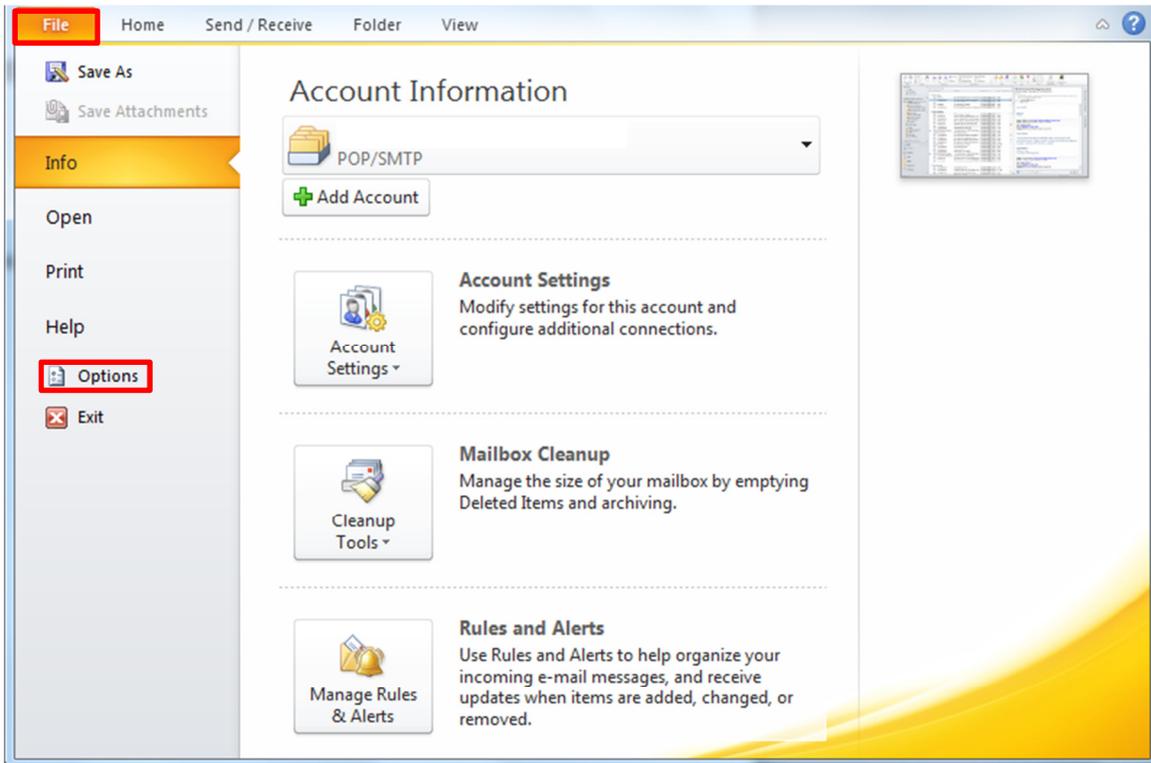


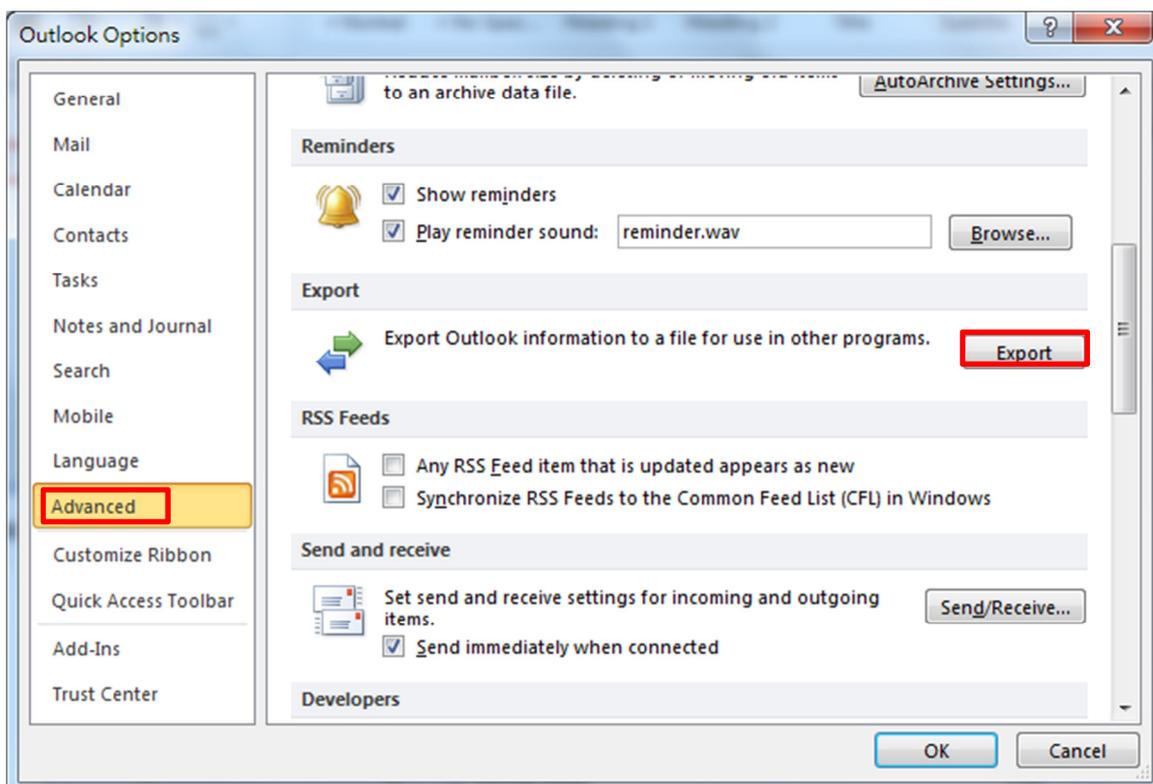
How to export outlook contacts in CSV format:

In Outlook 2010:

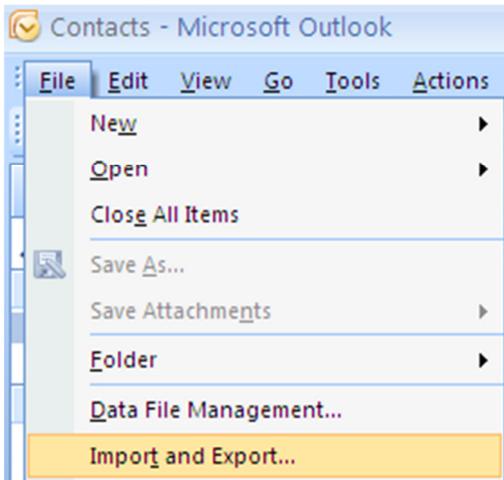
1. Go to "File" → "Option".



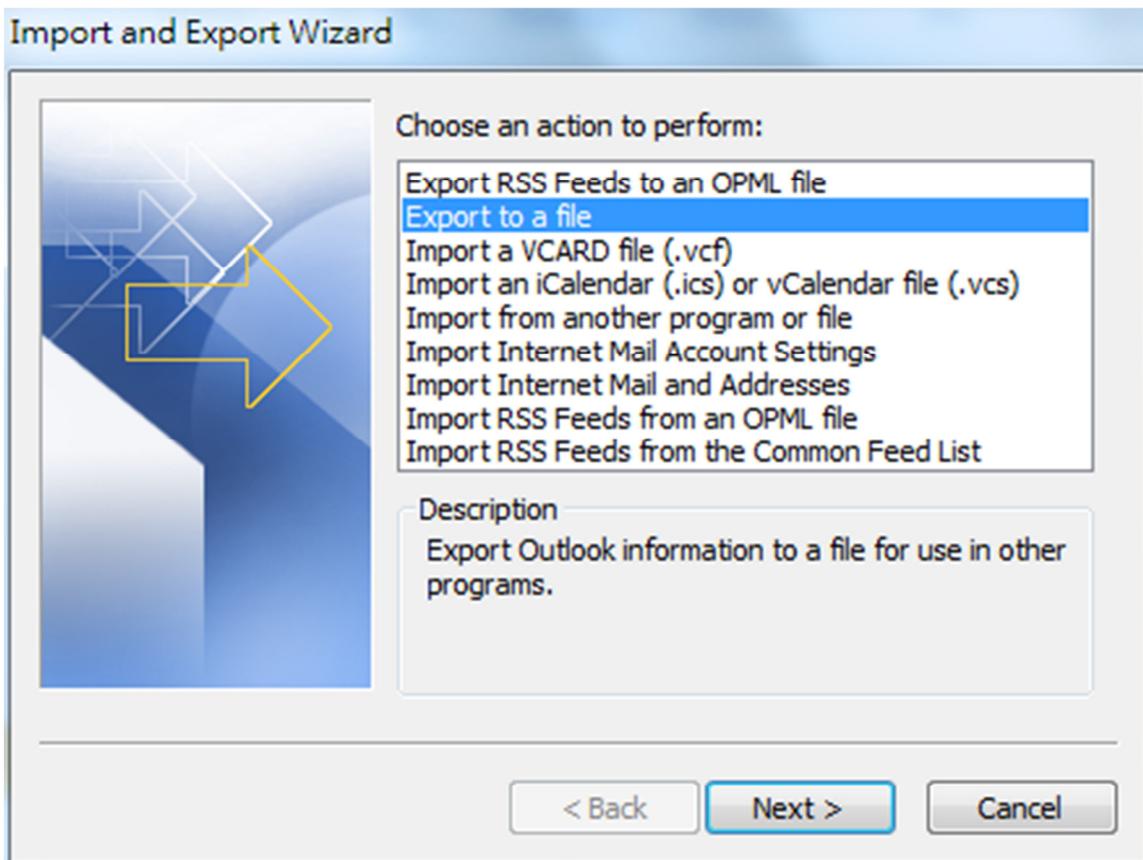
2. "Outlook Options" opened. Go to "Advanced" → "Export"



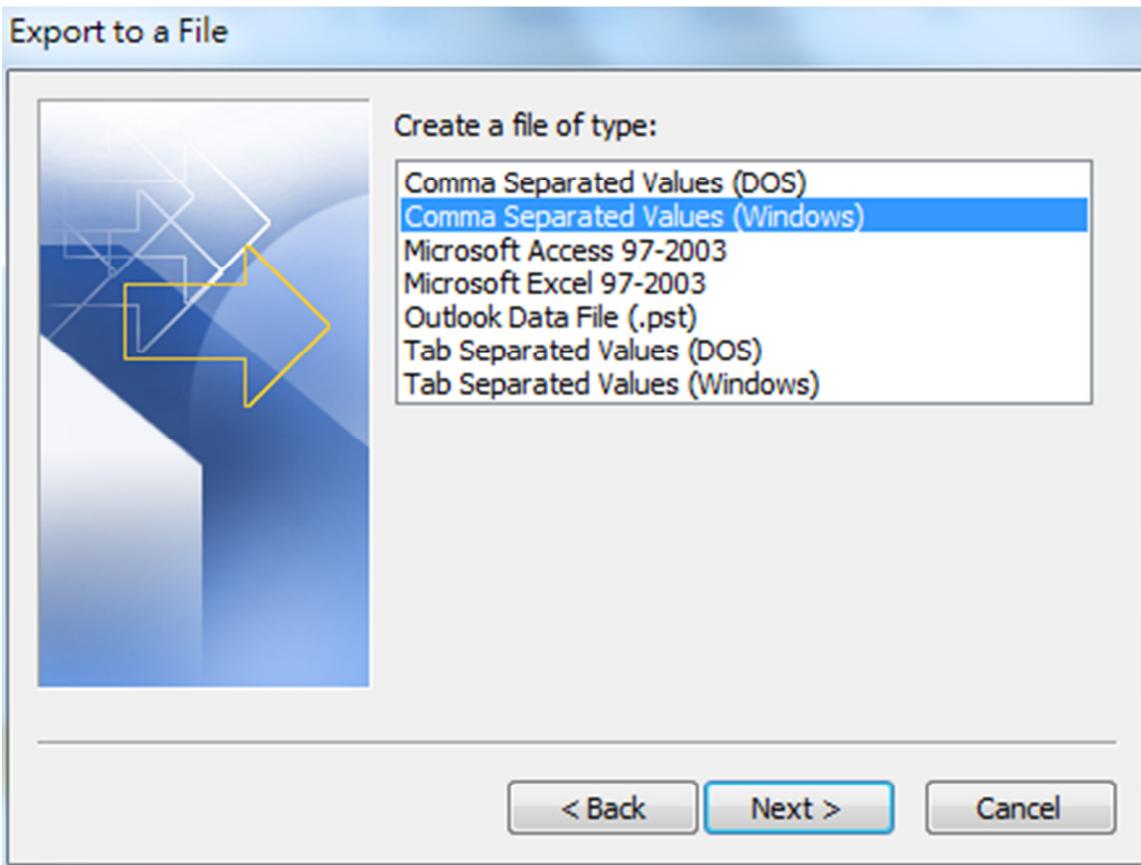
3. When using Outlook 2003/ 2007, Go to “File” → “Import and Export”



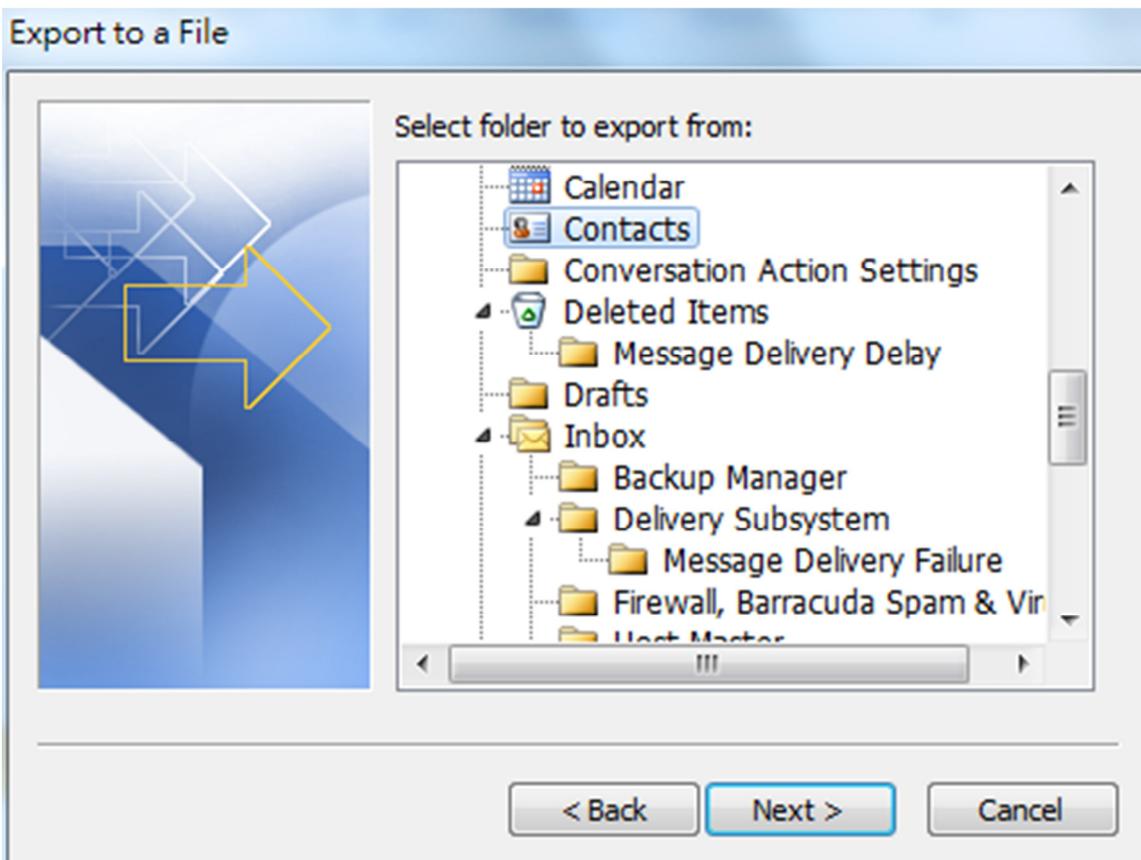
4. “Import and Export Wizard” opened. Choose “Export to a file”, click “Next”



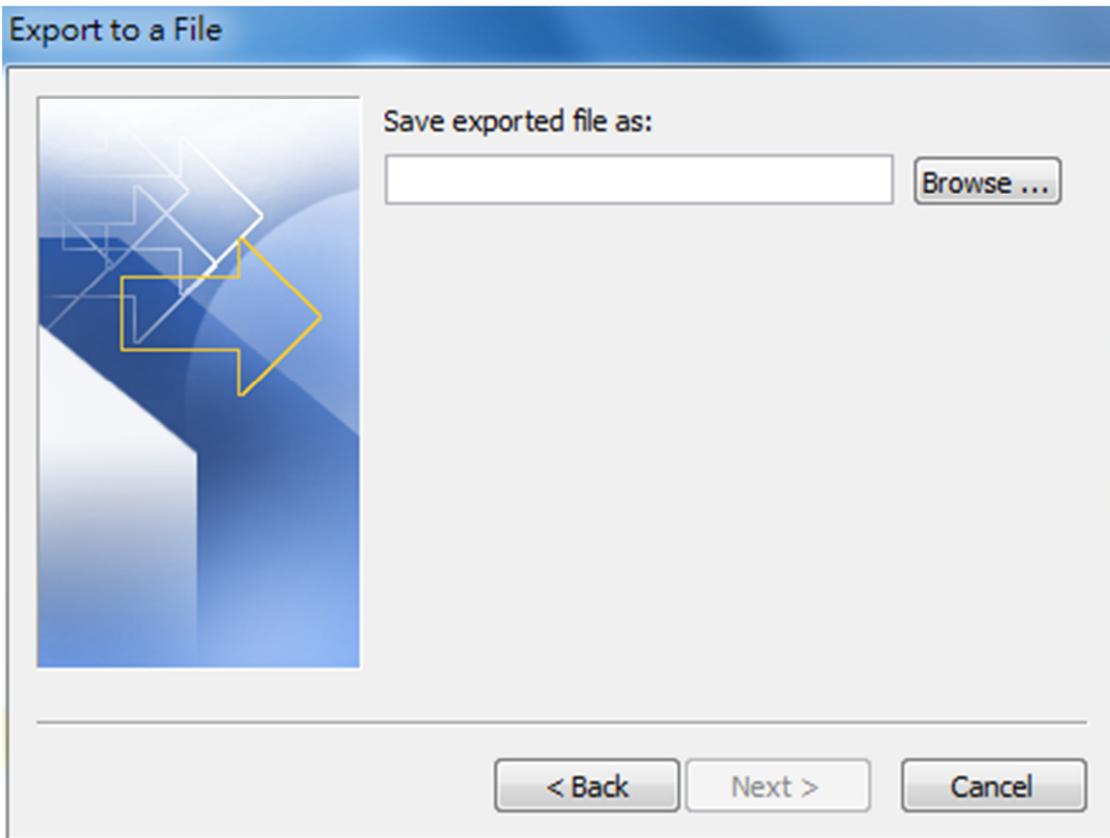
5. Choose "Comma Separated Values (Windows)", click "Next"



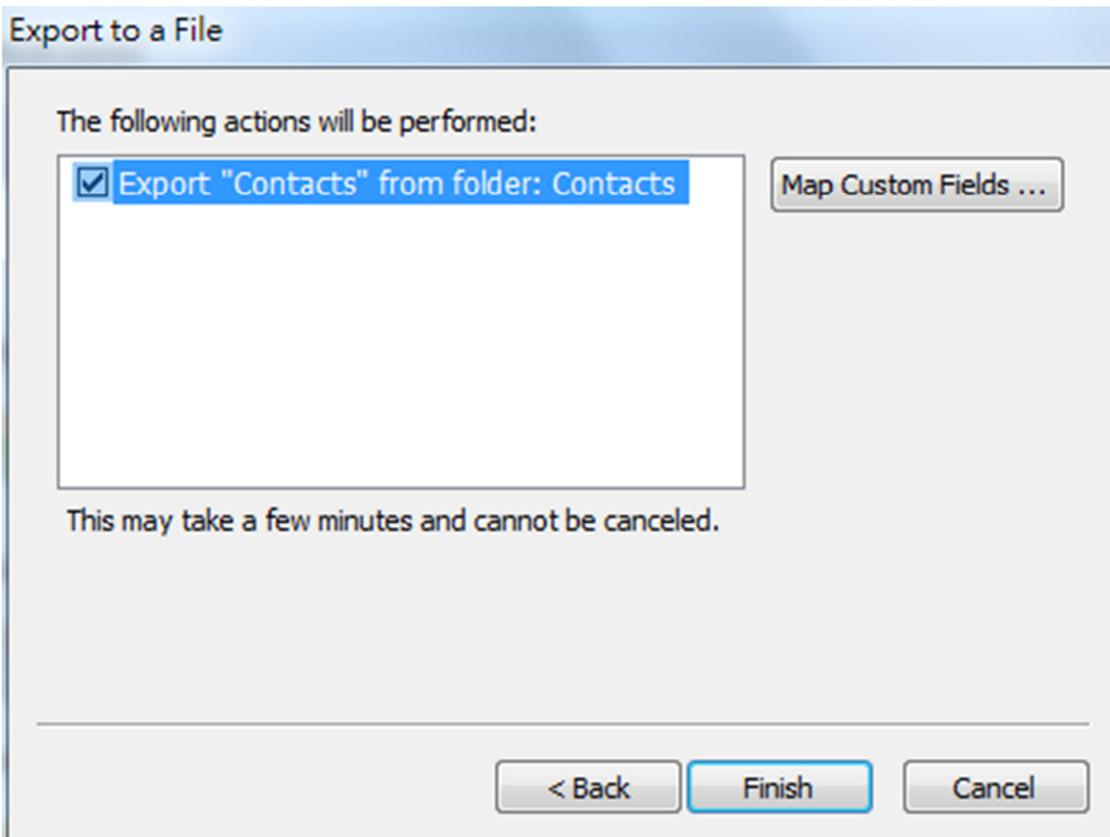
6. Select an item you want to export. In the case, select "Contacts", click "Next"



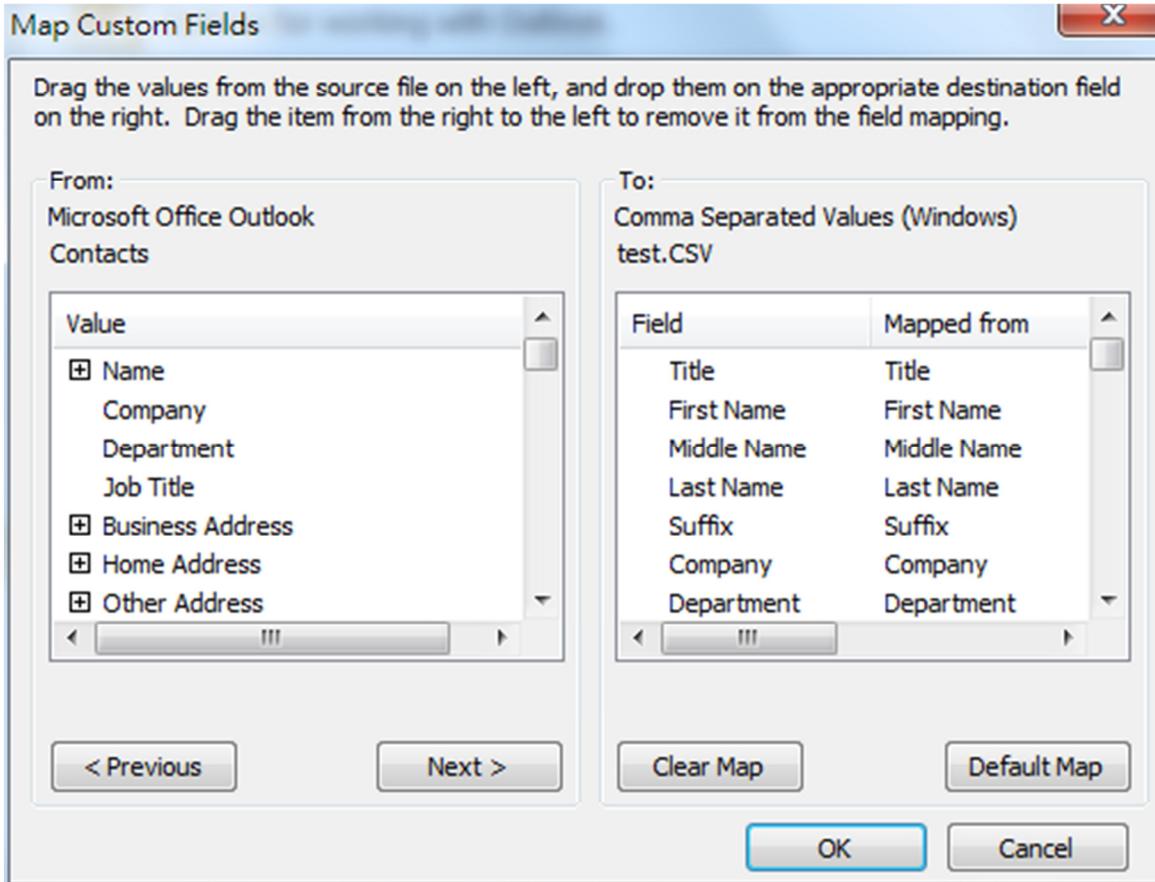
7. Click "Browse" to select where to store the output CSV file. Click "Next"



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.



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.



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