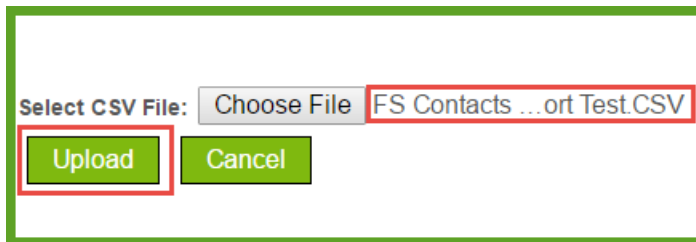
5. Click on the “**Choose File**” button.



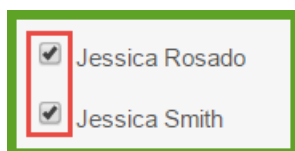
6. Select the **.csv file** and click the **“Open”** button.



7. The name of the **.csv file** appears to the right of the **“Choose File”** box. Click on the **“Upload”** button.



8. In the **PENDING CONTACTS** window, you can select the contacts by:
a. **Placing a check** next to the contact(s) you wish to import into Form Simplicity



- b. Clicking on the **“SELECT ALL CONTACTS”** on the bottom left corner of the **PENDING CONTACTS** window to include **ALL** your contacts.



HINT: The First Name and the Last Name are the minimum required fields that must contain data from Outlook in order for the record to be imported into Form Simplicity.

9. Once you have made your selection(s), click on the **“ADD CONTACTS”** to import the contacts into Form Simplicity or click on **“CANCEL”** to abort the process.



10. Your contacts have been added to Form Simplicity.