

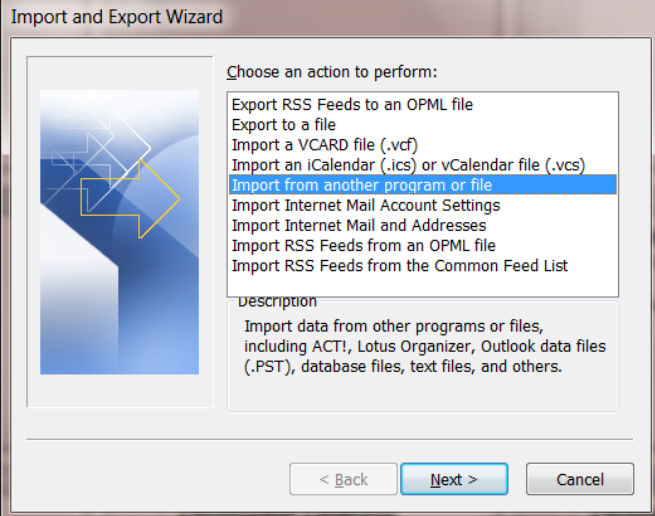
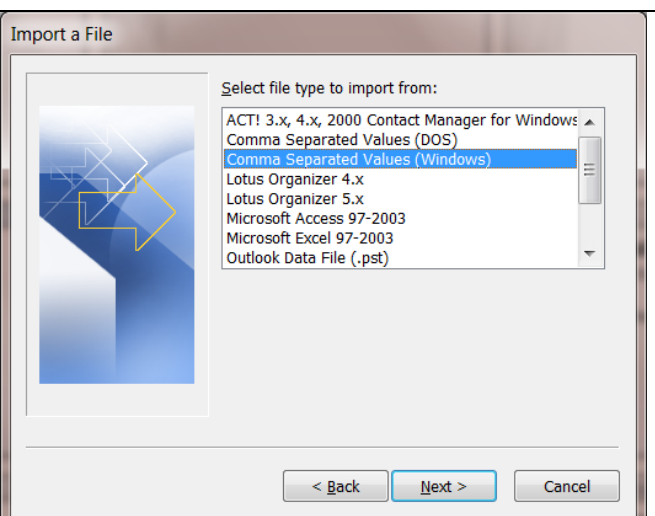
## How to import a Novell Address book export file into Outlook

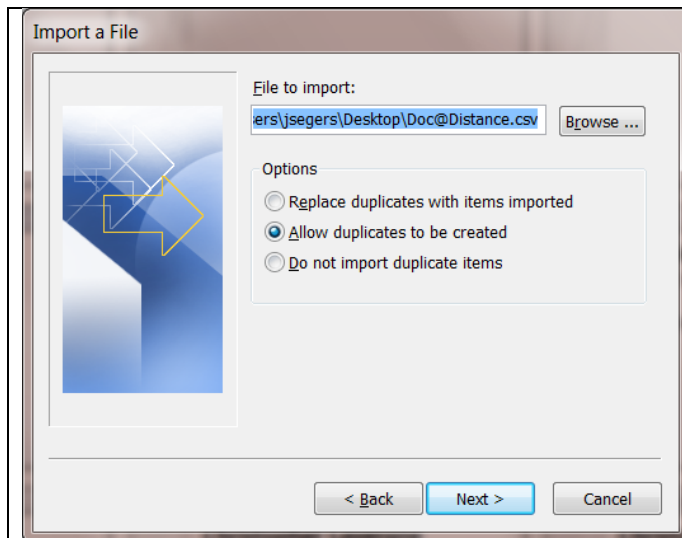
1. In GroupWise, export the address book using a right-click and selecting **NAB**. (HINT: You can rename the file to filename.csv ,then export it to save renaming it later.)
2. In Outlook, **create a new contact Folder** to import into

**In Outlook 2010:** File > Open > Import

**In Outlook 2007:** File > Import and Export

**Then:**

|   |  |
|---|--|
|   | <p>Choose Import form another program or file</p> <p>Click Next</p>  |
|  | <p>Choose<br/>Comma Separated Values (Windows)</p> <p>Click Next</p> |

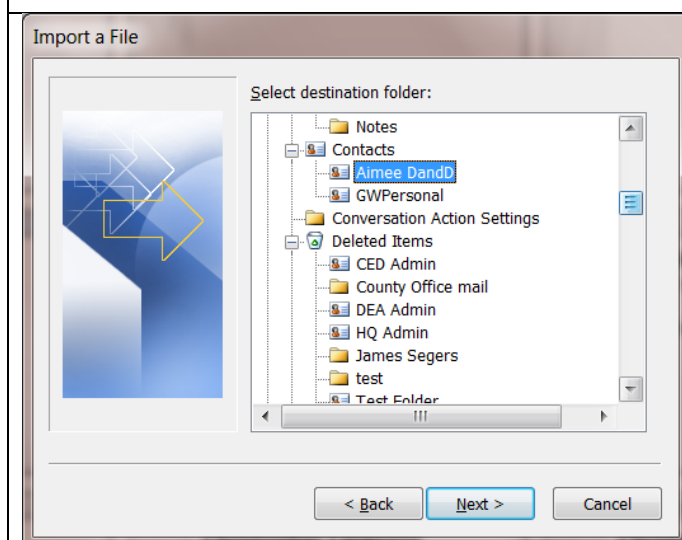


Browse to the file.

It must have the csv extension so if you created an NAB rename it

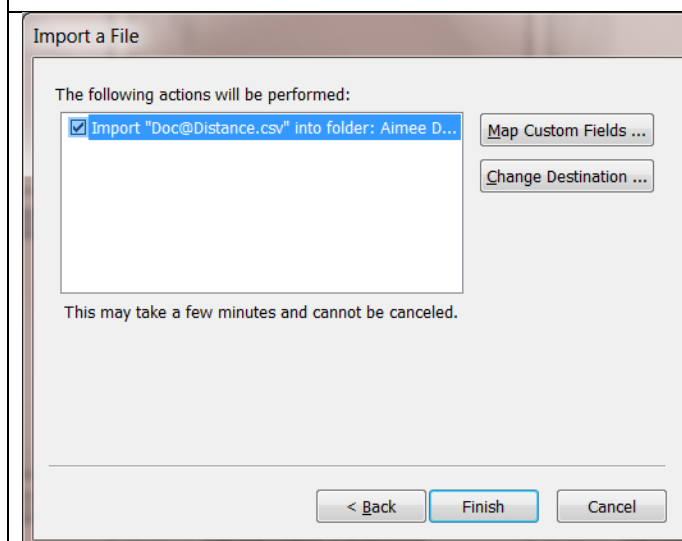
Allow duplicates is the safest option, but you may have to clean out duplicates later.

Click Next



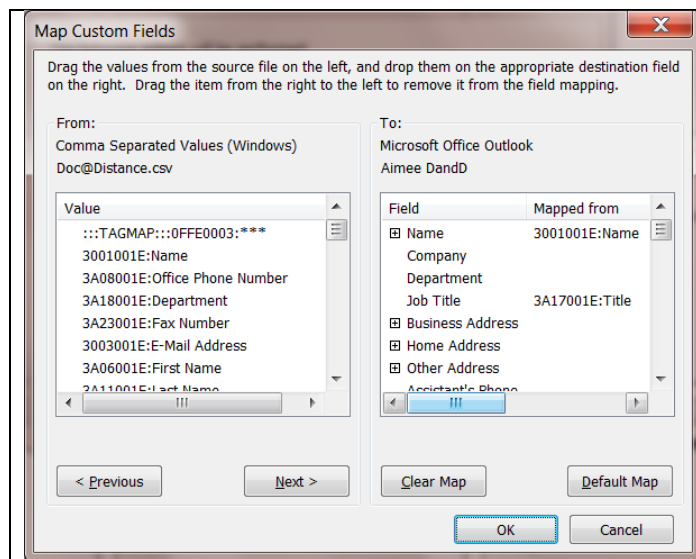
Choose the Contacts folder you created to receive this import

Click Next



Check the Import box to select then choose

Map Custom fields



Fields from the csv appear on the left

Outlook fields appear on the right

Drag and drop the fields you want.

Minimum

Name to Name

Title to Job Title

E-Mail Address to E-Mail Address

NOTE: scroll down on left to Email and expand the first email option

Click Ok, Then Finish to import.

Once done, open the folder in Outlook Contacts and clean up as needed.