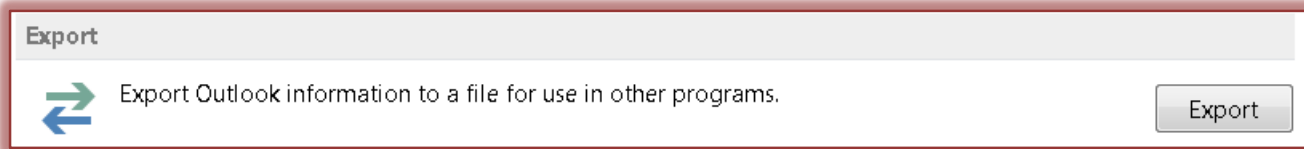


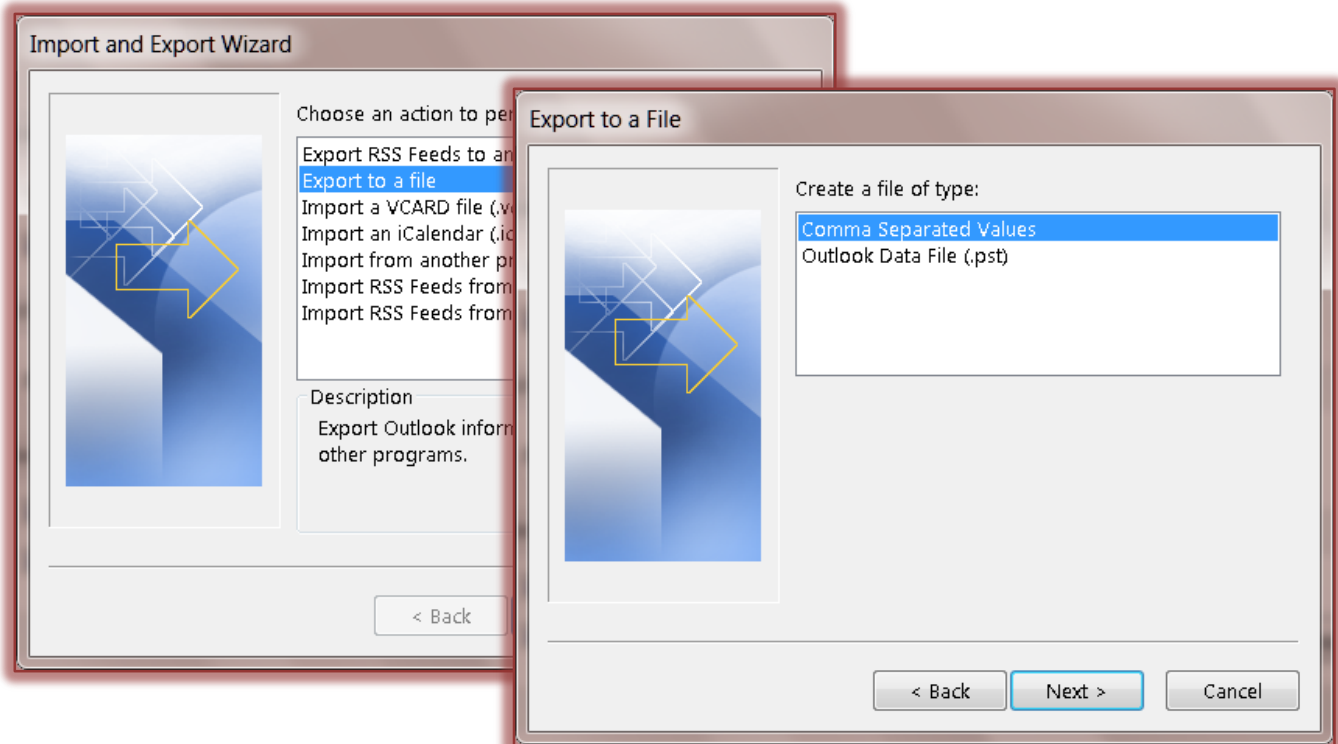
## Export Contacts

In Outlook, it is possible to export contacts to a file that can then be imported into other applications, such as Web mail clients, Excel spreadsheets, or database applications. The most common export file format is a comma separated value (CSV) file.

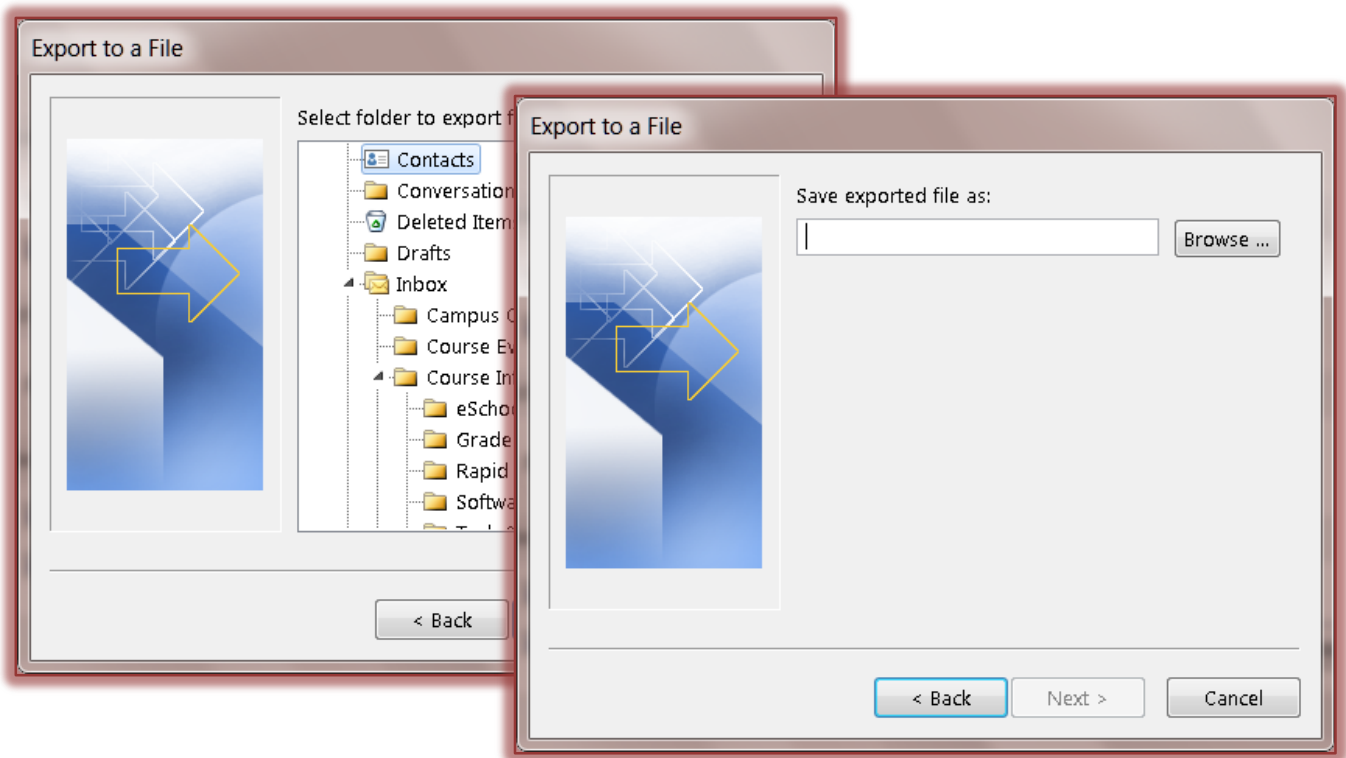
- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click **Options** on the left side of the window.
- ✦ The **Outlook Options** window will display.



- ✦ On the left side of the window, click **Advanced**.
- ✦ Under **Export**, click the **Export** button.
- ✦ In the **Import and Export Wizard** under **Choose an action to perform**, click **Export to a file**.
- ✦ Click **Next**.



- ✦ Under **Create a file of type**, click the file type for the export.
  - ✦ The most common export type is **Comma Separated Values (Windows)**, also known as a CSV file.
  - ✦ If **Contacts** are being exported for use in another copy of **Outlook**, it is recommended that an **Outlook Data File (.pst)** be chosen.
- ✦ Click **Next**.
- ✦ Under **Select folder to export from**, select the **Contact** folder that is to be exported (see illustration on next page).
- ✦ Click **Next**.



- ✦ Under **Save exported file as**, click **Browse**.
- ✦ The **Browse** window will display.
- ✦ Select a destination folder to export the **Contacts** into.
- ✦ In the **File name** box in the **Browse** window, type a name for the file.
- ✦ Click **OK** to return to the **Export Wizard**.
- ✦ In the **Export to a File** dialog box, click **Next**.
- ✦ Click **Finish**.

