

1 Importing Data into Microsoft Outlook - The Basics

This tutorial describes the basics of importing a .CSV file you're your Contacts folder in Microsoft Outlook.

A CSV (Comma-Separated-Variable) file is a data file where the fields are separated by a comma. For this reason it is also known as a comma-delimited file, with the "delimiter" (i.e. the character separating the fields) being a comma (",") in this case.

We look at:

[CSV Files](#)

[Importing a CSV File](#)



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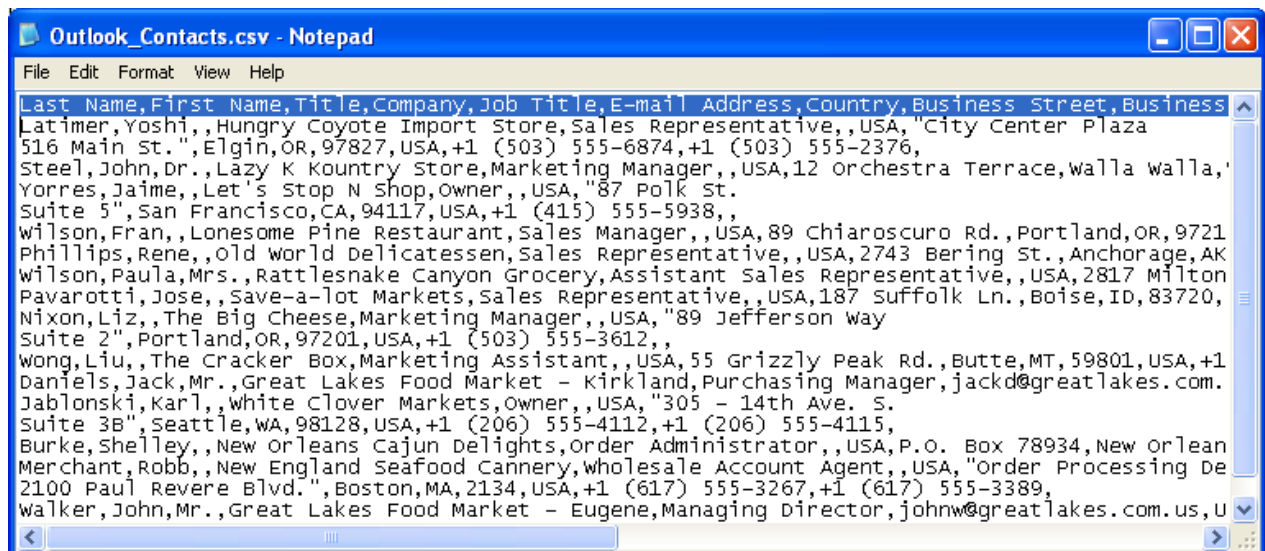
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2 CSV Files

A CSV (Comma-Separated-Variable) file is a data file where the fields are separated by a comma. In many cases the first row of the file contains the field or column headings, as shown below:



```
Outlook_Contacts.csv - Notepad
File Edit Format View Help
Last Name,First Name,Title,Company,Job Title,E-mail Address,Country,Business Street,Business
Latimer,Yoshi,,Hungry Coyote Import Store,Sales Representative,,USA,"City Center Plaza
516 Main St.",Elgin,OR,97827,USA,+1 (503) 555-6874,+1 (503) 555-2376,
Steel,John,Dr.,Lazy K Kountry Store,Marketing Manager,,USA,12 Orchestra Terrace,walla walla,
Yorres,Jaime,,Let's Stop N Shop,Owner,,USA,"87 Polk St.
Suite 5",San Francisco,CA,94117,USA,+1 (415) 555-5938,,
Wilson,Fran,,Lonesome Pine Restaurant,Sales Manager,,USA,89 Chiaroscuro Rd.,Portland,OR,9721
Phillips,Rene,,Old world Delicatessen,Sales Representative,,USA,2743 Bering St.,Anchorage,AK
Wilson,Paula,Mrs.,Rattlesnake Canyon Grocery,Assistant Sales Representative,,USA,2817 Milton
Pavarotti,Jose,,Save-a-lot Markets,Sales Representative,,USA,187 Suffolk Ln.,Boise,ID,83720,
Nixon,Liz,,The Big Cheese,Marketing Manager,,USA,"89 Jefferson way
Suite 2",Portland,OR,97201,USA,+1 (503) 555-3612,,
Wong,Liu,,The Cracker Box,Marketing Assistant,,USA,55 Grizzly Peak Rd.,Butte,MT,59801,USA,+1
Daniels,Jack,Mr.,Great Lakes Food Market - Kirkland,Purchasing Manager,jackd@greatlakes.com.
Jablonski,Karl,,White Clover Markets,Owner,,USA,"305 - 14th Ave. S.
Suite 3B",Seattle,WA,98128,USA,+1 (206) 555-4112,+1 (206) 555-4115,
Burke,Shelley,,New Orleans Cajun Delights,Order Administrator,,USA,P.O. Box 78934,New Orlean
Merchant,Robb,,New England Seafood Cannery,Wholesale Account Agent,,USA,"Order Processing De
2100 Paul Revere Blvd.",Boston,MA,2134,USA,+1 (617) 555-3267,+1 (617) 555-3389,
Walker,John,Mr.,Great Lakes Food Market - Eugene,Managing Director,johnw@greatlakes.com.us,U
```

Below is a link to the sample CSV file shown above:

http://ds1.downloadtech.net/cn1018/OutlookWise/Outlook_Contacts.csv

By default if you open a CSV file and you have Microsoft Excel installed, the file should open in Excel, as shown below:

	A	B	C	D	E	F	G	H
1	Last Name	First Name	Title	Company	Job Title	E-mail Address	Country	Business Street
2	Latimer	Yoshi		Hungry Coyote Import Store	Sales Representative		USA	City Center Plaza
3	Steel	John	Dr.	Lazy K Country Store	Marketing Manager		USA	12 Orchestra Terrace
4	Yorres	Jaime		Let's Stop N Shop	Owner		USA	87 Polk St
5	Wilson	Fran		Lonesome Pine Restaurant	Sales Manager		USA	89 Chiaroscuro Rd.
6	Phillips	Rene		Old World Delicatessen	Sales Representative		USA	2743 Bering St
7	Wilson	Paula	Mrs.	Rattlesnake Canyon Grocery	Assistant Sales Representative		USA	2617 Milton Dr.
8	Pavarotti	Jose		Save-a-lot Markets	Sales Representative		USA	187 Suffolk Ln.
9	Nixon	Liz		The Big Cheese	Marketing Manager		USA	89 Jefferson Way
10	Wong	Liu		The Cracker Box	Marketing Assistant		USA	66 Grizzly Peak Rd.
11	Daniels	Jack	Mr.	Great Lakes Food Market - Kirkland	Purchasing Manager	jackd@greatlakes.com.us	USA	722 DaVinci Blvd.
12	Jablonski	Karl		White Clover Markets	Owner		USA	305 - 14th Ave. S.D
13	Burke	Shelley		New Orleans Cajun Delights	Order Administrator		USA	P.O. Box 78934
14	Merchant	Robb		New England Seafood Cannery	Wholesale Account Agent		USA	Order Processing
15	Walker	John	Mr.	Great Lakes Food Market - Eugene	Managing Director	johnw@greatlakes.com.us	USA	2732 Baker Blvd.
16								

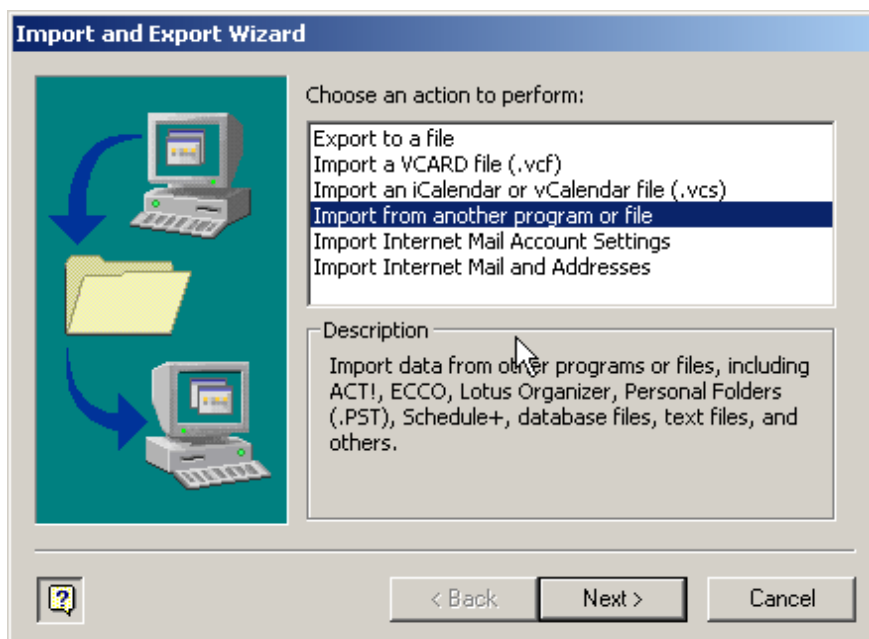
3 Importing a CSV File

Below is a link to a sample CSV file. There are only 14 contacts in this database (so they can easily be deleted if you do import them).

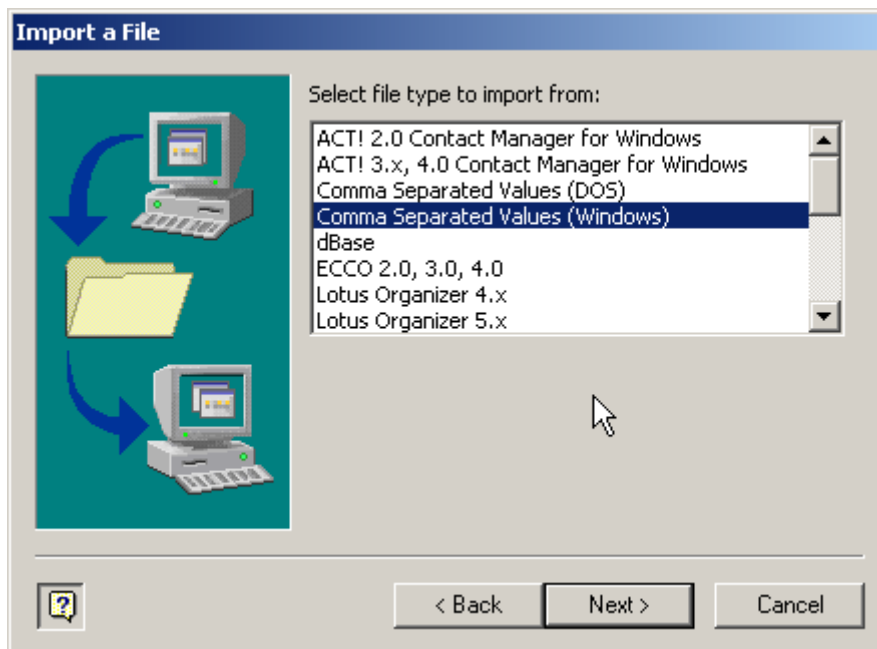
http://ds1.downloadtech.net/cn1018/OutlookWise/Outlook_Contacts.csv

To import this file into your Outlook Contacts folder, follow these steps:

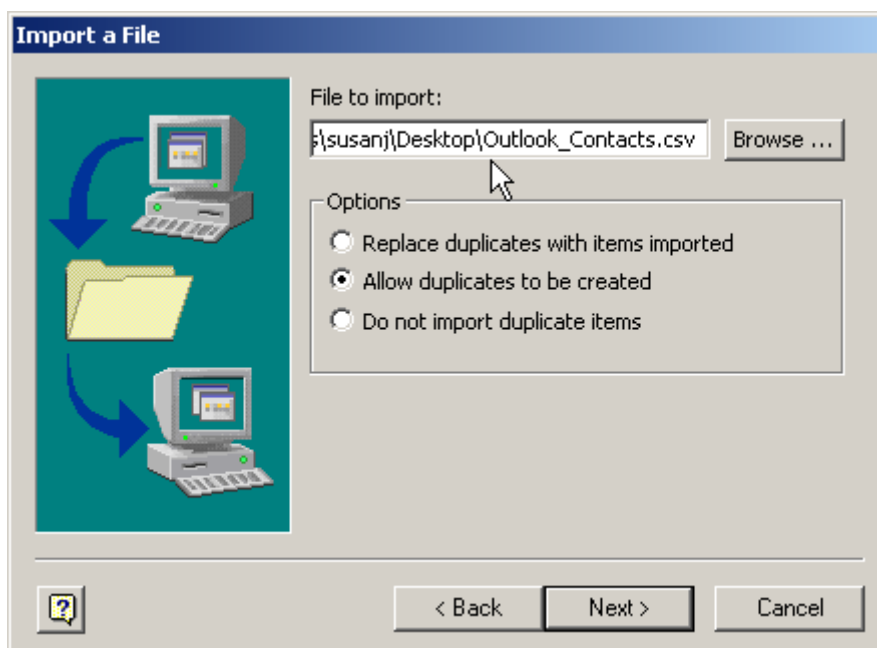
1. Click on the link above and download/open the file and save it on your desktop, using **File, Save As** in Excel. Answer **Yes** to keep the workbook in CSV format.
2. If you have opened the file in Excel, close it.
3. Select **File, Import and Export** from the main Outlook Menu Bar.
4. When the Wizard starts, choose **Import from another program or file**:



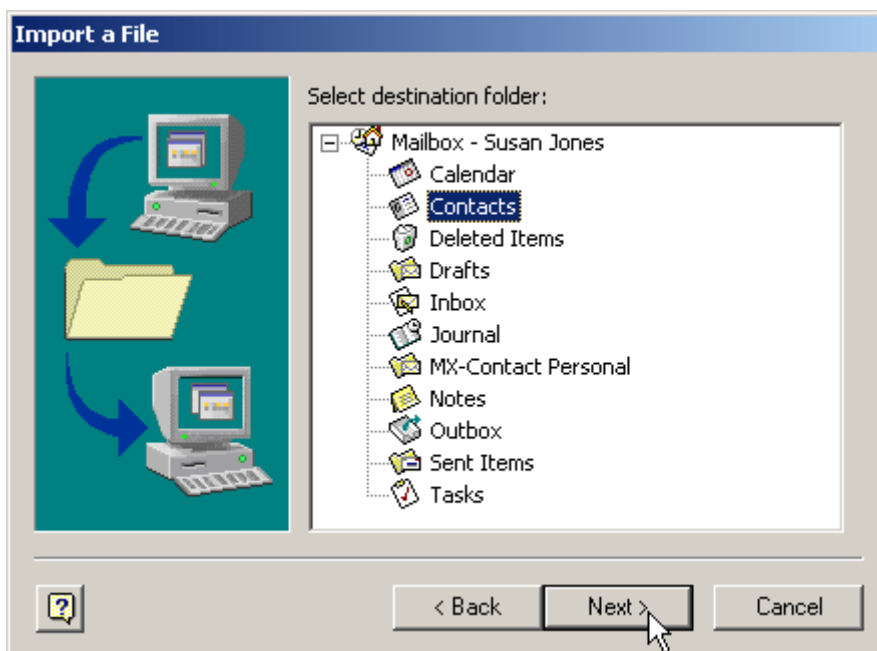
5. Click **Next**:



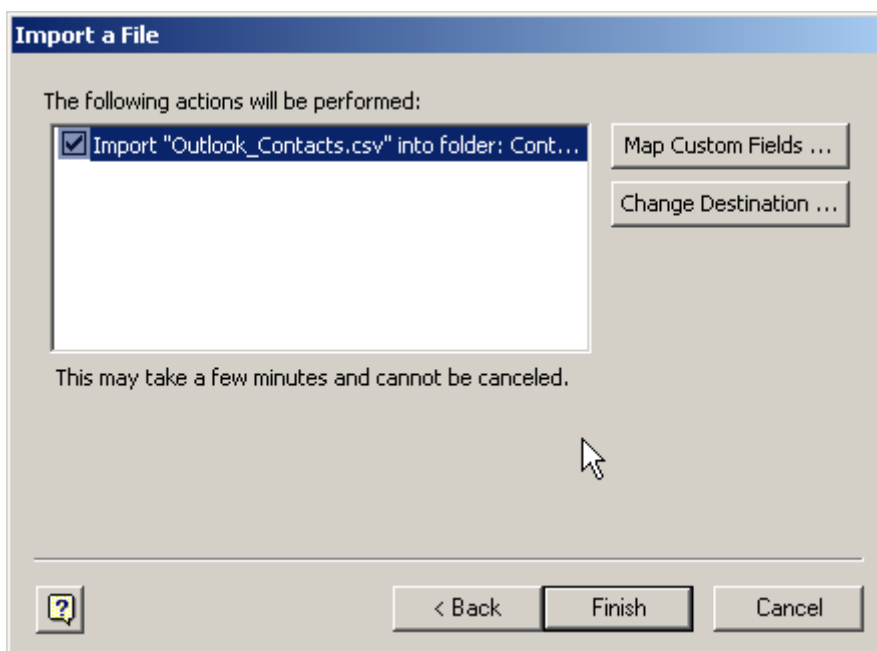
6. Choose **Comma Separated Values (Windows)** and click **Next**.
7. Browse to the folder (we suggested the desktop) where you saved the **Outlook_Contacts.csv** file, select it and **Next**.



8. Choose the folder in which the new items should be placed. This would normally be your **Contacts** folder (the default):

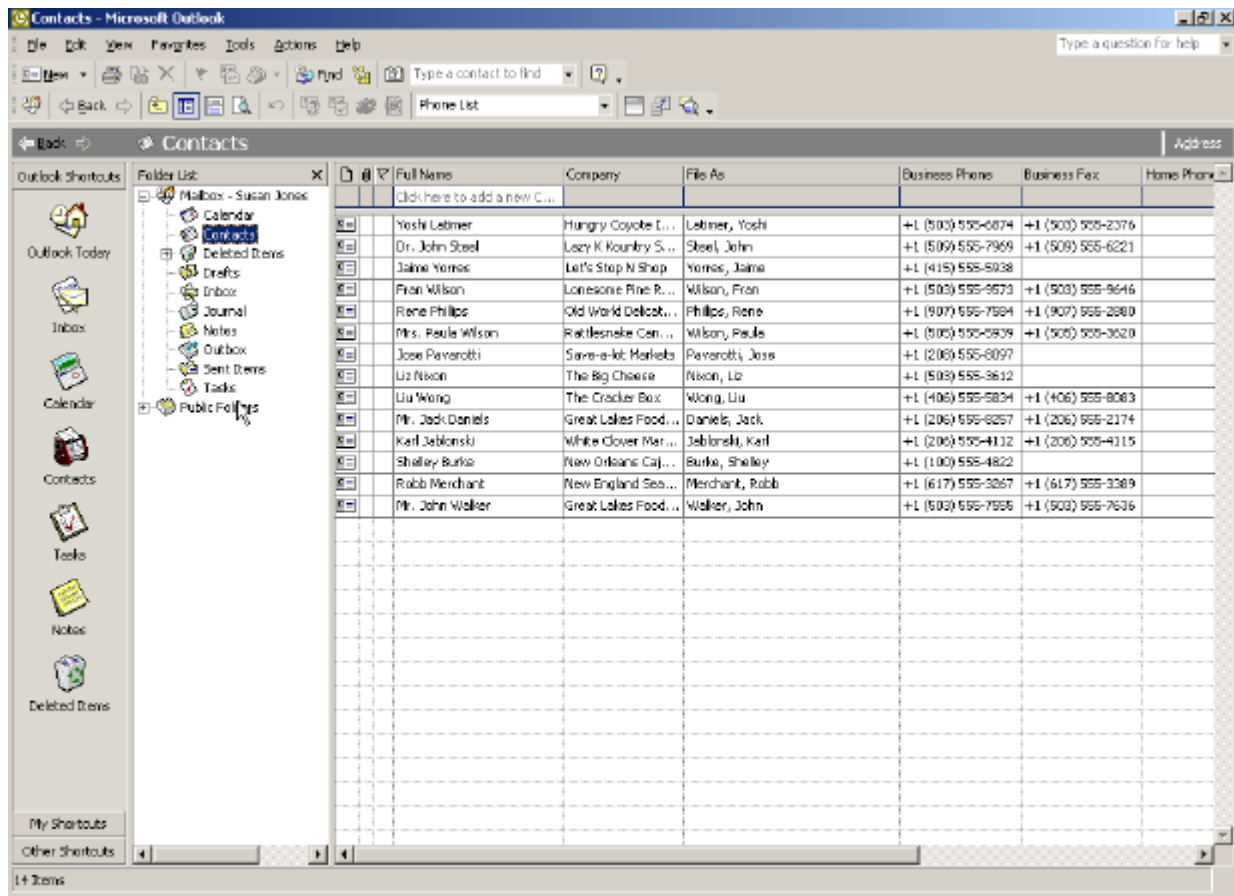


9. Click **Next**.



10. Click **Finish** (In another tutorial we will look at the intricacies of data import such as mapping Custom Fields in more detail).

You should end up with 14 (additional) contacts in your Personal Contacts folder.



4 MX-Contact: Managing Contact Lists inside Outlook/Exchange

If you're looking for an application to assist you with managing a contact list of some kind, whether it be customers, prospects, members, suppliers or any other group of contacts, check out [MX-Contact](#). **MX-Contact** is a Contact Management, CRM, and Sales Automation package that runs inside Microsoft Outlook 2000, 2002 or 2003. The system utilises all the standard functionality of Outlook but provides many additional features that transform Outlook into a powerful contact manager or CRM system.



www.mxcontact.com

MX-Contact comprises a **Base System**, with optional **Sales**, **Marketing** and **Support** modules that can be added at any time. So you can use MX-Contact for managing the contacts and/or companies you deal with, and the interactions (phone calls, e-mails, appointments, etc.) you have with them, plus use it to manage your sales opportunities, marketing campaigns and events, and/or customer support incidents, by adding any of the available modules.

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If you would like to contribute an idea or article, or tell us about an exciting product or utility that complements Outlook and/or Exchange Server, please feel free to [e-mail](#) us.

OutlookWise is a service to the Outlook community from [ExchangeWise](#), which is a specialist software company focusing on the development and marketing of applications and utilities that enhance the functionality of Microsoft Outlook and Exchange Server.

OutlookWise is edited by [Brian Drury](#), founder of ExchangeWise, and the architect of [MX-Contact](#), a CRM, Contact Management and Sales Automation System for Microsoft Outlook. Brian has over 20 years experience in the IT industry and has focused on CRM, Messaging and Collaboration systems for the last 14 years.

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