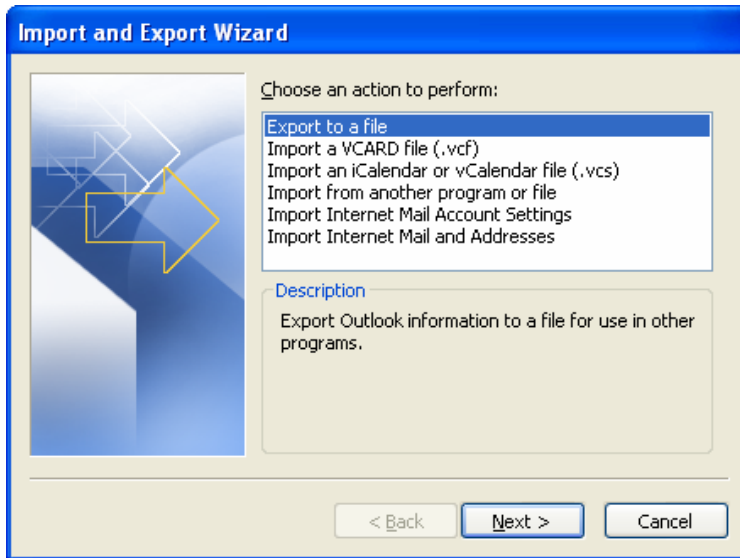
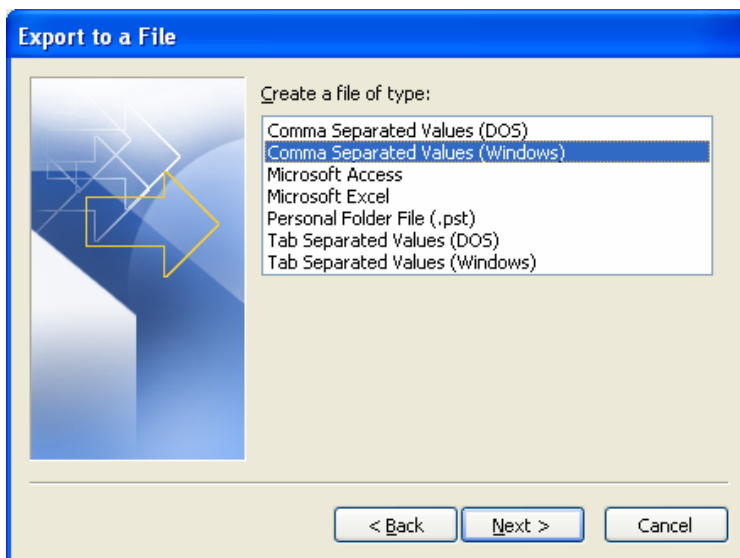


## How to save Contacts from Outlook into a CSV (Comma Separated Value) File

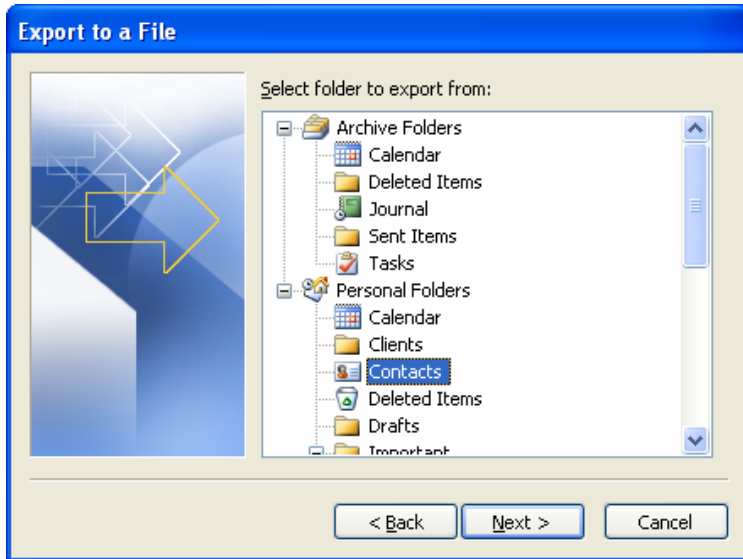
- 1) Open Outlook and then click on **“File”** within the Toolbar.
- 2) From the Drop-Down Menu, choose the **“Import and Export”** option.
- 3) A small window will open with a number of choices, select **“Export to a File”** and click **Next**.



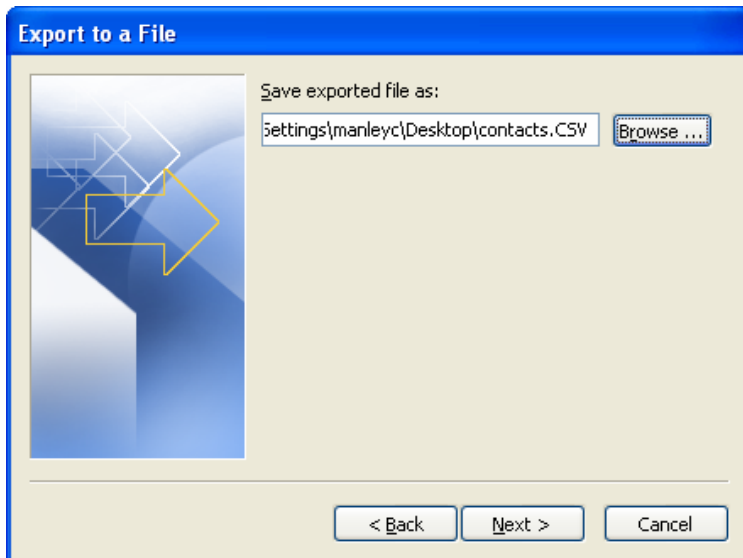
- 4) Another window will now open, asking you what type of file you wish to export. Choose **“Comma Separated Values (Windows)”** and click **Next**.



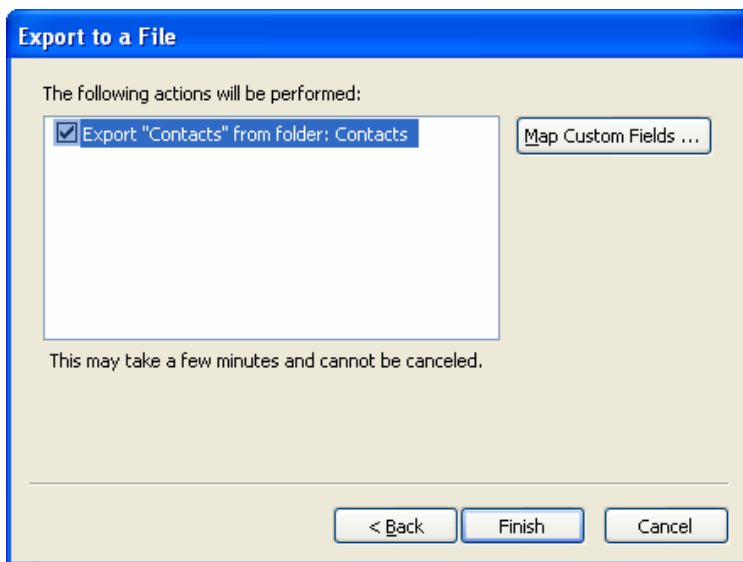
- 5) The next window asks what folder you wish to export. Select **Contacts** and click on the **Next** button.



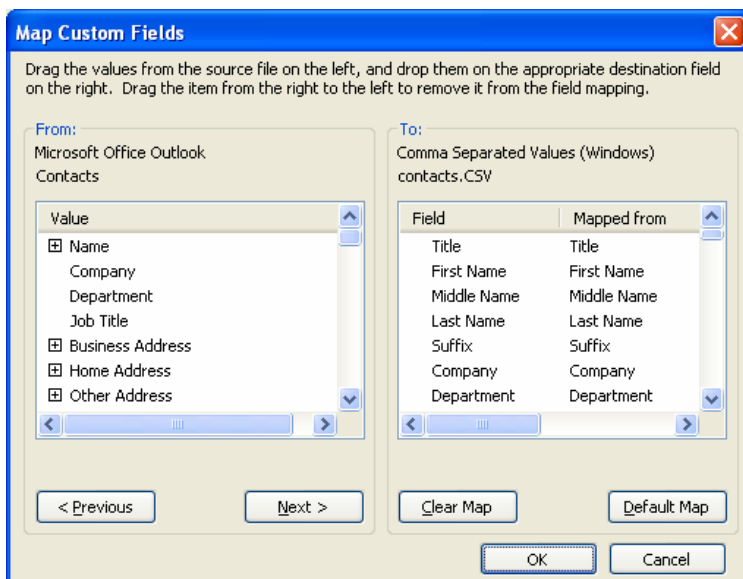
- 6) Now choose where you wish to save this new file, preferably somewhere you will remember it. Outlook will default the file path to your desktop, but you can change that with the “**Browse**” option, choosing anywhere on your computer where you would like to save it. Click **Next**.



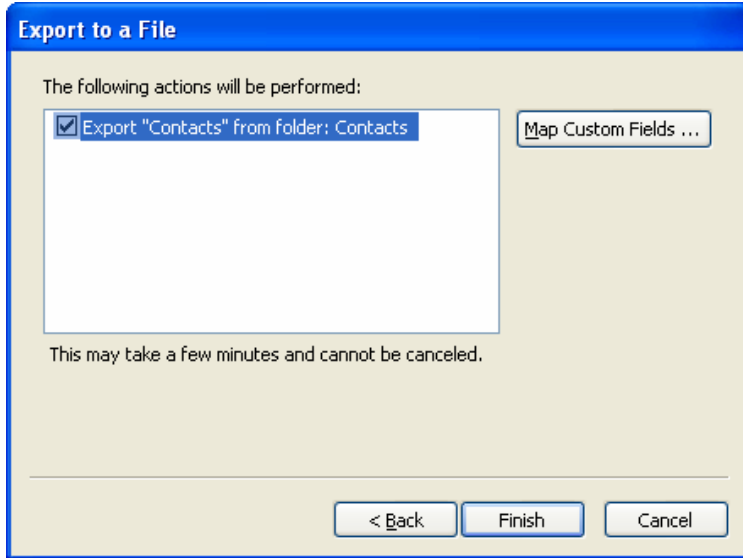
7) The last window is the Confirmation Screen.



- i) To choose which values you wish to include in your CSV file, click “**Map Custom Fields.**” Here, a client can choose to personalize their contacts file.
- ii) When finished, press **OK.**



8) Click **Finish** on Confirmation Screen to complete the save.



The new file will now be on the Desktop (or wherever it has been designated to save). The **CSV** file can now be used to add Contacts into the **Email Marketing Center** or saved for later use.