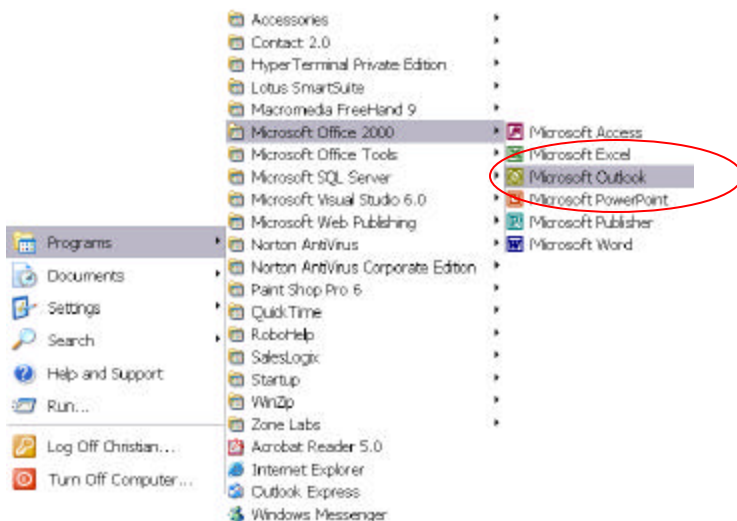


How to.....

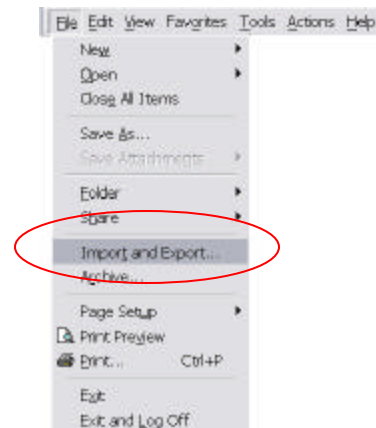
Import the Roster into Microsoft Outlook 2000

The following presumes that you have already downloaded the roster and saved it to your computer. For instructions on doing so, please refer to the Tech Note titled, "Downloading the Roster".

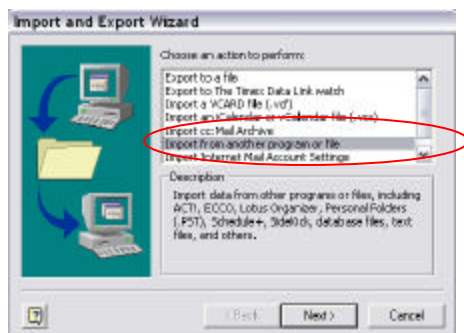
1 Launch **Microsoft Outlook 2000**



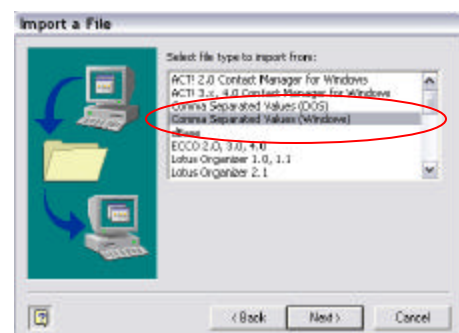
2 Click **File** and select **Import and Export...**



3 Choose **Import from another program or file** and click **Next**



4 Choose **Comma Separated Values (Windows)** and click **Next**



Reminder...

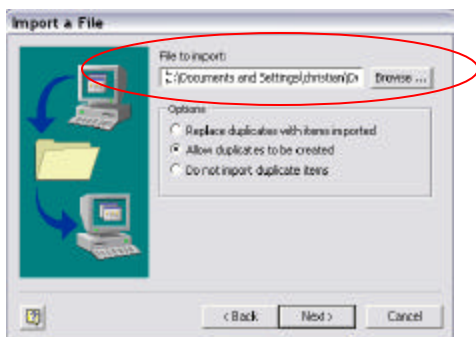
If you are running a different version of Microsoft Outlook, then you may need to deviate from the instructions provided.

How to.....

Import the Roster into Microsoft Outlook 2000

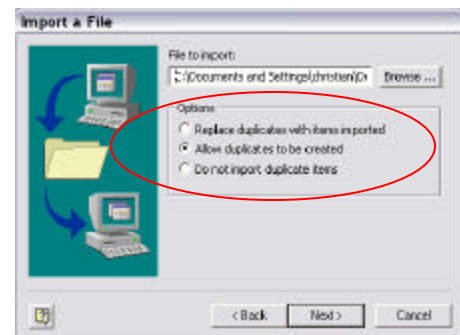
5

Click **Browse**, locate the file that you downloaded, select it, and click **OK**



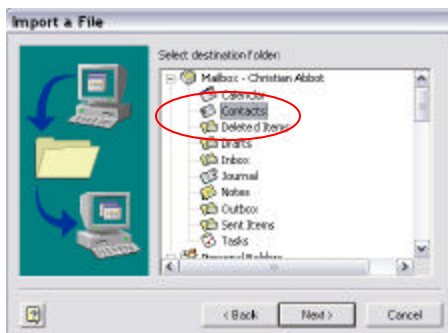
6

Choose an **Option** and click **Next**



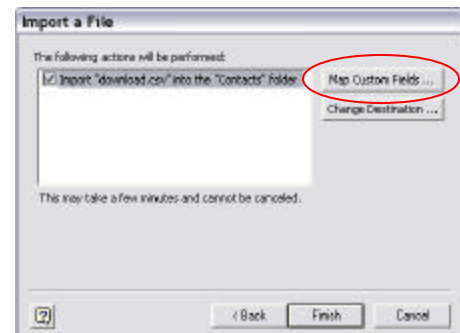
7

Within the same window (i.e., **Import a file**), select your **Contacts** folder and click **Next**



8

Click **Map Custom Fields...**



Reminder...

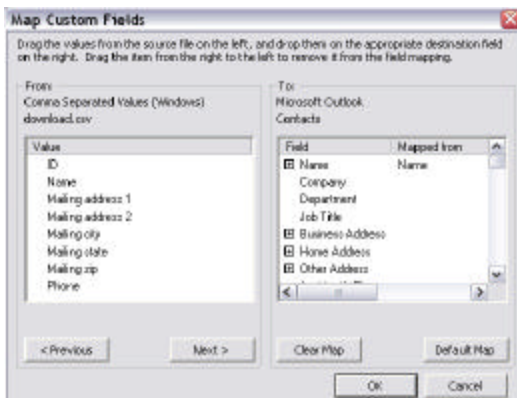
If you are running a different version of Microsoft Outlook, then you may need to deviate from the instructions provided.

How to.....

Import the Roster into Microsoft Outlook 2000

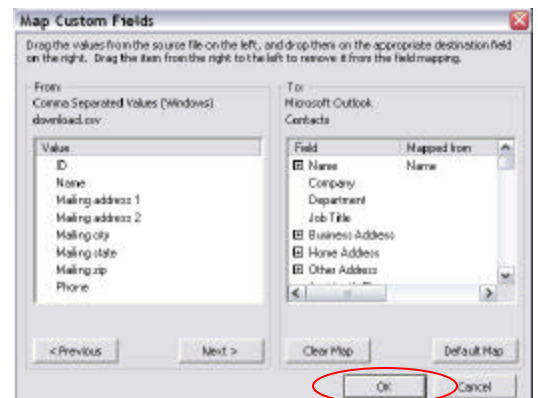
9

Verify in the area on the right titled **Microsoft Outlook Contacts** that the **Mapped From** column contains the fields that you would like to include. If not, then drag the desired values from the area on the left to their corresponding fields on the right.



10

Click **OK**

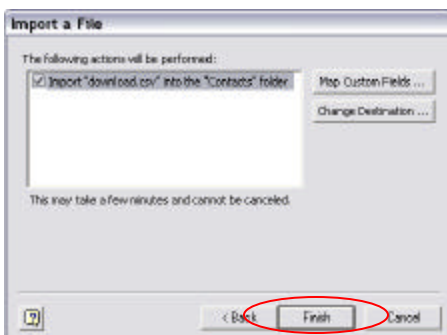


12

Once the **Import and Export** window disappears, your **Contacts** folder will include the roster information that you downloaded and selected

11

Click **Finish**



Reminder...

If you are running a different version of Microsoft Outlook, then you may need to deviate from the instructions provided.