

How to export outlook contacts in CSV format:

In Outlook 2010:

1. Go to "File" \rightarrow "Option".



2. "Outlook Options" opened. Go to "Advanced" \rightarrow "Export"

Outlook Options	? ×
General	to an archive data file.
Mail Remin	nders
Calendar	Show reminders
Contacts	Play reminder sound: reminder.wav Browse
Tasks Export	rt
Notes and Journal	Export Outlook information to a file for use in other programs.
Search 🗧	Export
Mobile RSS F	eeds
Language	Any RSS Feed item that is updated appears as new
Advanced	Synchronize RSS Feeds to the Common Feed List (CFL) in Windows
Customize Ribbon Send	and receive
Quick Access Toolbar	Set send and receive settings for incoming and outgoing Send/Receive
Add-Ins	Send immediately when connected
Trust Center Devel	lopers 🗸
	OK Cancel
	· · · ·



3. When using Outlook 2003/ 2007, Go to "File" \rightarrow "Import and Export"



4. "Import and Export Wizard" opened. Choose "Export to a file", click "Next"

Import and Export Wizar	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file
	Import Internet Mail Account Settings Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List Description Export Outlook information to a file for use in other programs.
	< Back Next > Cancel



5. Choose "Comma Separated Values (Windows)", click "Next"

Export to a File	
	Create a file of type: Comma Separated Values (DOS) Comma Separated Values (Windows) Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Data File (.pst) Tab Separated Values (DOS) Tab Separated Values (Windows)
	< Back Next > Cancel

6. Select an item you want to export. In the case, select "Contacts", click "Next"

Export to a File	
	Select folder to export from:
	< Back Next > Cancel

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7. Click "Browse" to select where to store the output CSV file. Click "Next"

Export to a File		
	Save exported file as:	Browse
	<back next=""></back>	Cancel

8. You can click "Map Custom Fields..." to choose how the field will map by the data. Or use default options by clicking "Finish" to start generate CSV.

Export to a File	
The following actions will be performed:	
Export "Contacts" from folder: Contacts	Map Custom Fields
This may take a few minutes and cannot be canceled.	
< Back	Finish Cancel



9. You can rearrange the data mapping by dragging the field from the left to the right.

Click "Next" to preview the how the data will remap, you can also map it different record by record.

Map Custom Fields Drag the values from the source file on the left, ar on the right. Drag the item from the right to the le From: Microsoft Office Outlook Contacts	nd drop them on the app ft to remove it from the To: Comma Separated Va test.CSV	propriate destination field field mapping.
Value	Field	Mapped from
 Name Company Department Job Title Business Address Home Address Other Address 	Title First Name Middle Name Last Name Suffix Company Department	Title First Name Middle Name Last Name Suffix Company Department
< Previous Next >	Clear Map OK	Default Map Cancel

Click "OK" when you finish mapping. It will take you back to the screen as step 8. Click "Finish" to start generate.