# Import Contacts

Contacts can be imported into Outlook from other applications or from exported Outlook contacts. These instructions assume that you have already exported the contacts from the other application, such as a Web client, Excel spreadsheet, or database application.

✝ Click the **File Tab**.
✝ Click the **Open and Export** button on the left side of the window.
✝ Click the **Import/Export** button (see illustration below).
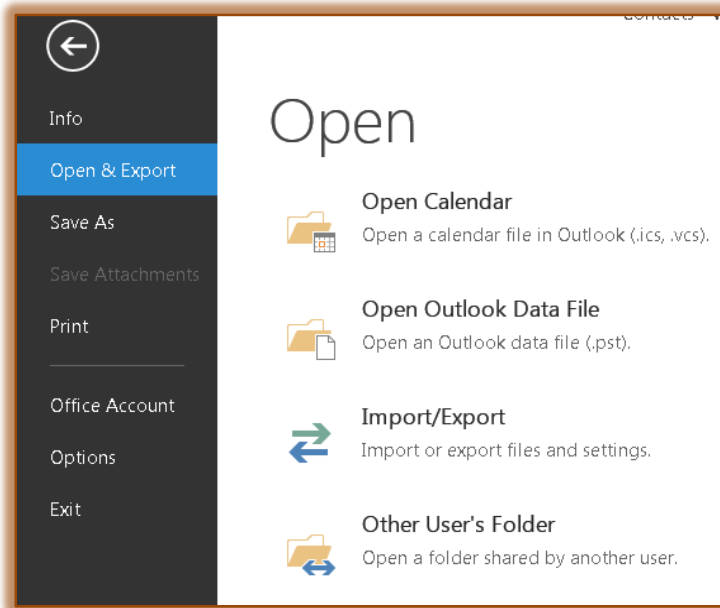
✝ The **Import and Export Wizard** will display (see illustration below).
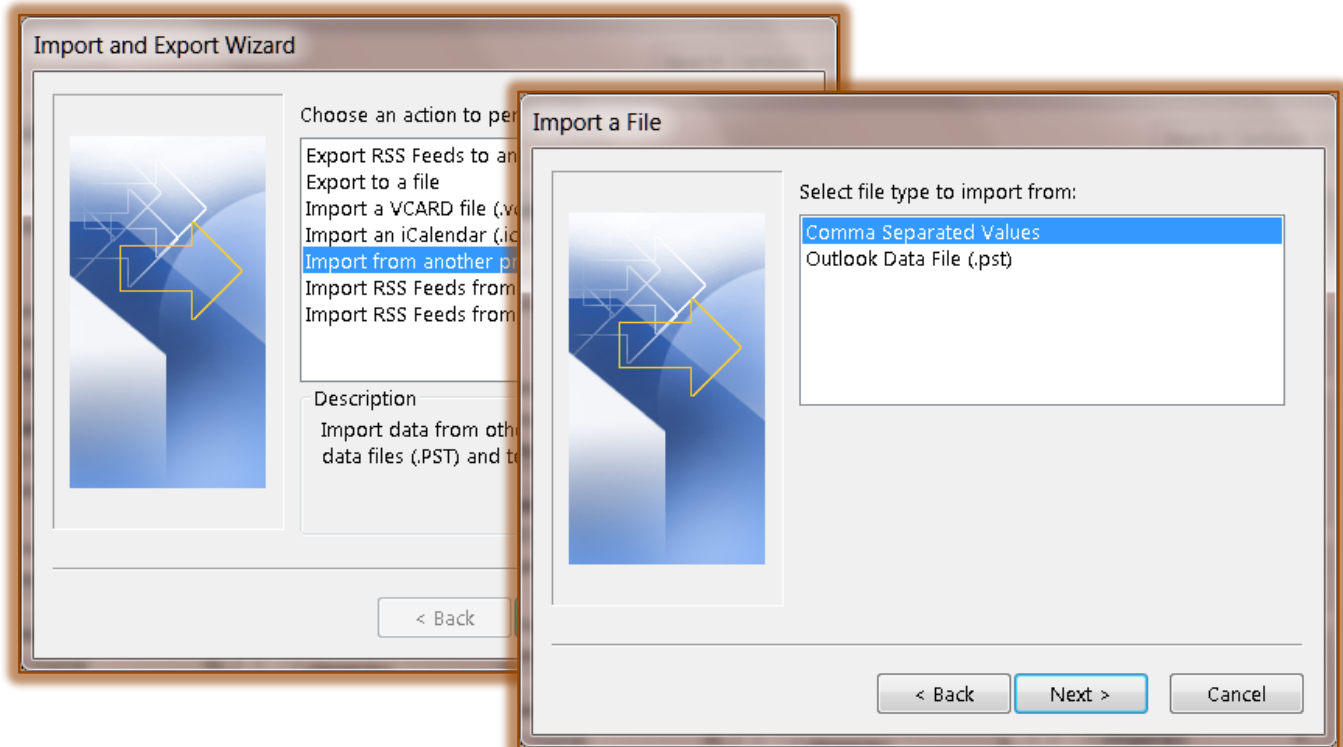
✝ Click **Import from another program or file**, and then click **Next**.

- ✤ Under **Select the file type to import from**, click the file type of file that is to be imported (see illustration on previous page).
  - ❇ The most common is **Comma Separated Values (Windows)**, also known as a CSV file.
  - ❇ If contacts are imported that were exported from Outlook to an Outlook Data File (.pst), click **Outlook Data File (.pst)**.
- ✤ Click **Next**.
- ✤ Under **File to import** (see illustration below), click **Browse.**
- ✤ Select the file that is to be imported.
- ✤ Click **OK**.
- ✤ In the **Import a File** dialog box, under **Options**, click one of the following:
  - ❇ **Replace duplicates with items imported** - If an Outlook contact already exists, it is replaced by the information that is being imported.
  - ❇ **Allow duplicates to be created -** If an Outlook contact exists, the imported contact is created as a second contact.
  - ❇ **Do not import duplicate items -** If an Outlook contact exists, the information for the imported contact is not imported.
- ✤ Click **Next**.
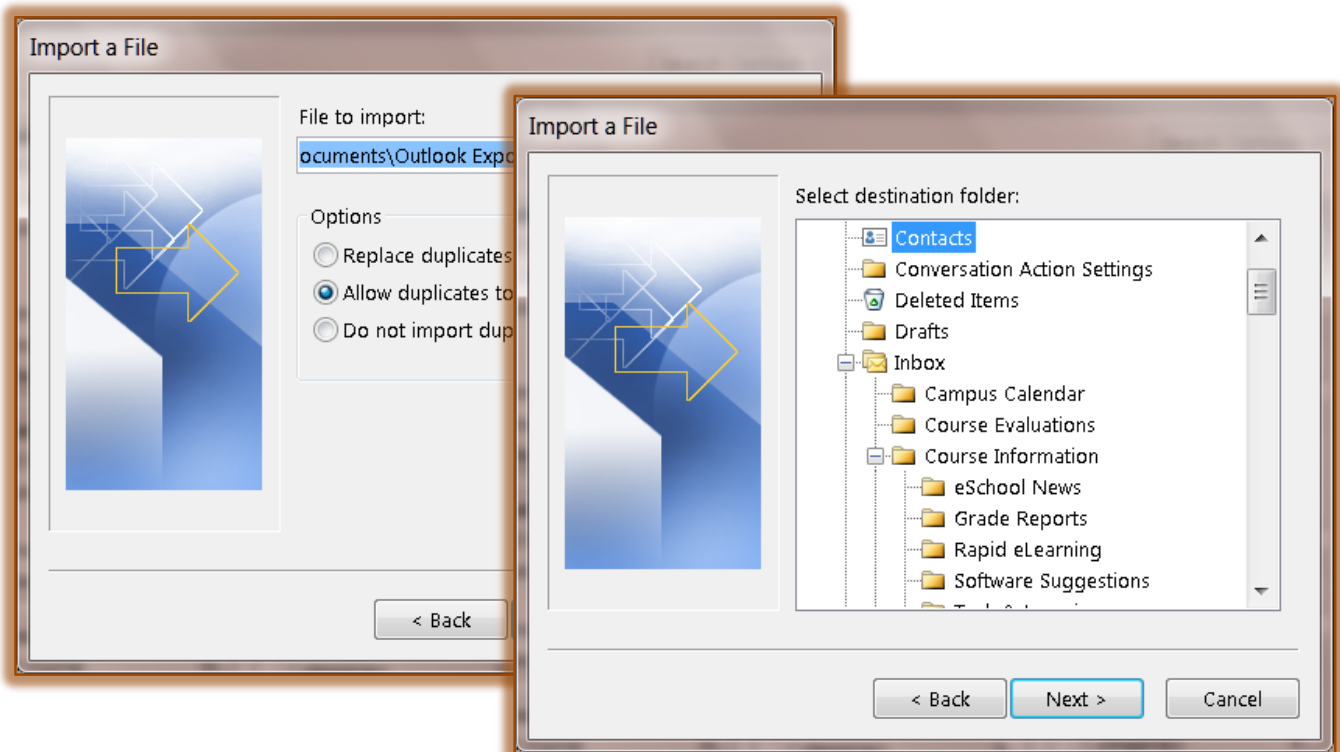
- ✤ In the **Import a File** dialog box, under **Select destination folder**, click a folder for the imported contacts, and then click **Next**.
  - ❇ This usually is the Contacts folder unless you have multiple accounts, or have created multiple contact folders for an account.
- ✤ In the **The following actions will be performed** area, the file that is being imported should display.
- ✤ Click the **Map Custom Fields** button to check for field compatibility.
  - ❇ The **Map Custom Fields** dialog box will display (see illustration on next page).
  - ❇ Select the fields under **From** and drag they to the top of the field under **To**.

- ❋ This will match the field from the Import file to the field in the Contacts record.
- ❋ Click **OK** to return to the **Import a File Wizard**.
- ✝ To change the folder where the Contacts are to be imported, click the **Change Destination** button.
  - ❋ The **Select a Folder** dialog box will display (see illustration below).
  - ❋ Select a different folder from the list.
  - ❋ Click **OK** to return to the **Import a File Wizard**.
- ✝ When all the options have been specified, click **Finish** to import the **Contacts**.