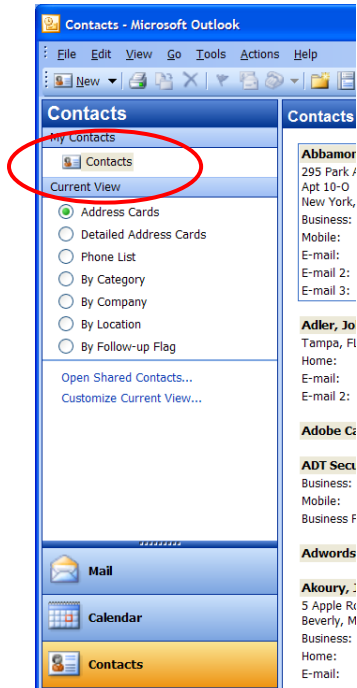


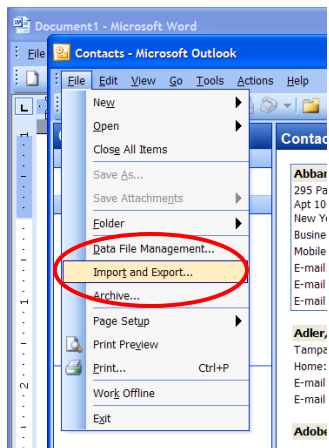
## Steps to move contacts from Outlook to TrackVia.

### Steps In Outlook:

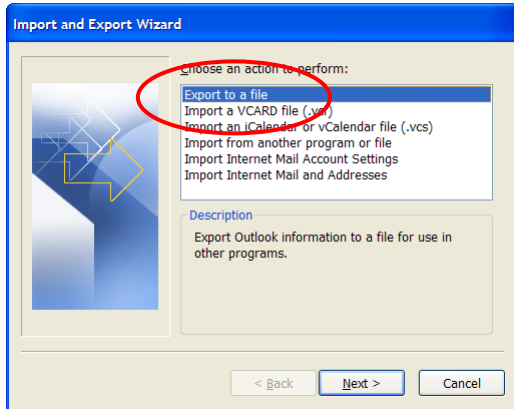
#### 1. View your Contacts



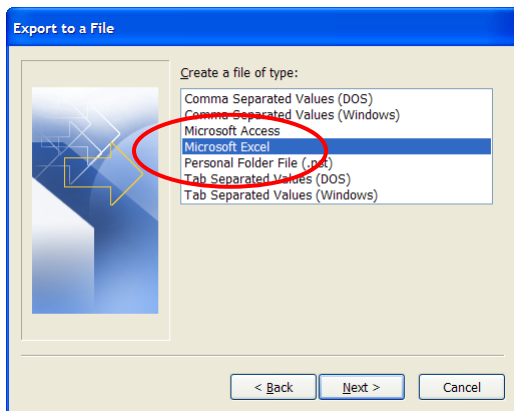
#### 2. In Outlook: File/Import and Export



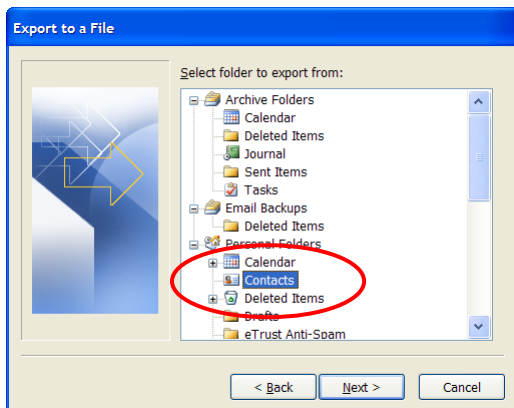
### 3. Select: Export to a file



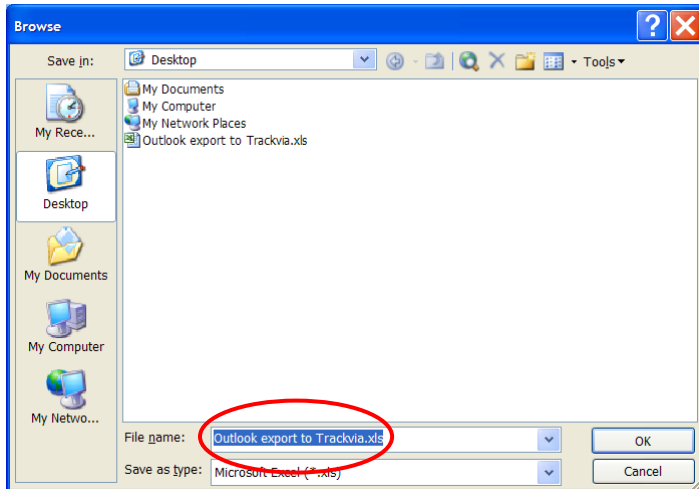
### 4. Select: Microsoft Excel 97-2003



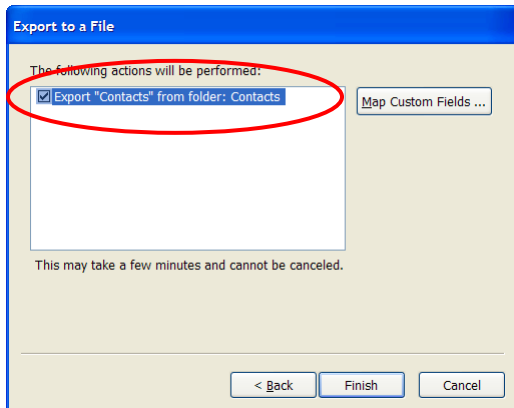
### 5. If Contacts is not already selected, scroll to find your Contacts folder (within “Personal Folders” toward the top) and select (highlight) your Contacts folder



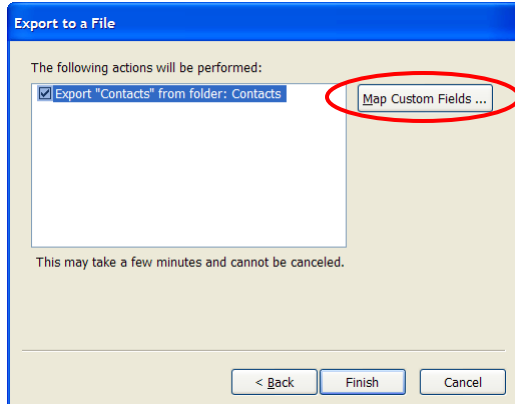
6. **Select: Next**
7. **Select: Browse**
8. **Select: Desktop**
9. **In the “File Name” bar, type in the name of the folder as “Outlook export to Trackvia”**
10. **Click OK**



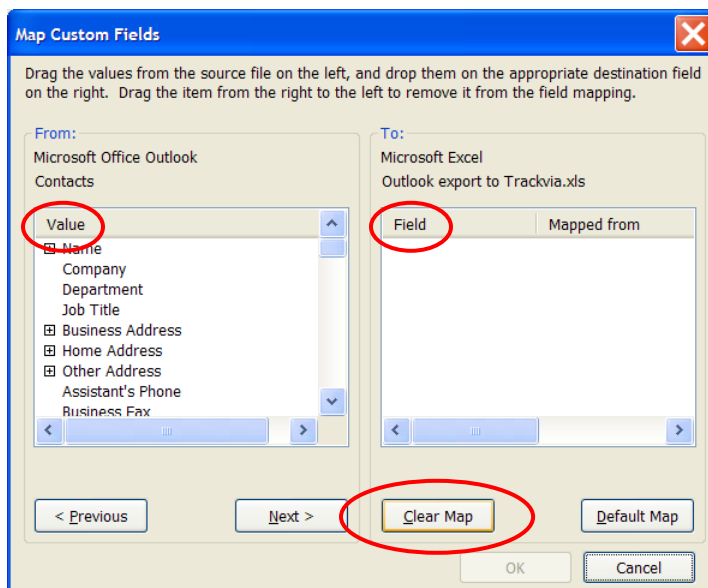
11. **Select: Next**



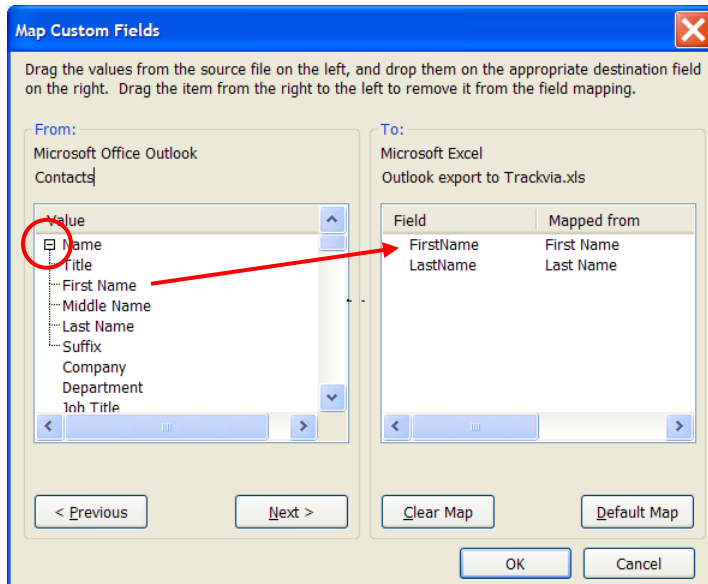
## 12. Select: Map Custom Fields



## 13. Select: Clear Map



- 14. In the left window (“Value”) select the items that you want to be imported into TrackVia and "drag & drop" them into the right window**



**15. Select: OK**

**16. Select: Finish**

**17. View your Desktop and ensure that an excel file was created that is named “Outlook export to TrackVia”**

**18. Open this file and review the contents to ensure that it contains the fields you want for each contact (i.e. Name, Home Address, Mobile Phone, etc.).**

- a. You can delete any columns that you don't wish to include.

**19. Save and close the file.**

**20. Import into TrackVia**