



Importing Outlook Contacts

GotMail?

Information Technology Services
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<http://www.njcu.edu/dept/its>

Introduction

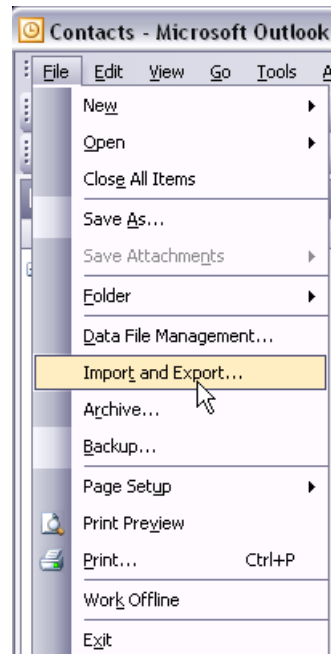
This document is for those who wish to import Outlook Contacts information into **GotMail?**. ITS recommends **GotMail?** for accessing NJCU Email from any computer with access to the Internet and an Internet browser¹. However, **GotMail?** is *not* a replacement for *nor* does it supersede the use of Outlook.

Adding a **GotMail?** Contacts from Outlook

If you are currently using Microsoft Outlook, you can transfer your Contacts information to **GotMail?** by following these step-by-step instructions:

- 1. Open Outlook and select “Import and Export...” from the File options on the Menu toolbar.**

This action will open a special dialog window, called the Import and Export Wizard (next image), that will step you through the export process.

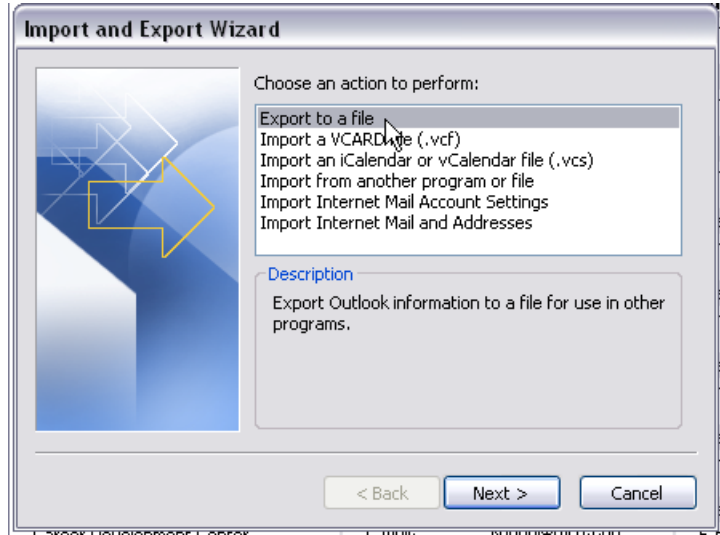


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¹ Use Internet Explorer 6.0 or Firefox 2.0 for access to **GotMail?** Other browsers may work but have not been verified by ITS.

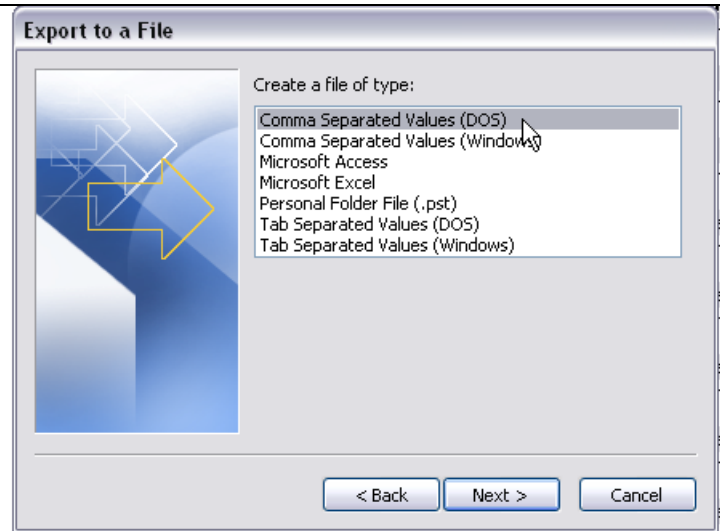
2. In the Import and Export Wizard dialog window, select “Export to a file” in the “Action to perform:” box.

3. Click Next >



4. Select “Comma Separated Values (DOS)” as the file type.

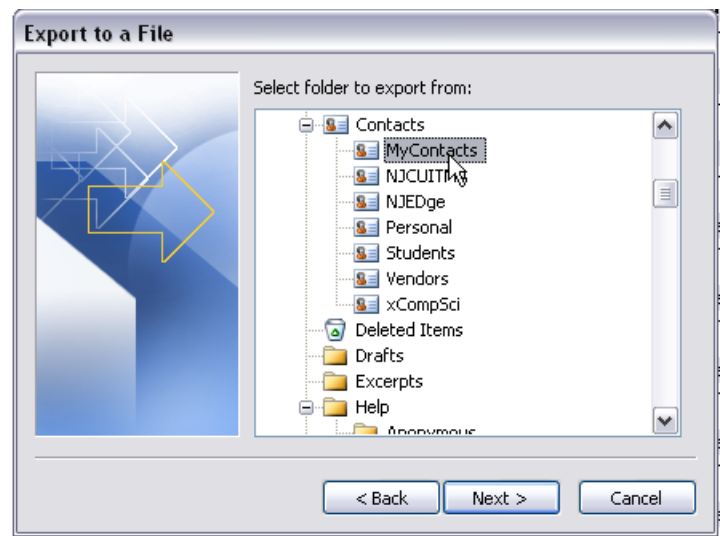
5. Click Next >



6. The next dialog screen asks for the Outlook Contacts folder to export. Select the appropriate folder.

The example on the right shows an Outlook Contacts folder that has been divided into groups according to association to the University.

You can gather a group of contacts to transfer by copying them into a sub-folder. In this example, “MyContacts” contains copies of addresses to transfer to *GotMail?*. It will be deleted after the transfer.



7. Click Next >

8. Enter a name for the export file.

This example shows, “My Contacts” as the *name of the file to export to*. You can use any name that makes sense to you.

9. Click the “Browse” button to select where to deliver the file.

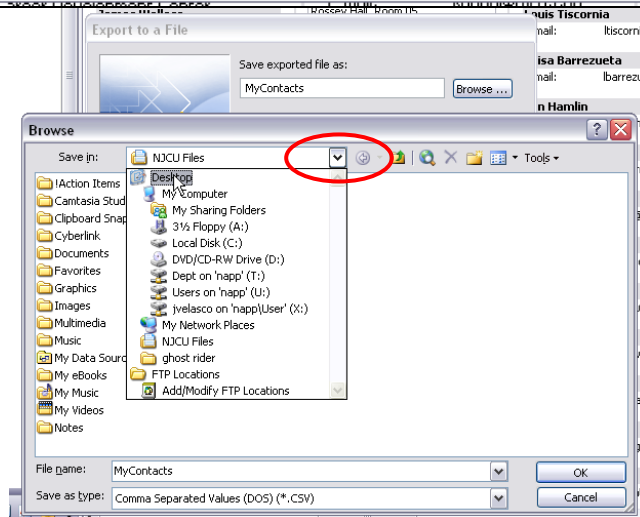
This action will open the file browser dialog window. (next image)



10. In the Browser window, click the “Save in:” option down-arrow (circled).

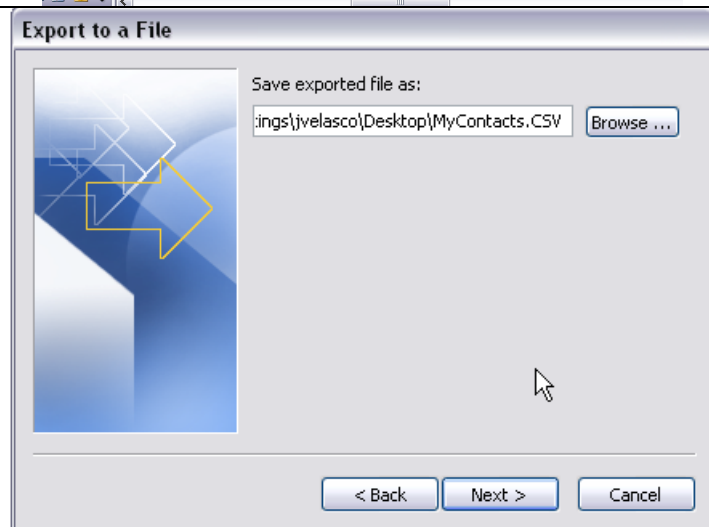
11. Select “Desktop” from the list.

12. Click the OK button.



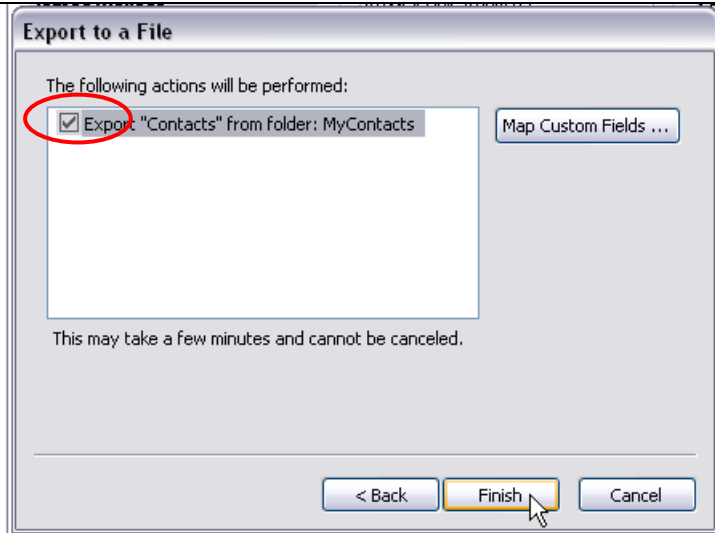
The Export to a File “Save exported file as:” box is now filled in with the directory information as well as the name you typed in previously.

13. Click Next >



14. Verify that the box next to the action is checked.

15. Click Finish.



The export file will appear on your desktop.

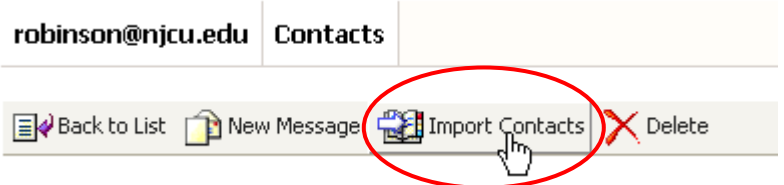
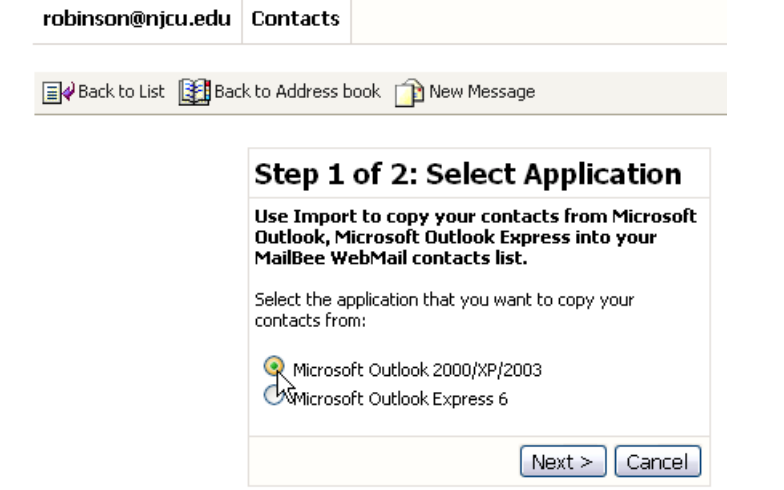
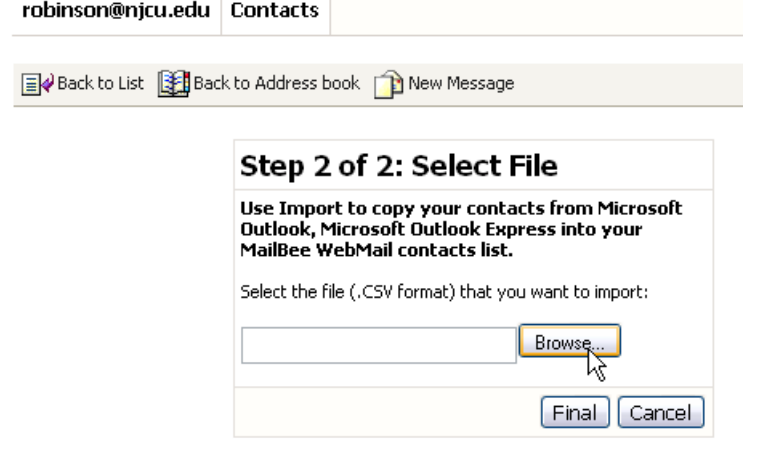
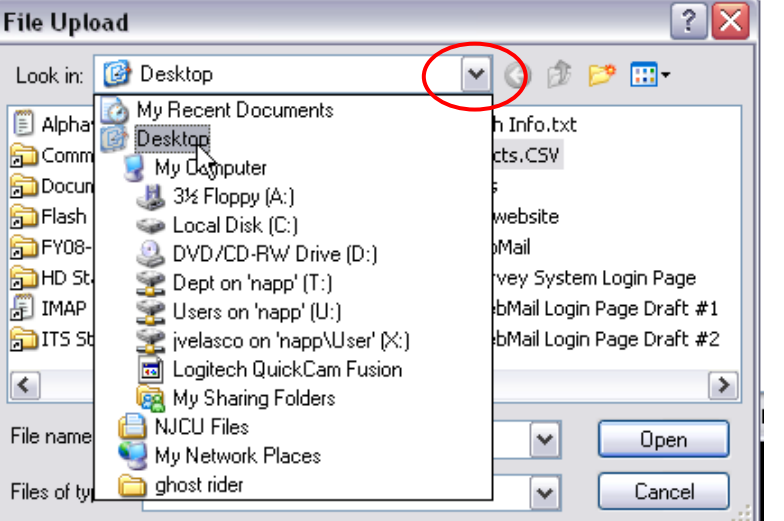


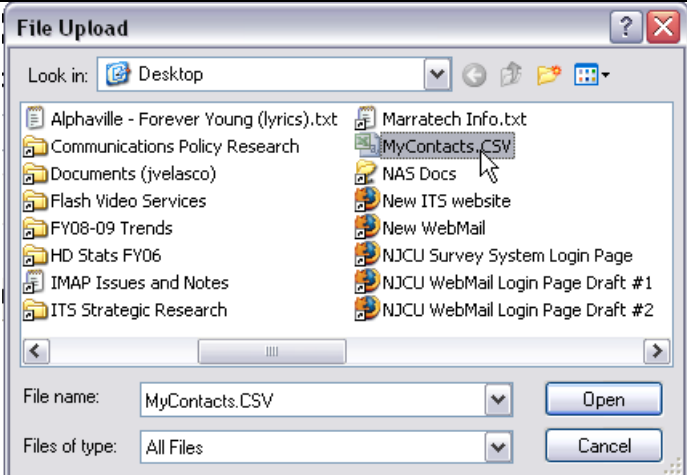
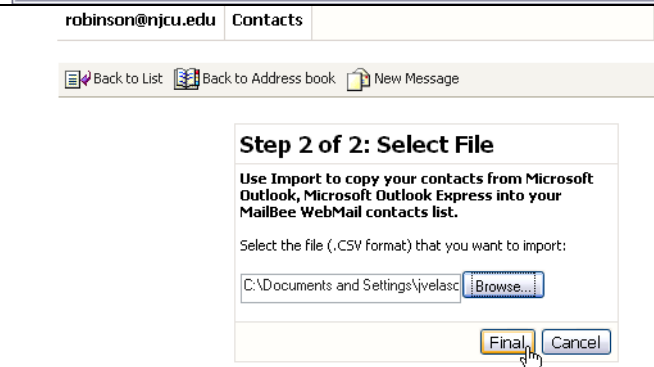
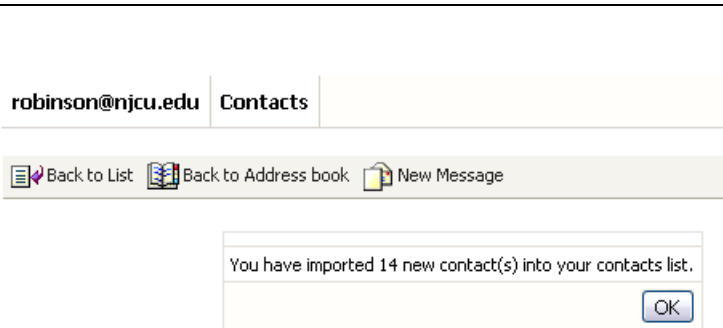
16. Using your browser, go to [GotMail?](#) and login.



17. Click "Contacts" (circled), available from most [GotMail?](#) pages.



<p>18. Click the “Import from Outlook” button (circled) on the Contacts toolbar.</p>	
<p>19. In the Import dialog box, click the “Microsoft Outlook 2000/XP/2003” radio button.</p> <p>20. Click Next ></p>	
<p>21. Click the Browse button to select the import file.</p> <p>This action will open the file browser dialog window. (next image)</p>	
<p>22. In the Browser window, click the “Look in:” option down-arrow (circled).</p> <p>23. Select “Desktop” from the list.</p>	

<p>24. Search through the file listing and select the exported file you created.</p> <p>This action will place the file name in the File Name box below.</p> <p>25. Click the “Open” button.</p>	
<p>The import file location and name will now be in the import file name box.</p> <p>26. Click the “Finish” button.</p>	
<p>In a few seconds the file will be imported. There will be a message verifying the import and total number of addresses imported.</p> <p>27. Click the OK button to return to your Contacts page.</p> <p>28. Continue working with <i>GotMail?</i> messages, or logout.</p>	

Help & Related *GotMail?* Documentation

For help or additional information regarding importing contacts from Outlook to *GotMail?*, please contact the university Help Desk at helpdesk@njcu.edu. Send comments and suggestions regarding this document to comments@njcu.edu.

Additional *GotMail?* documentation can be found on the ITS website Support page,

<http://www.njcu.edu/dept/its/support.html#webmail>