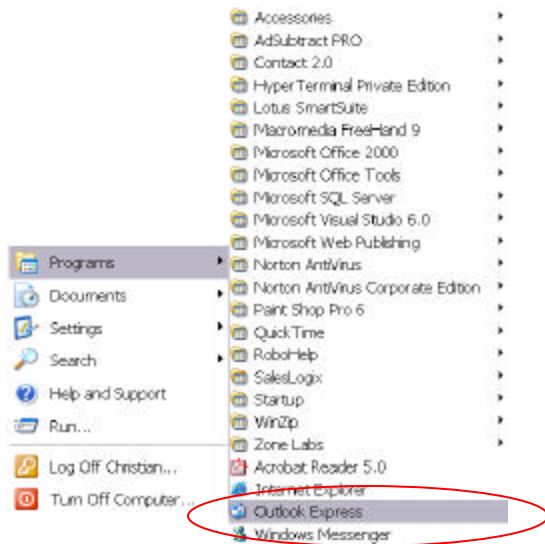


## How to.....

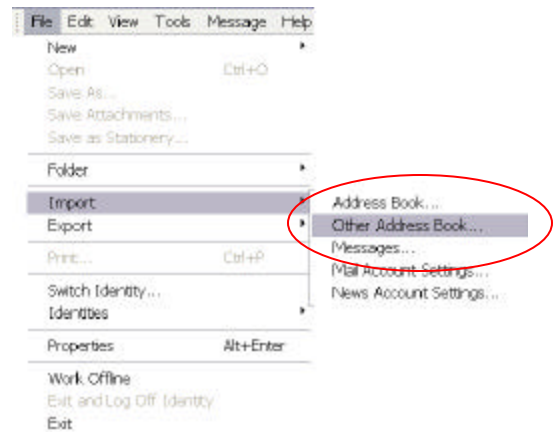
### Import the Roster into Microsoft Outlook Express 5 or 6

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".

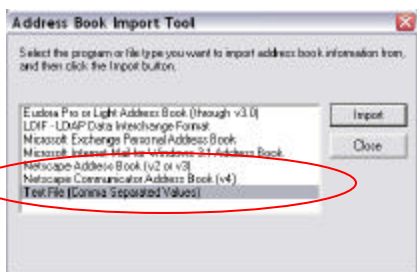
**1** Launch **Microsoft Outlook Express** (version 5 or 6)



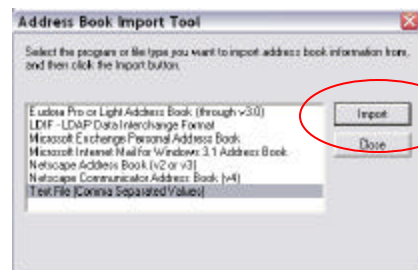
**2** Click **File**, move the mouse pointer down to **Import** and click **Other Address Book**



**3** Select **Text File (Comma Separated Values)**



**4** Click **Import**



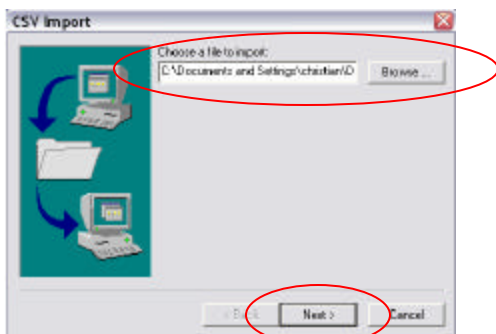
#### **Reminder...**

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

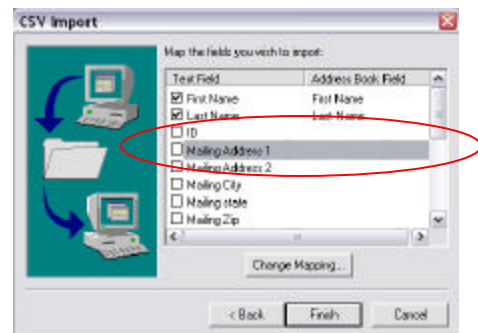
How to.....

**Import the Roster into Microsoft Outlook Express 5 or 6**

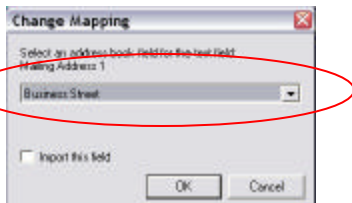
**5** Click **Browse**, locate the file that you downloaded, select it, and click **Open**. Then, click the **Next** button.



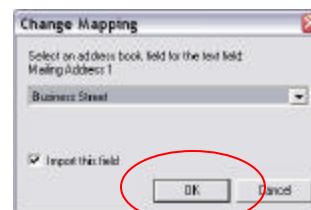
**6** Only those fields listed under **Address Book Field** will be imported into Microsoft Outlook Express. To add a field to this list, put a check mark beside the **Text Field** that you would like imported.



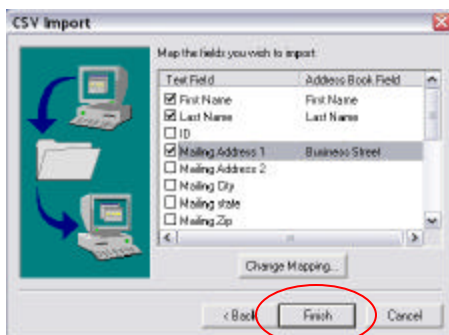
**7** Select a corresponding **Outlook Address Book** field from the drop down box



**8** Click **OK** (Repeat steps 6 - 8 for each additional **Text Field** that you would like to have imported.)



**9** Click **Finish**



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