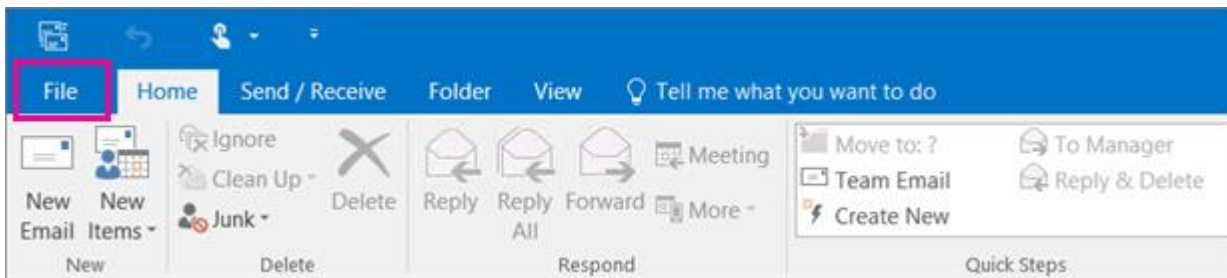


## Know Your Glow

### Import Contacts from a CSV into Outlook 2013

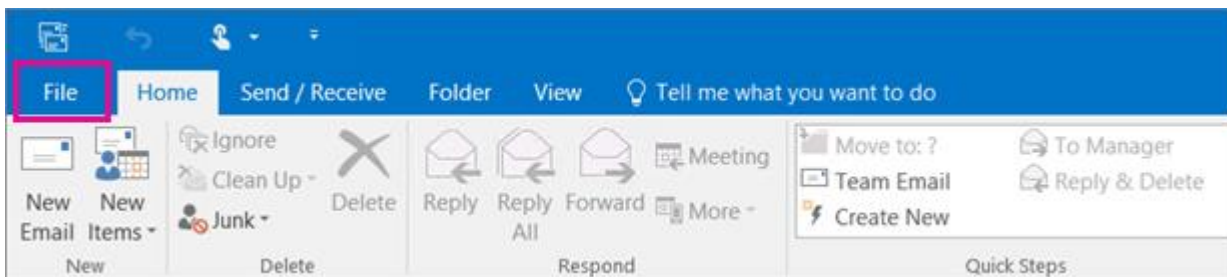
You will be importing your contacts using the File option below:



You will need to know where your csv file is located (a csv is a “Comma Separated Values” file, opened using Excel). You will also need to organise the data fields within the csv (to make sure that they match up with what Outlook is expecting to find). The csv file must be setup and populated in a very specific way – download this file to use as a template:

<http://download.microsoft.com/download/5/B/2/5B2108F8-112B-4913-A761-38AFF2FD8598/Sample%20CSV%20file%20for%20importing%20contacts.csv>

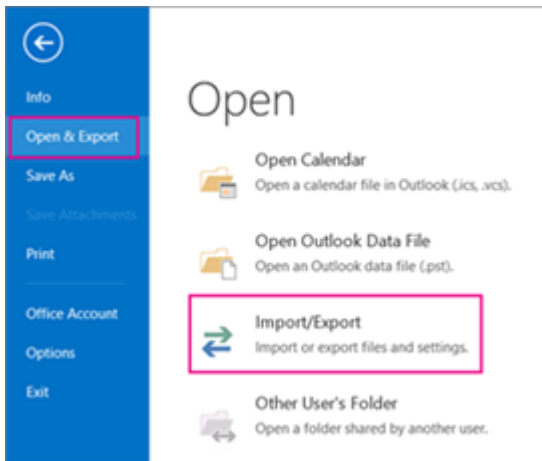
1. At the top of your Outlook 2013 or 2016 ribbon, choose **File**.



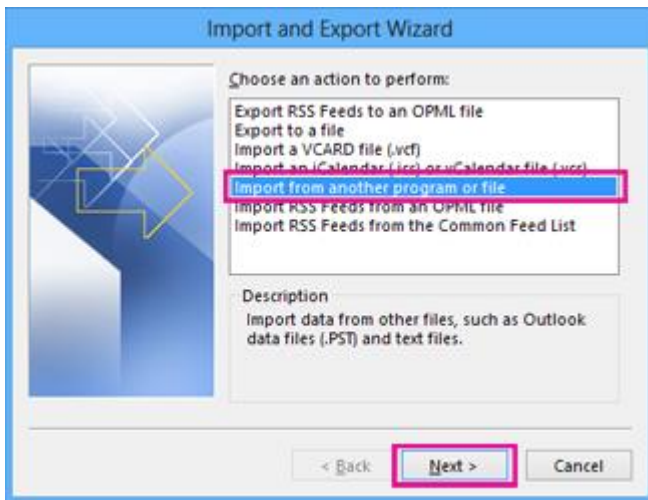
## Improving Life Through Learning

*20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.*

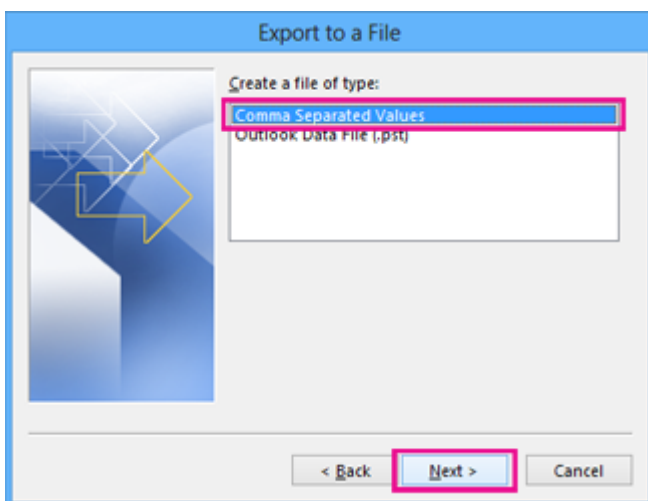
2. Choose **Open & Export > Import/Export**.



3. Choose **Import from another program or file**, and then choose **Next**.



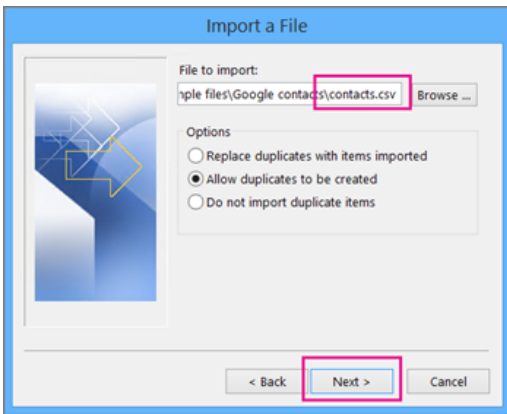
4. Choose **Comma Separated Values**, and then choose **Next**.



## Improving Life Through Learning

20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

5. In the **Import a File** box, browse to your contacts file, and then double-click to select it.

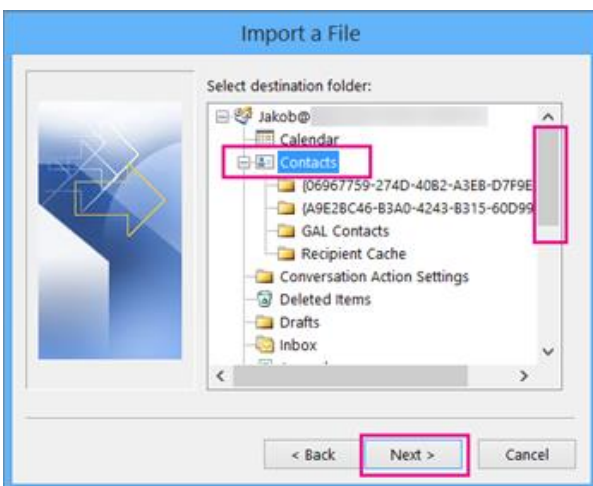


6. Choose one of the following to specify how you want Outlook to handle duplicate contacts:

- i. **Replace duplicates with items imported** If a contact is already in Outlook and your contacts file, Outlook discards the info it has for that contact and uses the info from your contacts file. You should choose this option if the contact info in your contacts file is more complete or more current than the contact info in Outlook.
- ii. **Allow duplicates to be created** If a contact is in Outlook and your contacts file, Outlook creates duplicate contacts, one with the original Outlook info and one with the info imported from your contacts file. You can combine info for those people later to eliminate duplicate contacts. This is the default option.
- iii. **Do not import duplicate items** If a contact is in Outlook and your contacts file, Outlook keeps the info it has for that contact and discards the info from your contacts file. You should choose this option if the contact info in Outlook is more complete or more current than the info in your contacts file.

7. Click **Next**.

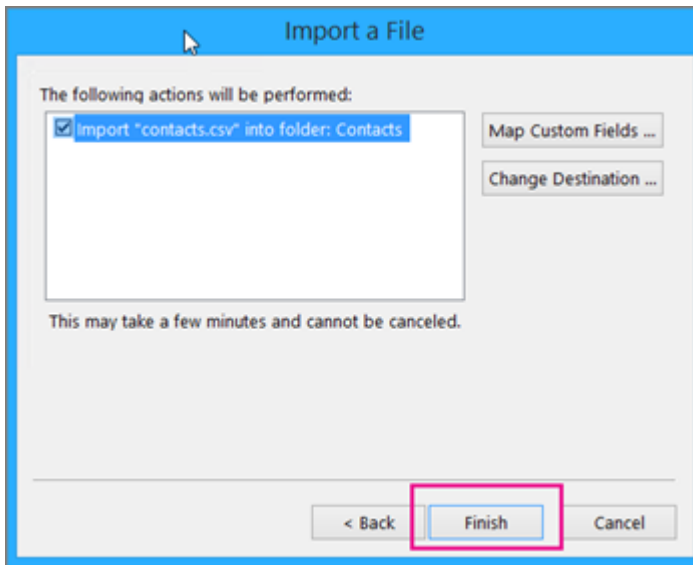
8. In the **Select a destination folder** box, scroll to the top if needed and select the **Contacts** folder > **Next**. If you have multiple email accounts, choose the Contacts folder that's under the email account you want to be associated with the contacts.



## Improving Life Through Learning

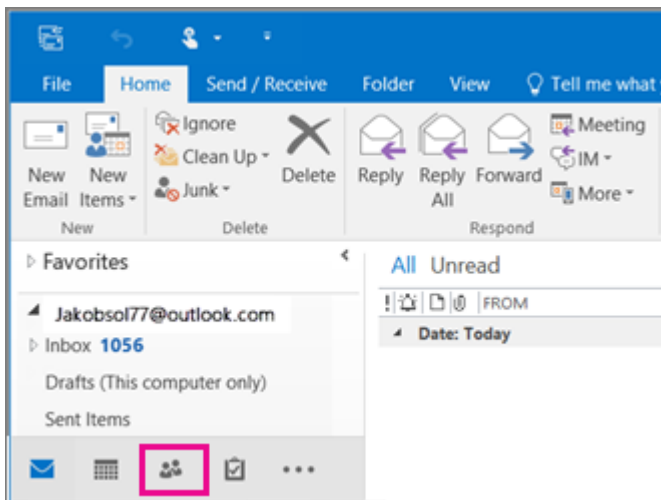
20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21st Century learning technologies.

9. Choose **Finish**.



Outlook begins importing your contacts immediately. You'll know it's finished when the Import Progress box closes.

10. To see your contacts, at the bottom of Outlook, choose the **People** icon.



## Our Vision

The 20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21<sup>st</sup> century learning technologies.

The 20#20 Excellence in Learning Technology Vision is closely aligned with the Scottish Government's ICT in Learning Vision; *"Scotland's educators, learners and parents take full advantage of the opportunities offered by technology in order to raise attainment, ambition and opportunities for all."*

## Improving Life Through Learning

*20#20 Excellence in Learning Technology Vision is one of high achievement, attainment, ambition and inclusion, promoting excellence for all our children and young people across Stirling and Clackmannanshire through the use of 21<sup>st</sup> Century learning technologies.*