# How to Import From Outlook

Note: You will need authorization from your IT department in order to be able to import your Outlook contacts. If you have permission, use the following steps to import Outlook contacts.

Note: The following instructions are from the 2016 version of Outlook, other versions will be very similar. If you have a different version of outlook, see Microsoft's Help Page for exporting contacts to a .csv file, then continue with step 7 of this tutorial.

1. Open Outlook. In the top left, click **File**. In the dropdown menu that appears, click **Open & Export** and then **Import /Export**.
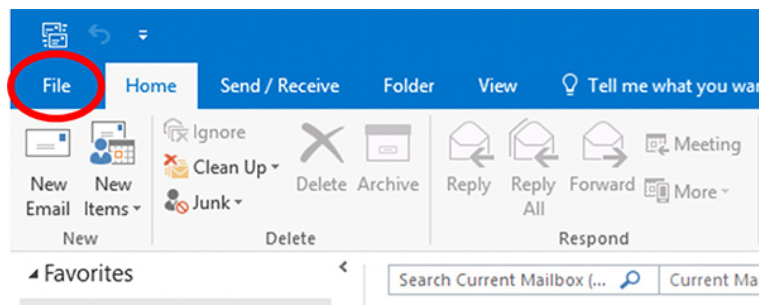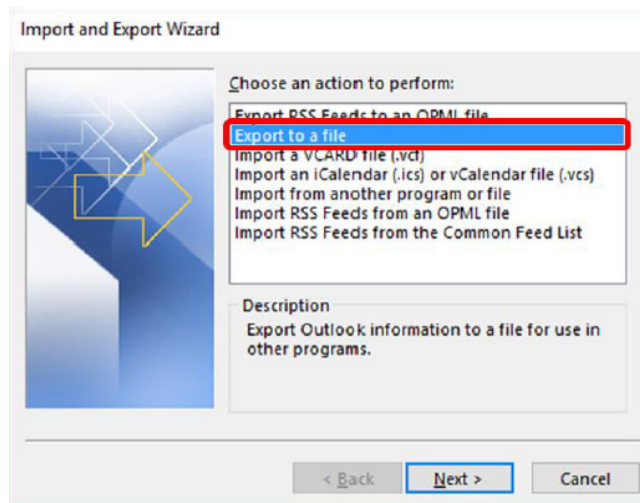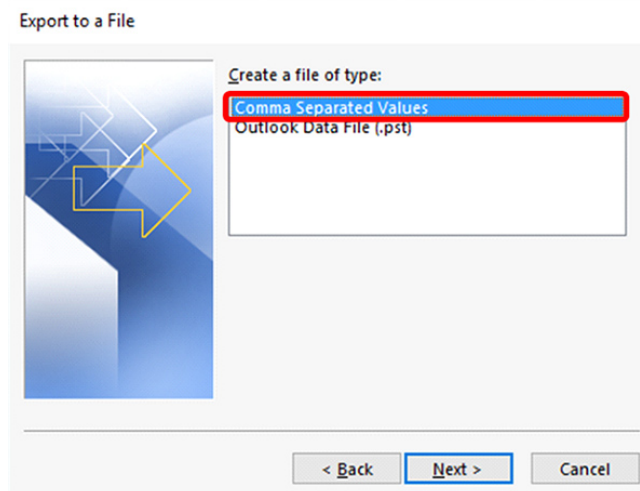

*Select **File***
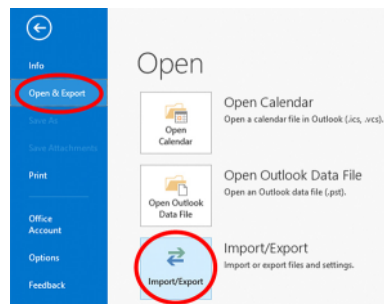
Select 'Open & Export', then 'Import/Export'

2. In the Import and Export Wizard select **Export to a file**, then select **Next**.
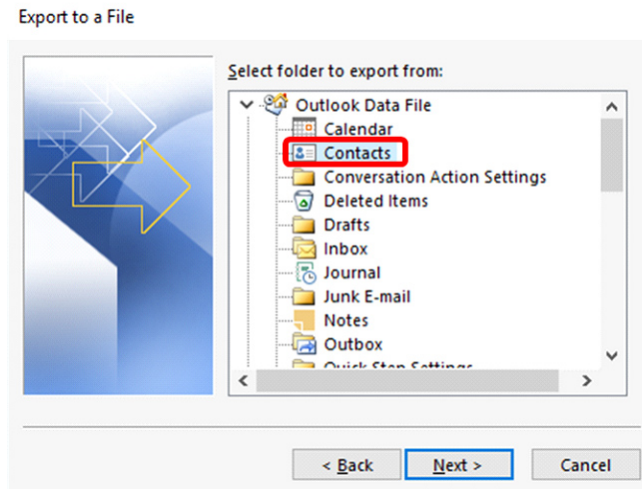
*Select 'Export to a file', then **Next***

3. Choose Comma Separated Values and select **Next**.

*Select 'Comma Separated Values', then **Next***

4. In the next Export to a File dialog box, find your **Contacts** folder and select it, then select **Next**.
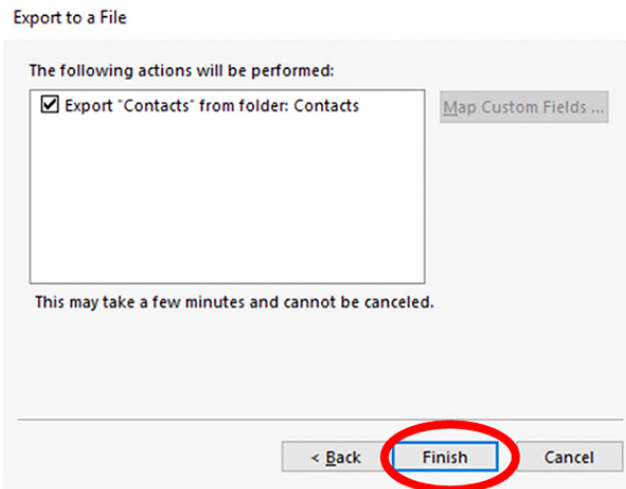
*Select the 'Contacts' folder, then click **Next***

5. In the next screen, click **Browse** and navigate to the location you want to save the .csv file to. You'll need to find this later to import to FileFlex, so give it a memorable name and click **Next**.
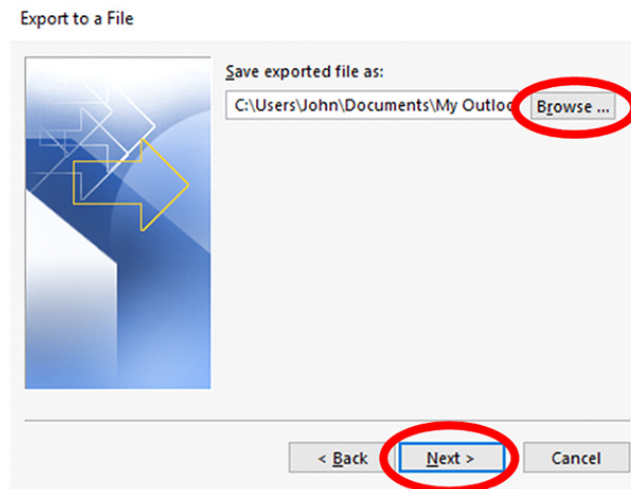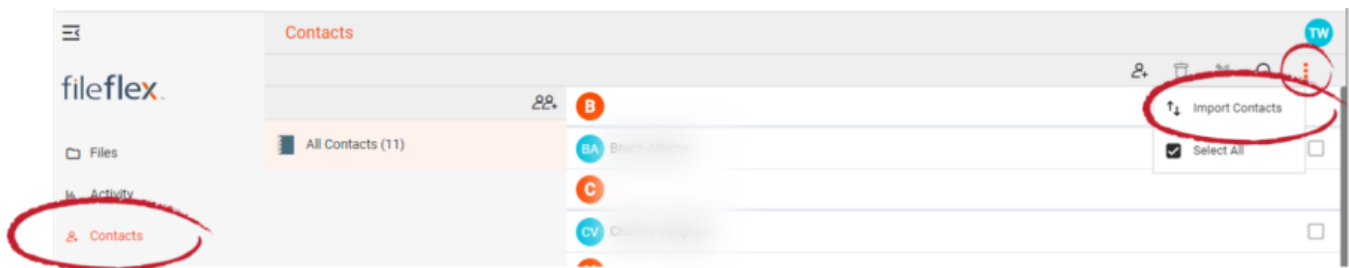

*Save the exported file, then click **Next***

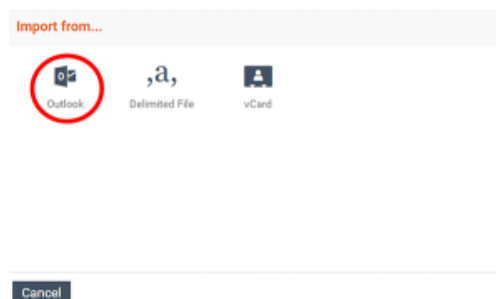6. In the next Export to a File dialog box, select **Finish**.

*Click **Finish***

7. Open FileFlex and open the contact view by selecting Contacts in the Application sidebar menu

8. Click the **Activity Menu** icon in the top right of the Activity Bar

9. Choose Import Contacts

Import Contacts

10,. In the "Import from" dialog box, select **Outlook**.

*Select **Outook***

11. Optionally put the imported contacts into a group or create a new group, then hit **Next**.

12. In the Import from the delimited file dialog box, select **Choose File**.

13. Navigate to the contacts file you exported from Outlook and select **Upload**. The default download location is your Downloads folder.

14. In the Contacts Imported dialog box, select **Done**.