

BotWorks.com

How-To Series:

Export your MS Outlook Address Book to a Text file

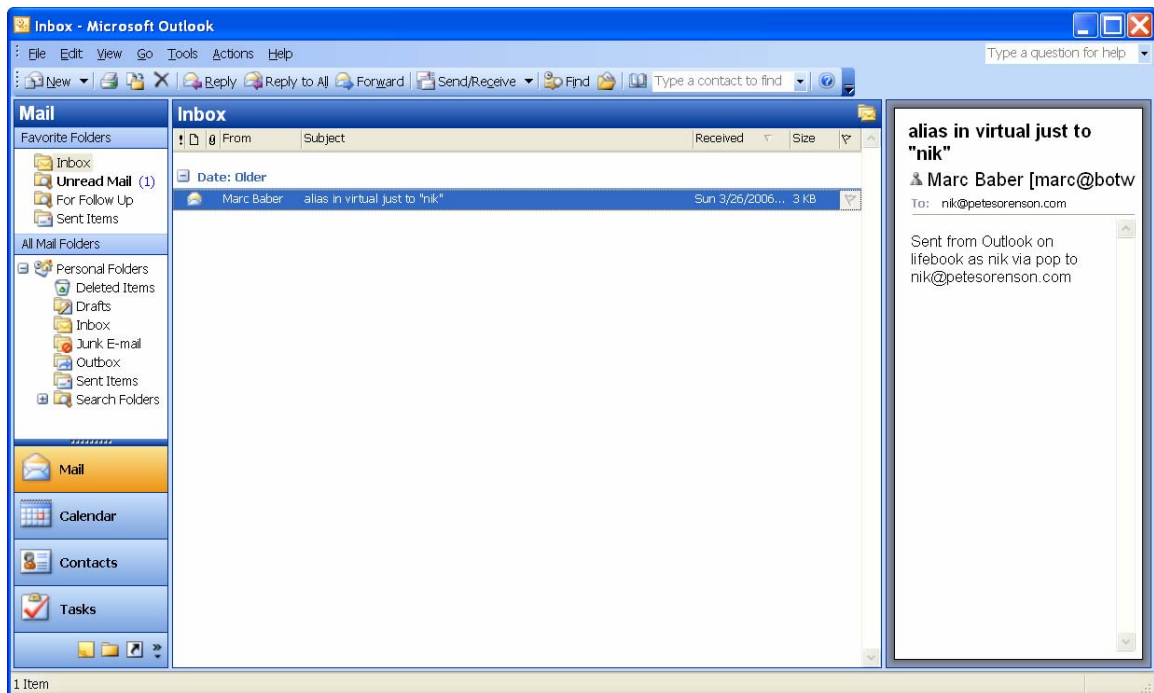
INTRODUCTION:

MS Outlook Express is the most popular e-mail program used today, however it lacks a number of features a Bot Works' Address Book subscription provides. As a result, many people eventually decide to Export contact information from their MS Outlook Address Book to their Bot Works Address Book. This document describes how to do just that.

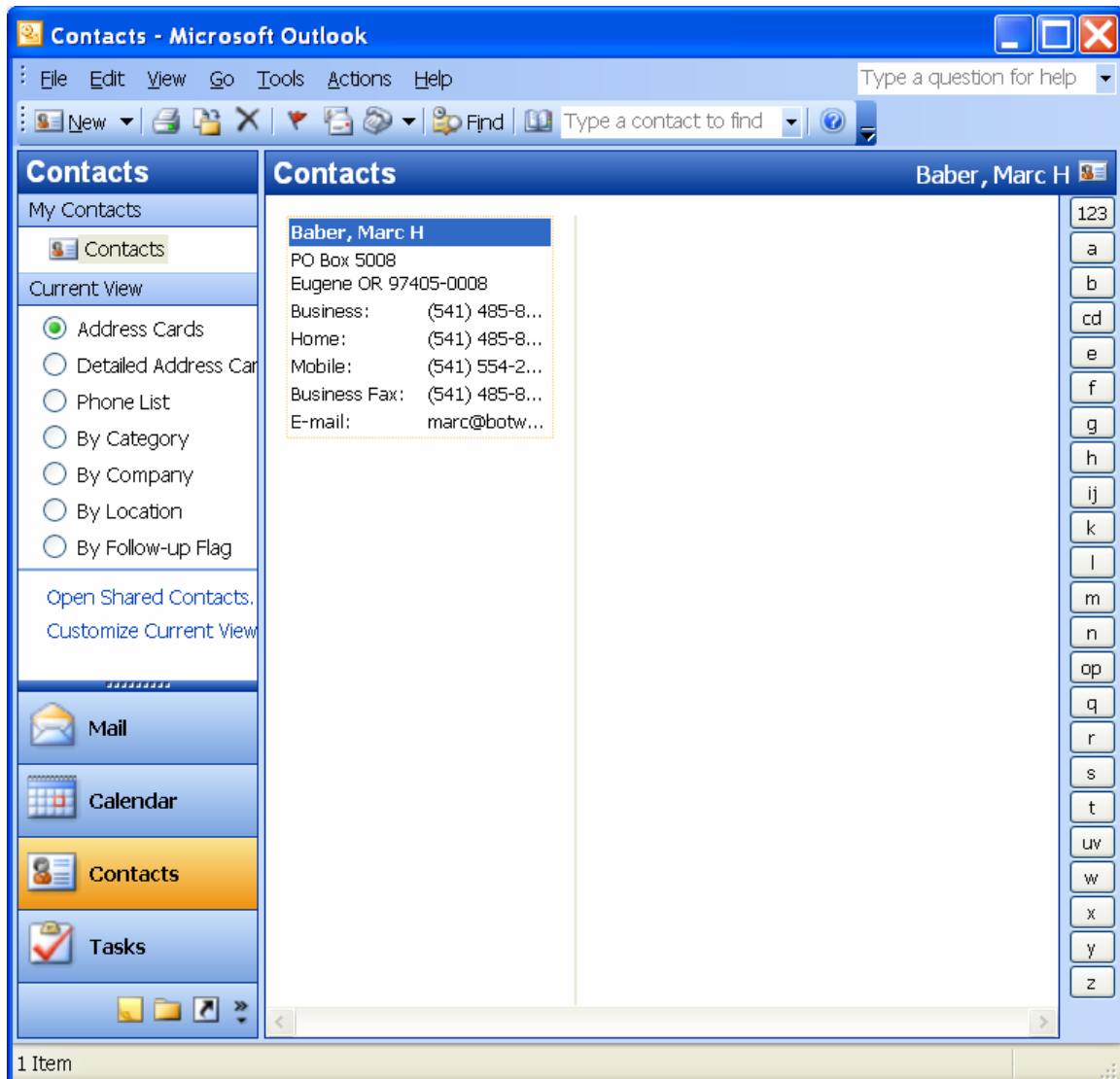
HOW TO DO IT:

NOTE: These instructions apply to MS Outlook Express version 6.00.2900.2180 and may not reflect variations in earlier or subsequent versions of Outlook distributed by Microsoft.

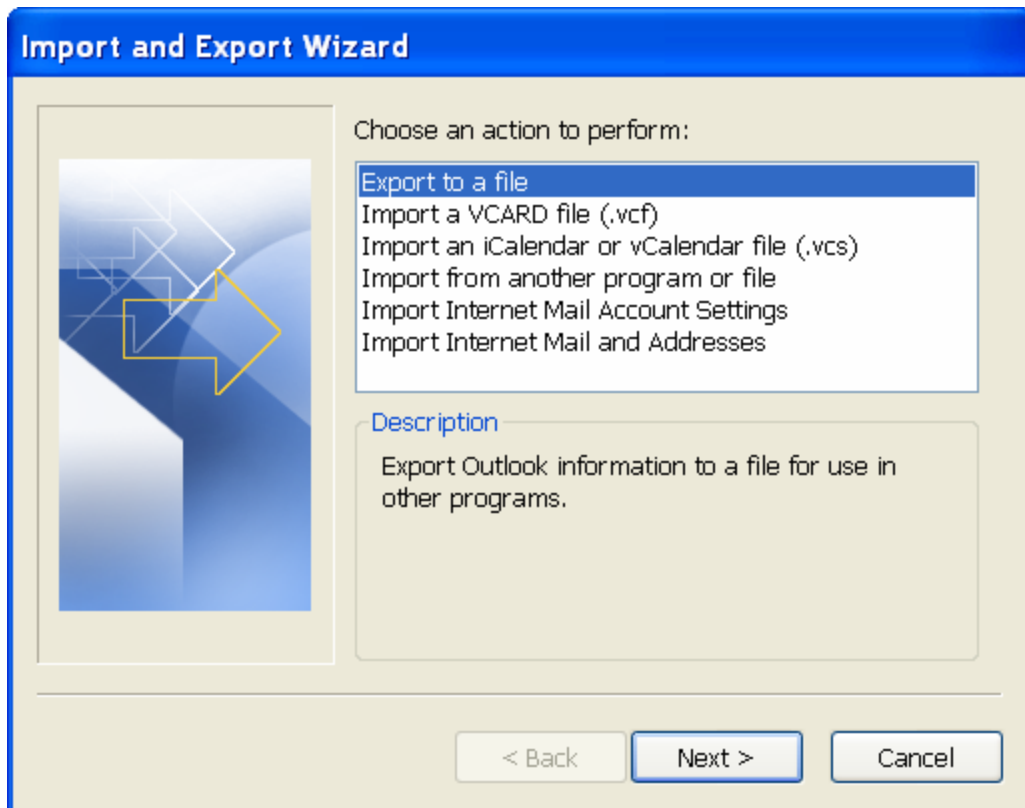
1. Go start → All Programs → Microsoft Office → Microsoft Office Outlook



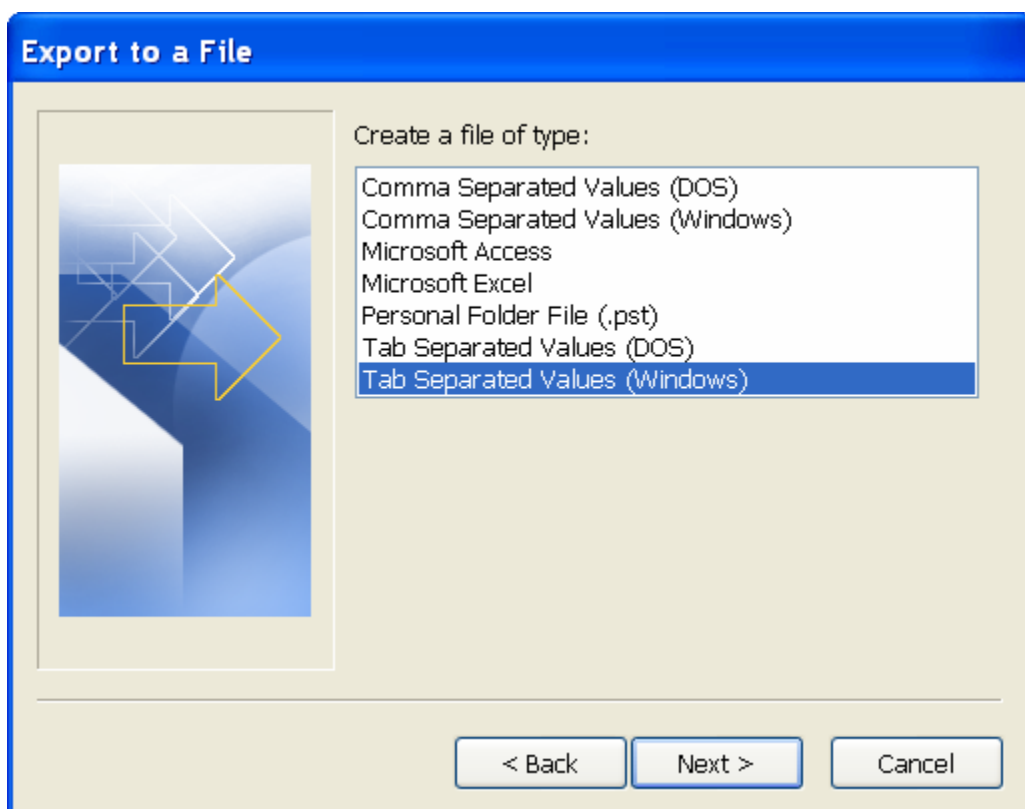
2. Click on the "Contacts" icon in the left column.



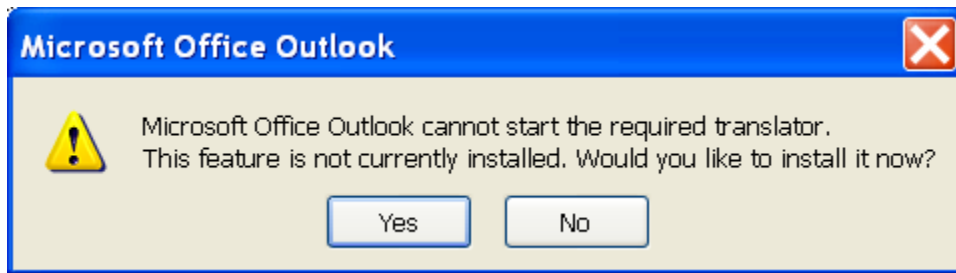
3. In the Main MS Outlook window (above), choose the "File" menu and select "Import and Export...".



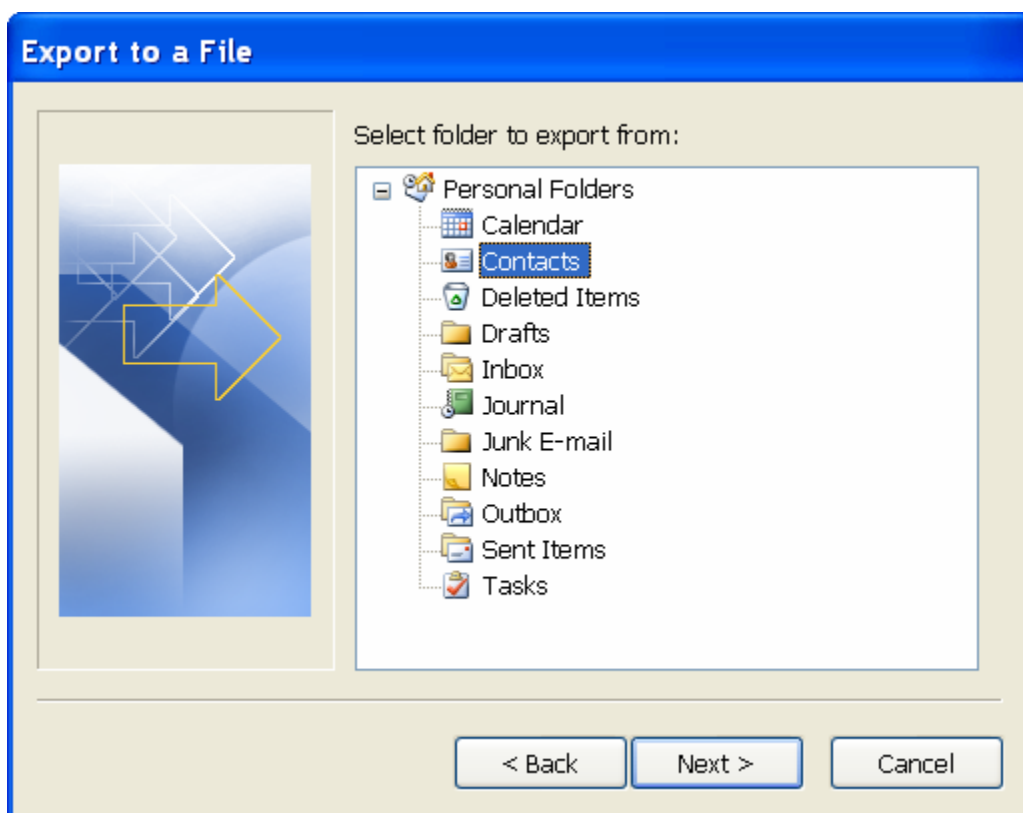
4. Select "Export to a file" and click the "Next >" button.



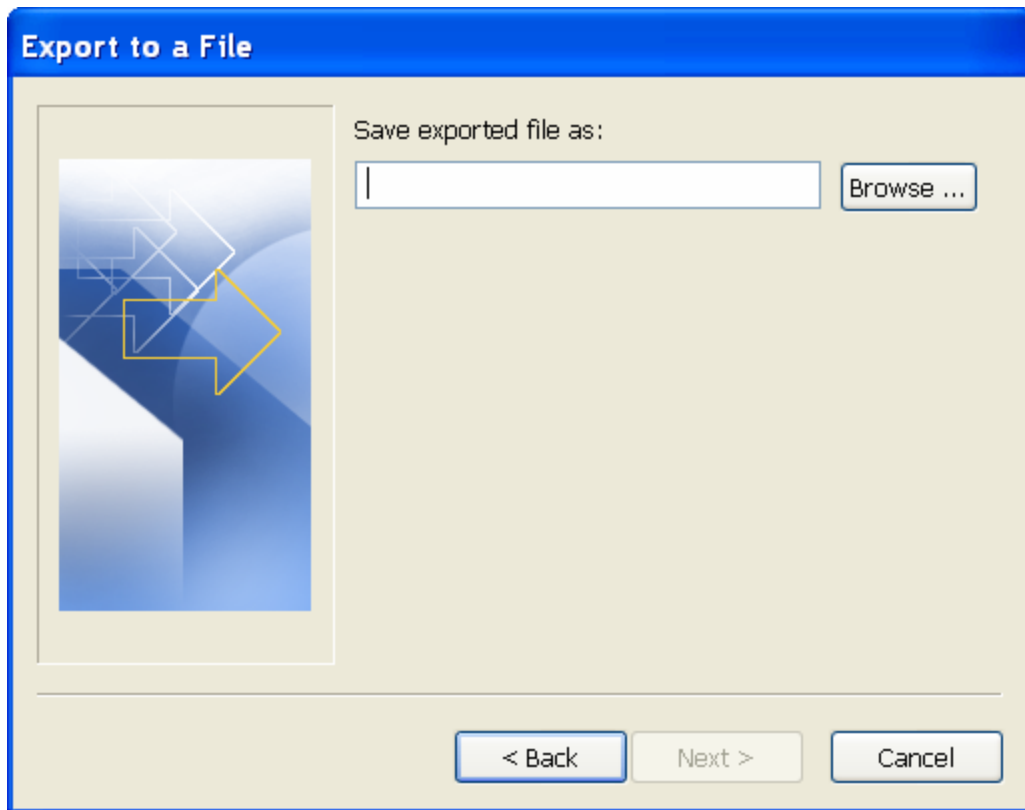
5. Select "Tab Separated Values (Windows)" and click the "Next >" button.



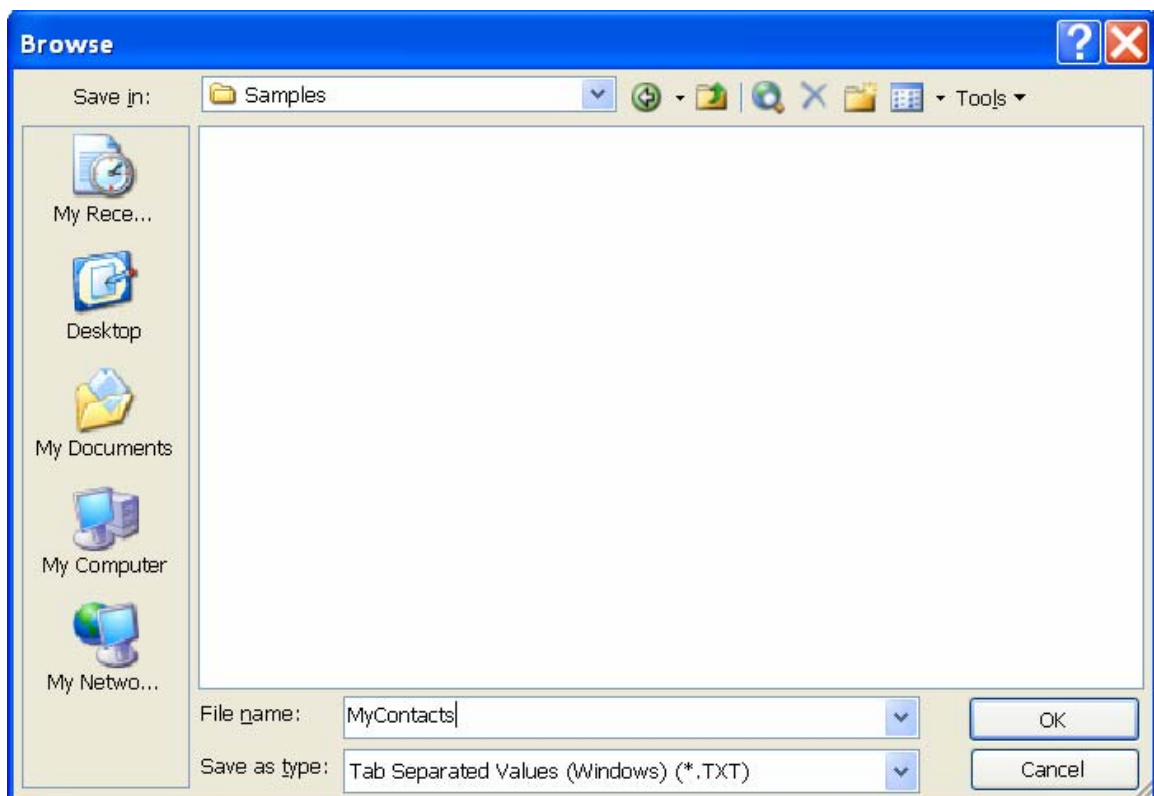
6. If the above window appears, click the "Yes" button.



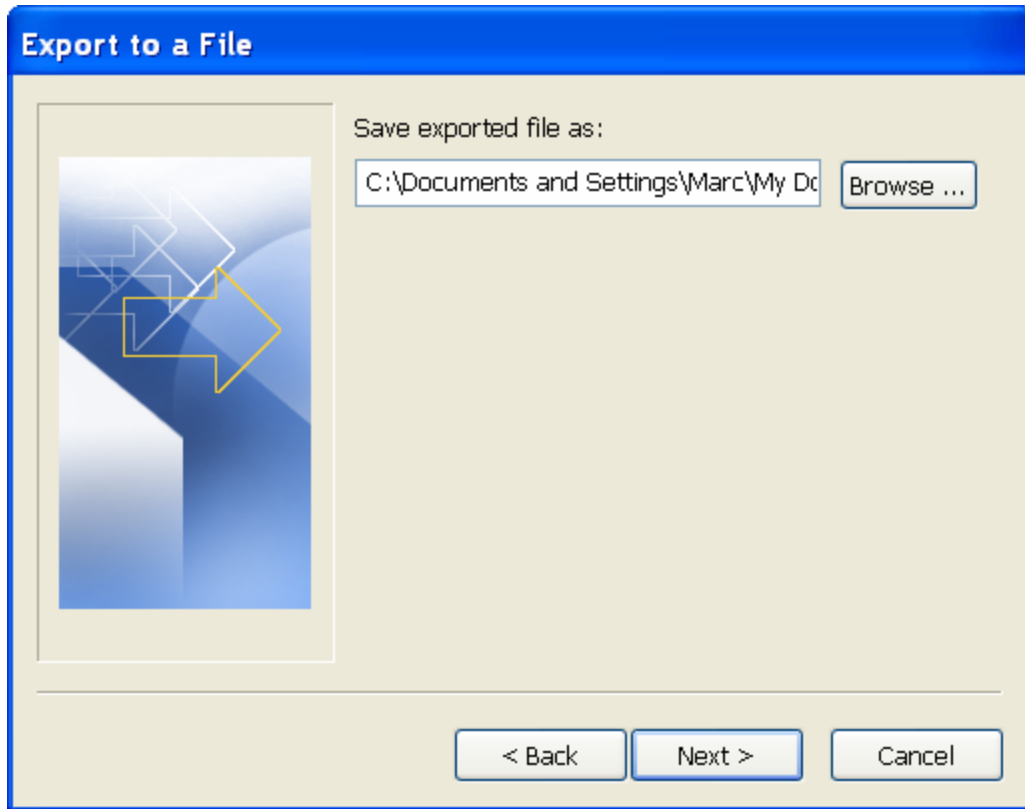
7. Select "Contacts" and click the "Next >" button.



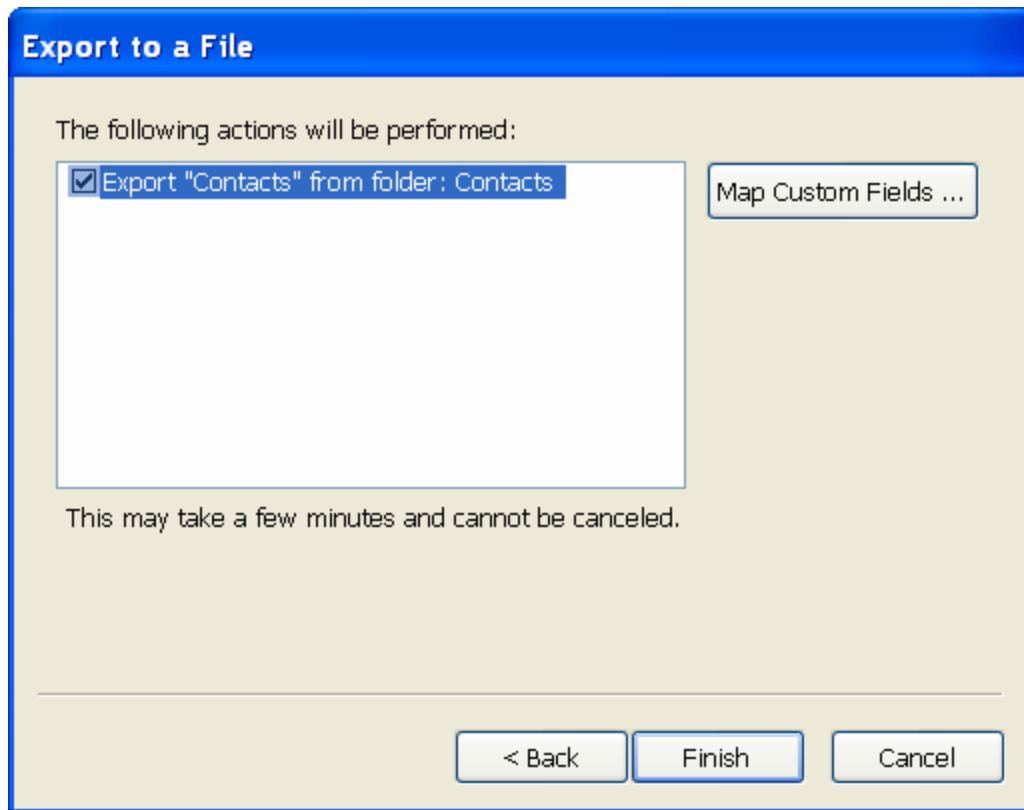
8. Click the "Browse" button.



9. In the pop-up dialog window, browse to the directory you wish to store the Text export file in, type in the File name (or select an existing file, if you intend to overwrite an older export file), then click the “OK” button.



10. Click the “Next >” button.



11. Do not make any changes in the "Map Custom Fields..." Feature, just click the "Finish" button.

Be sure to write down or otherwise keep track of which directory you saved your Text export file in, because you'll need to attach the file to an e-mail to Bot Works (TabSepUpload@botworks.com) or browse to the file within MS Internet Explorer in order to upload your file via the web.

Note: As of 19-Oct-2006, the former method (e-mail) is supported and the latter (web upload) is in development.

You are now ready to e-mail or upload the Tab Separated Text file file to your Bot Works Address Book.

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