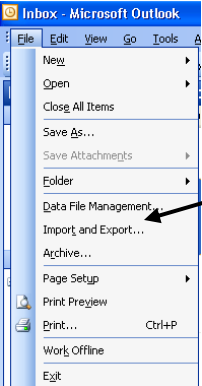
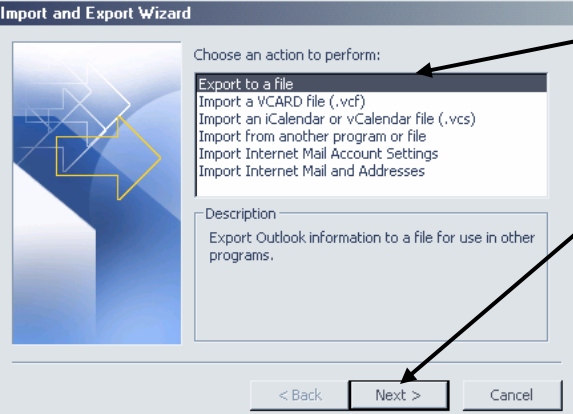
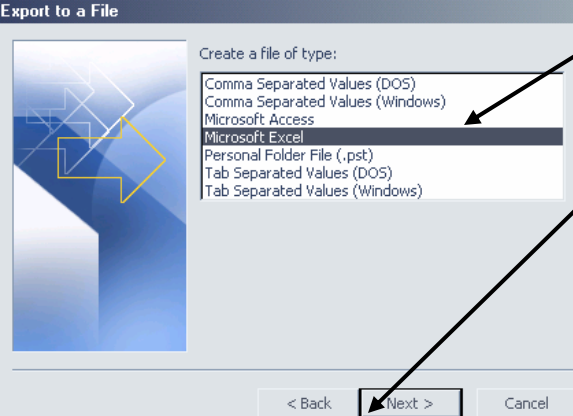


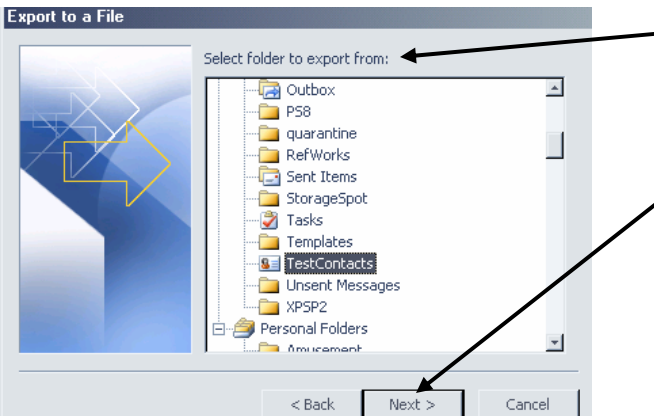
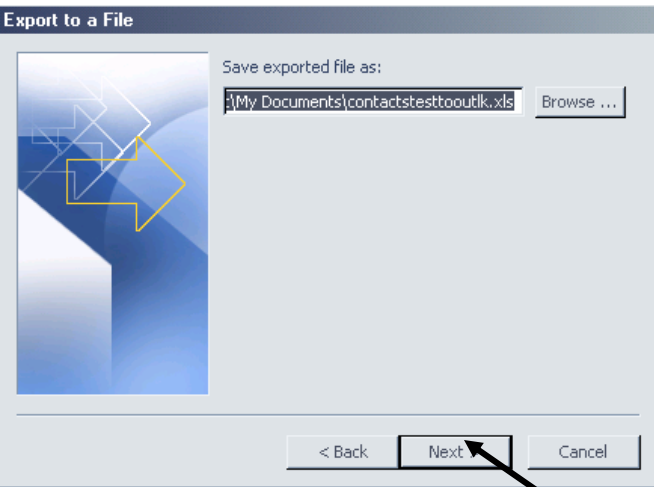
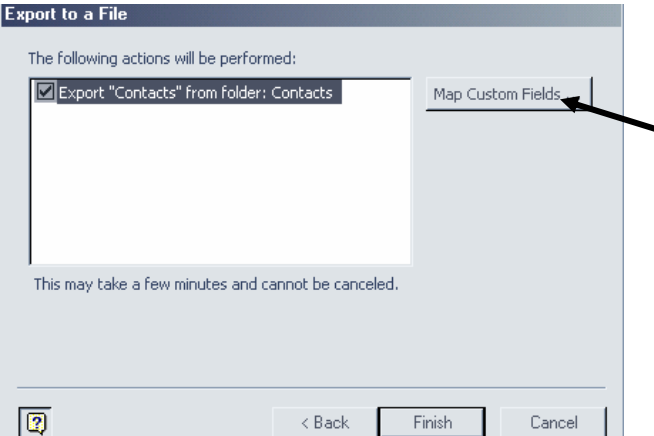
Exporting Contacts from Outlook 2003 to Excel

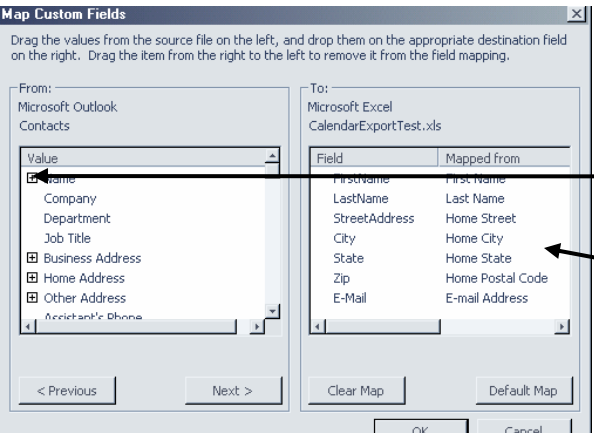
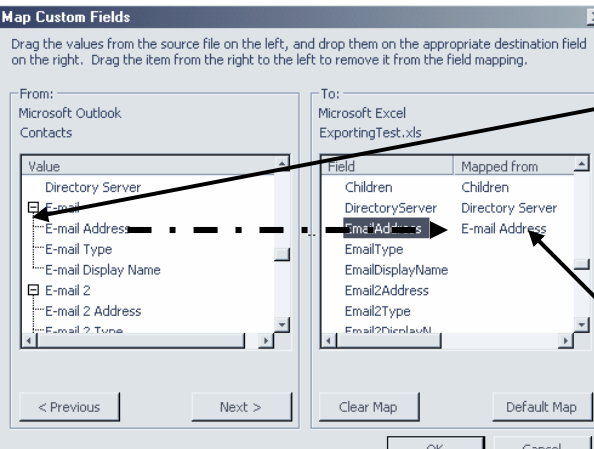
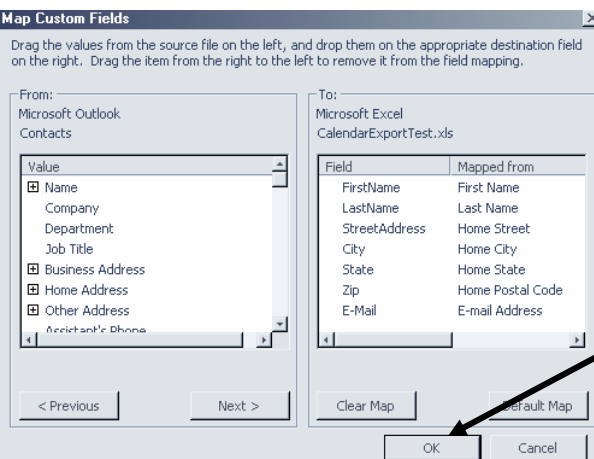
NOTE: This export does **NOT** include Distribution Lists. To share Distribution Lists among users, see the *Outlook 2003 Tips and Tricks* manual under *Sending Distribution Lists Via E-Mail* and under *Sharing Contacts* or see the PDF documentation with the same titles on this resource page.

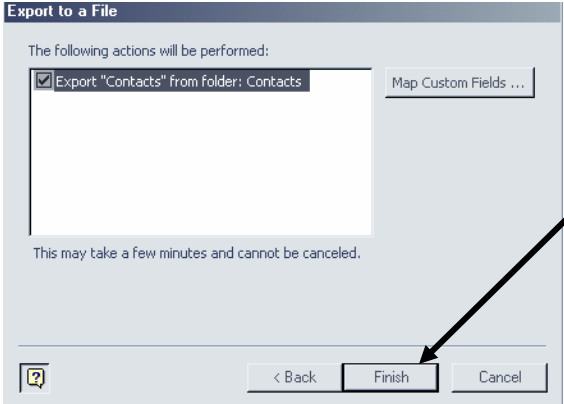
Path/Panel	Action to be Taken/Comments
	<p>From the menu bar, go to File > Import and Export.</p>
	<p>Next, select the action to be taken, Export to a file.</p> <p>Click Next.</p>
	<p>Select Microsoft Excel.</p> <p>Click Next.</p>

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Path/Panel	Action to be Taken/Comments
	<p>Scroll down the list in the Select the folder to export from window. Click on the name of the Contacts folder (usually titled Contacts).</p> <p>Click Next.</p>
	<p>Enter the name to be given the file which is being exported. For example, in the illustration, the file is saved under My Documents and it is an Excel file, which is shown by the .xls extension.</p> <p>CAUTION: If changing the name from the default [ExportTest], make certain to only remove or change <i>that</i> portion of the file name. Do NOT delete or change the path or the extension on the file name.</p> <p>Once you have created the file to which the information will be exported, click Next.</p>
	<p>The Export to a File window opens. To make certain that all the fields with information in Contacts are exported into Excel, click Map Custom Fields.</p>

Path/Panel	Action to be Taken/Comments																		
 <p>Map Custom Fields</p> <p>Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right to the left to remove it from the field mapping.</p> <p>From: Microsoft Outlook Contacts</p> <p>To: Microsoft Excel CalendarExportTest.xls</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Mapped from</th> </tr> </thead> <tbody> <tr> <td>FirstName</td> <td>First Name</td> </tr> <tr> <td>LastName</td> <td>Last Name</td> </tr> <tr> <td>StreetAddress</td> <td>Home Street</td> </tr> <tr> <td>City</td> <td>Home City</td> </tr> <tr> <td>State</td> <td>Home State</td> </tr> <tr> <td>Zip</td> <td>Home Postal Code</td> </tr> <tr> <td>E-Mail</td> <td>E-mail Address</td> </tr> </tbody> </table>	Field	Mapped from	FirstName	First Name	LastName	Last Name	StreetAddress	Home Street	City	Home City	State	Home State	Zip	Home Postal Code	E-Mail	E-mail Address	<p>Initially, the two sides of this window will not have the same fields showing. To make certain that all the fields get mapped into the Excel file, expand the fields with plus-boxes on the left side (from <i>Microsoft Outlook Contacts</i>) and make certain that the same descriptor appears in the right-side box under the column Mapped from.</p>		
Field	Mapped from																		
FirstName	First Name																		
LastName	Last Name																		
StreetAddress	Home Street																		
City	Home City																		
State	Home State																		
Zip	Home Postal Code																		
E-Mail	E-mail Address																		
 <p>Map Custom Fields</p> <p>Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right to the left to remove it from the field mapping.</p> <p>From: Microsoft Outlook Contacts</p> <p>To: Microsoft Excel ExportingTest.xls</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Mapped from</th> </tr> </thead> <tbody> <tr> <td>Children</td> <td>Children</td> </tr> <tr> <td>DirectoryServer</td> <td>Directory Server</td> </tr> <tr> <td>E-mail Address</td> <td>E-mail Address</td> </tr> <tr> <td>E-mail Type</td> <td></td> </tr> <tr> <td>E-mail DisplayName</td> <td></td> </tr> <tr> <td>E-mail 2</td> <td></td> </tr> <tr> <td>E-mail 2 Address</td> <td></td> </tr> <tr> <td>E-mail 2 Type</td> <td></td> </tr> </tbody> </table>	Field	Mapped from	Children	Children	DirectoryServer	Directory Server	E-mail Address	E-mail Address	E-mail Type		E-mail DisplayName		E-mail 2		E-mail 2 Address		E-mail 2 Type		<p>For example, to ensure that e-mail addresses are transferred, scroll down the left side to the value E-mail and click the plus-box to open the sub-segments.</p> <p>In this left frame, click on E-mail Address and drag it over to the right side pane (To: <i>Microsoft Excel, [title of your file].xls</i>). Drop this Value next to the Field named EmailAddress under the column, Mapped from.</p>
Field	Mapped from																		
Children	Children																		
DirectoryServer	Directory Server																		
E-mail Address	E-mail Address																		
E-mail Type																			
E-mail DisplayName																			
E-mail 2																			
E-mail 2 Address																			
E-mail 2 Type																			
 <p>Map Custom Fields</p> <p>Drag the values from the source file on the left, and drop them on the appropriate destination field on the right. Drag the item from the right to the left to remove it from the field mapping.</p> <p>From: Microsoft Outlook Contacts</p> <p>To: Microsoft Excel CalendarExportTest.xls</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Mapped from</th> </tr> </thead> <tbody> <tr> <td>FirstName</td> <td>First Name</td> </tr> <tr> <td>LastName</td> <td>Last Name</td> </tr> <tr> <td>StreetAddress</td> <td>Home Street</td> </tr> <tr> <td>City</td> <td>Home City</td> </tr> <tr> <td>State</td> <td>Home State</td> </tr> <tr> <td>Zip</td> <td>Home Postal Code</td> </tr> <tr> <td>E-Mail</td> <td>E-mail Address</td> </tr> </tbody> </table>	Field	Mapped from	FirstName	First Name	LastName	Last Name	StreetAddress	Home Street	City	Home City	State	Home State	Zip	Home Postal Code	E-Mail	E-mail Address	<p>Make certain that each Value in the left side pane has a matching Field and Mapped from descriptor in the right pane.</p> <p>When finished, click OK.</p>		
Field	Mapped from																		
FirstName	First Name																		
LastName	Last Name																		
StreetAddress	Home Street																		
City	Home City																		
State	Home State																		
Zip	Home Postal Code																		
E-Mail	E-mail Address																		

Path/Panel	Action to be Taken/Comments
 <p>The following actions will be performed:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Export "Contacts" from folder: Contacts <p>Map Custom Fields ...</p> <p>This may take a few minutes and cannot be canceled.</p> <p>< Back Finish Cancel</p>	<p>From the Export to a File panel, click Finish.</p>
	<p>You will see an Exporting screen showing you the progress of the export. When the process is complete this screen will disappear, leaving you in <i>Outlook</i> once again. Go to My Documents and you will find the <i>Excel</i> file.</p>