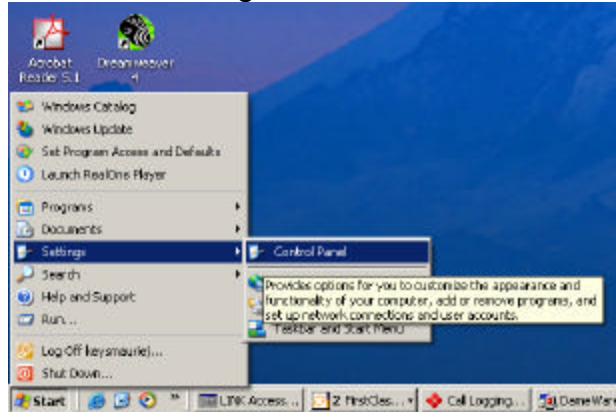


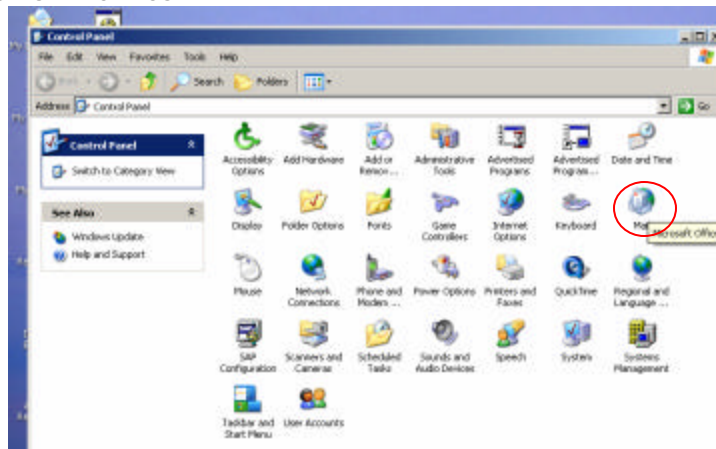
Adding Contacts to Outlook Address Book.

If you are having problems sending from your contacts list, you will need to add an Outlook Address Book to your profile and import the contacts into the Outlook Address Book.

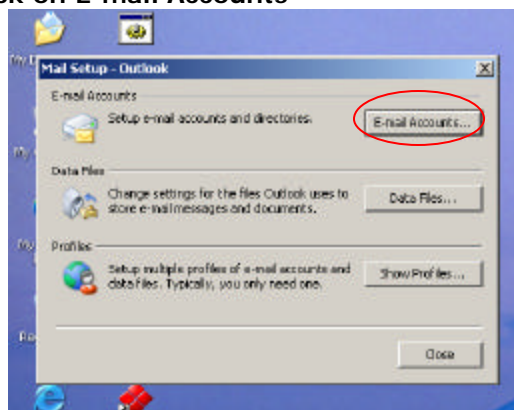
1. Click on Start, Settings, Control Panel



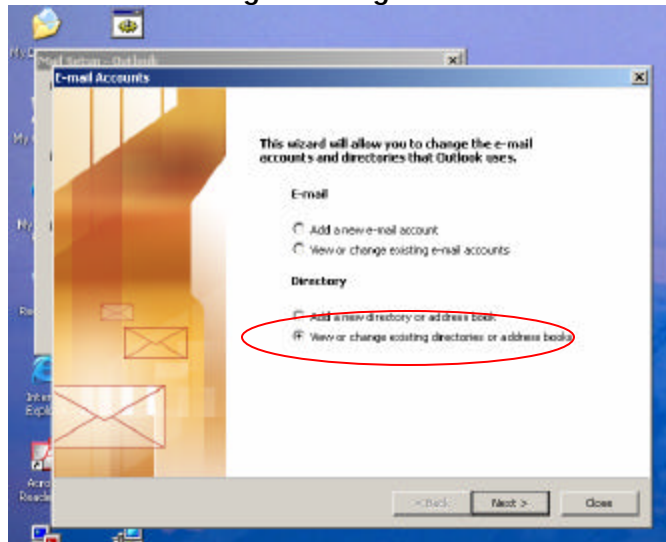
2. Click on mail icon



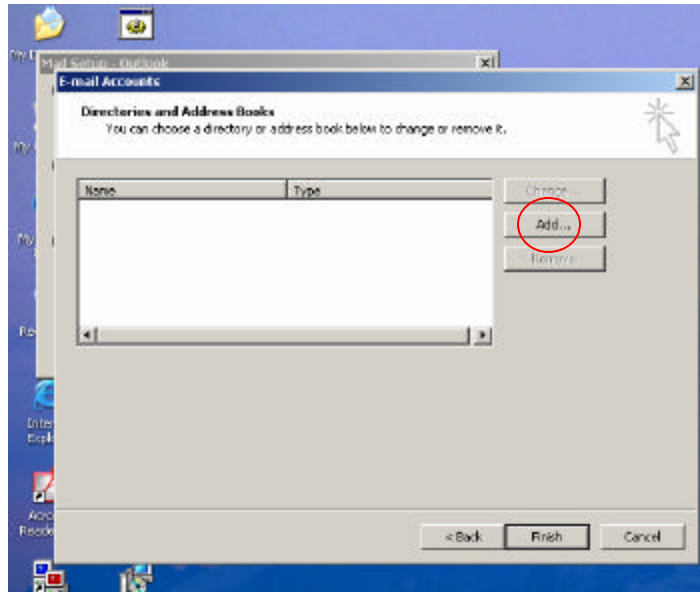
3. Click on E-mail Accounts



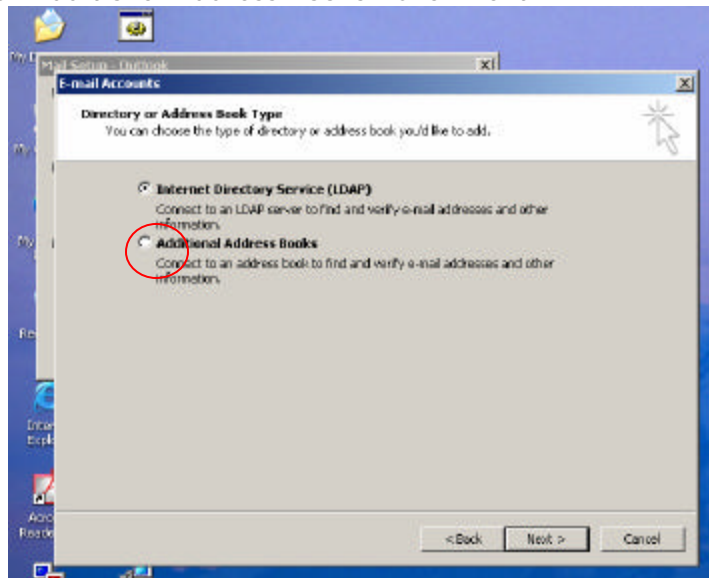
4. Click on view or change existing directories or address books. Click Next



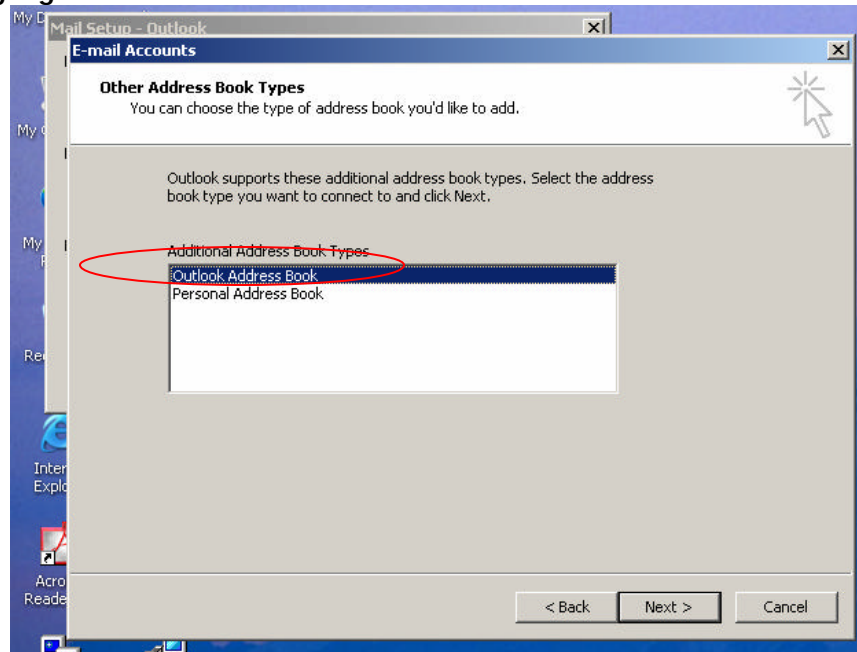
5. Click add



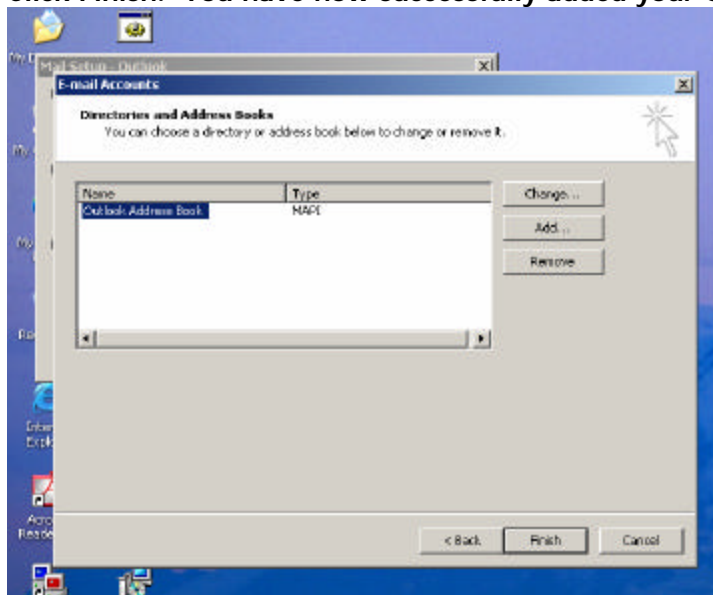
6. Click Additional Address Books. Click Next



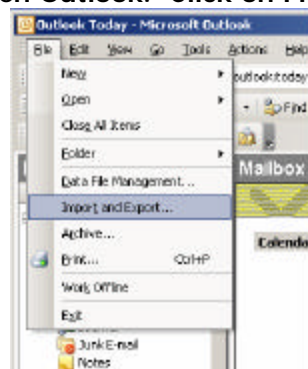
7. Highlight Outlook Address Book. Click Next.



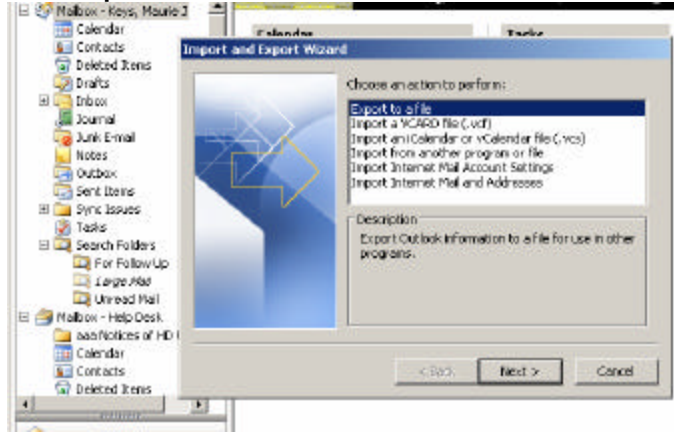
8. Click Finish. You have now successfully added your Outlook Address Book.



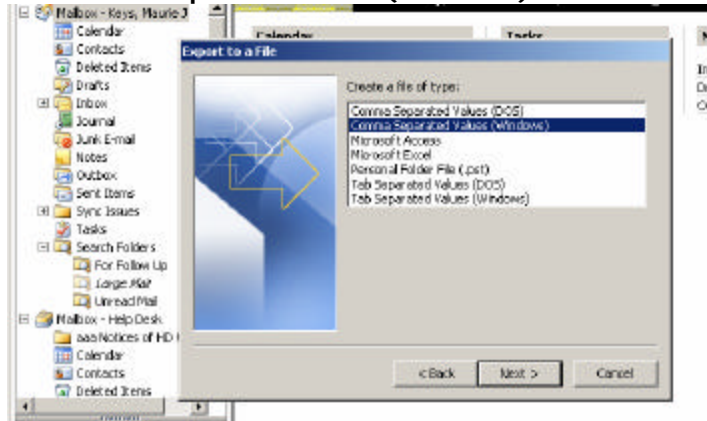
9. Open Outlook. Click on File, Import and Export.



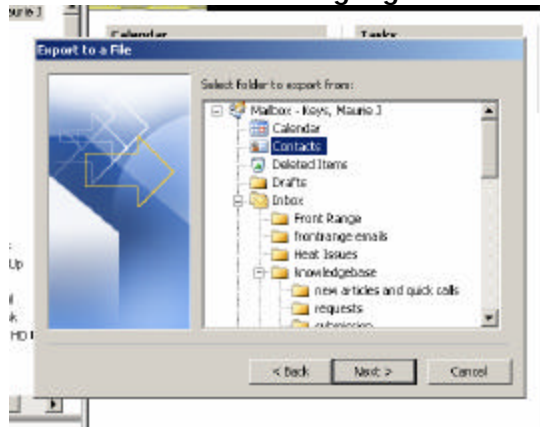
10. Click on Export to a file. Click Next



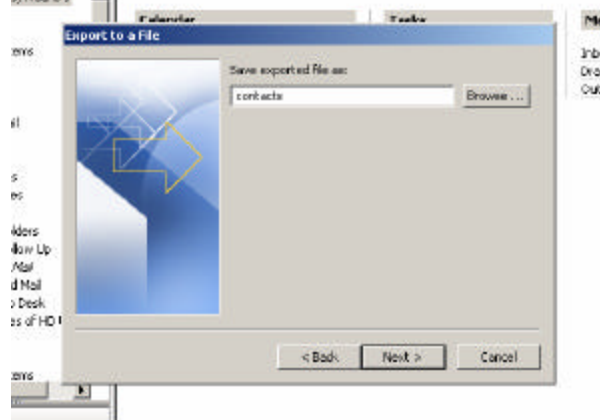
11. Select Comma Separated Value (Windows). Click Next.



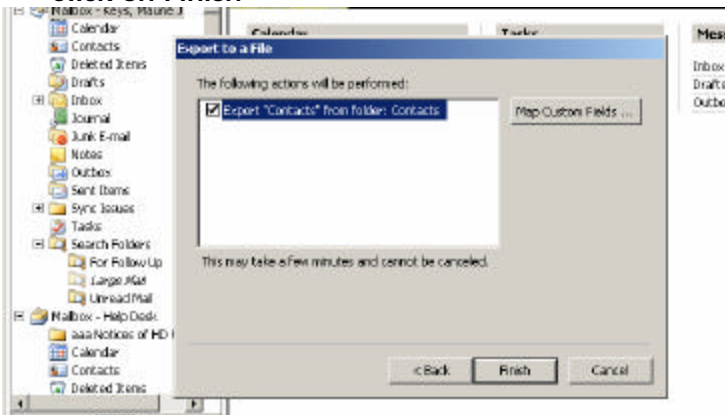
12. Make sure Contacts is highlighted and select next



13. Type a name to save CSV file to. Select Next

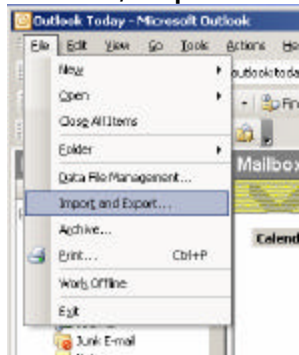


14. Click on Finish

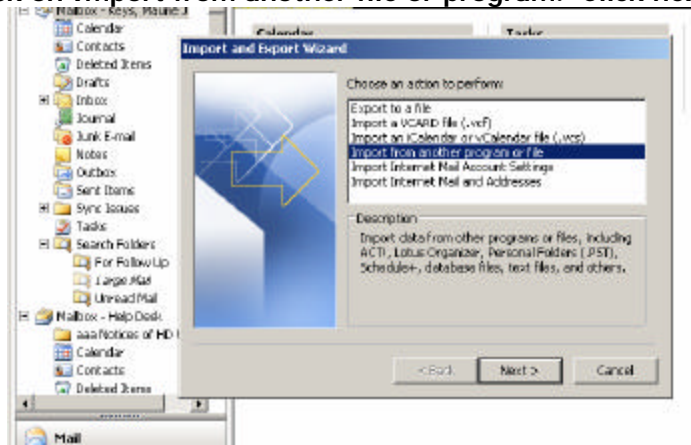


15. You will see the export function (this is very quick and you may miss it). Then you will be back in Outlook.

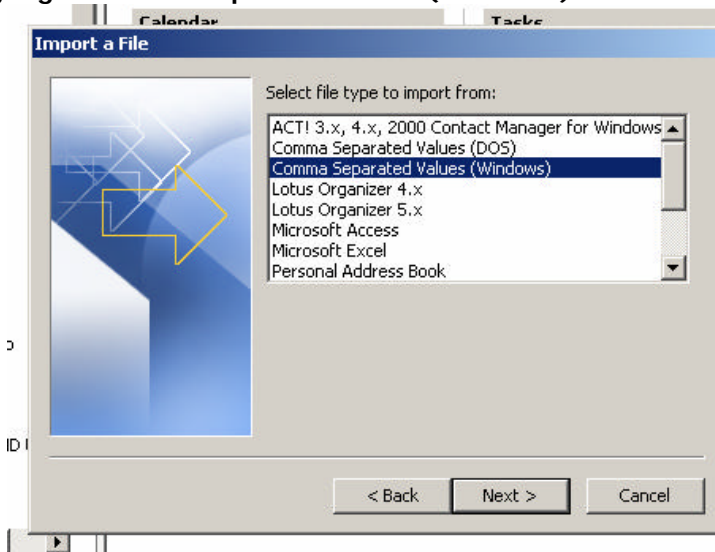
16. Click on File, Import and Export



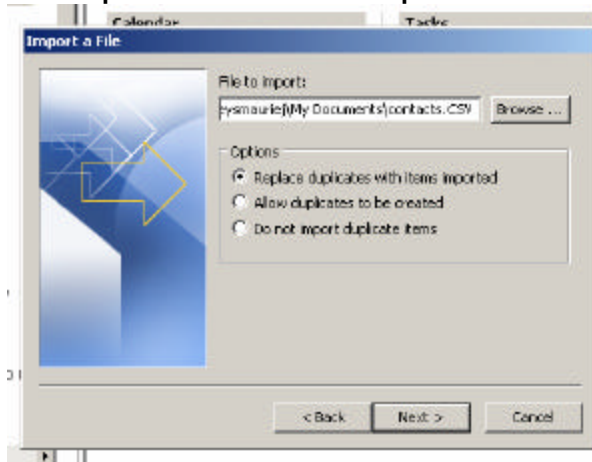
17. Click on **Import from another file or program**. Click next.



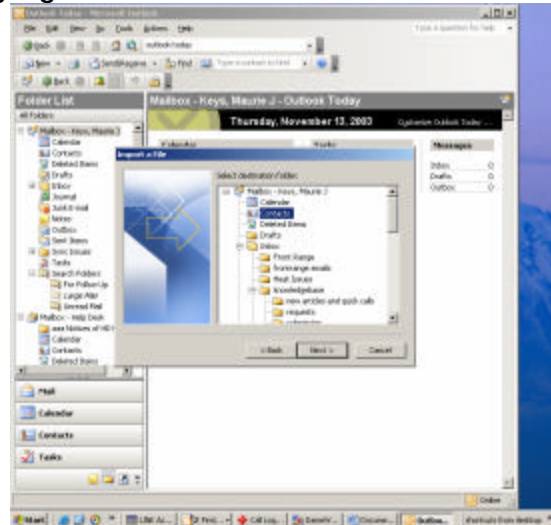
18. Highlight **Comma Separated Value (Windows)** and then select next.



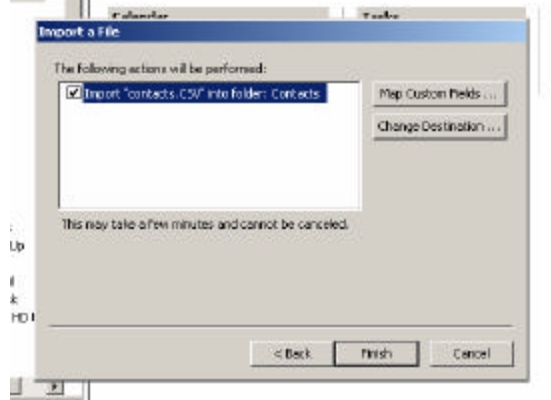
19. Outlook should automatically find the file you just created. Select **Replace Duplicates with Items imported**. Click next.



20. Highlight Contacts folder. Select Next

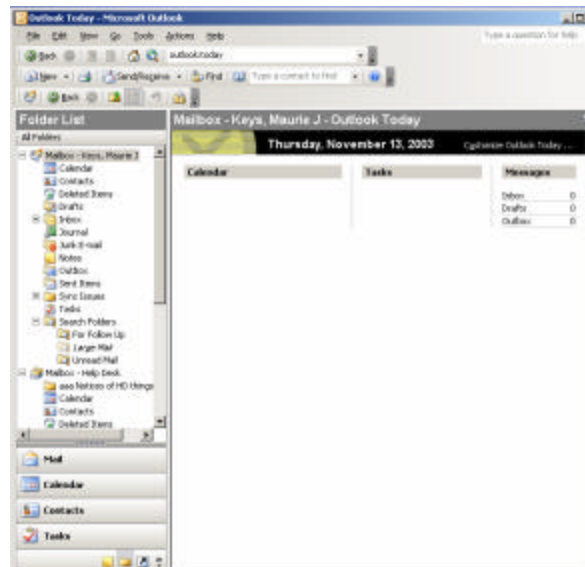


21. Select Finish

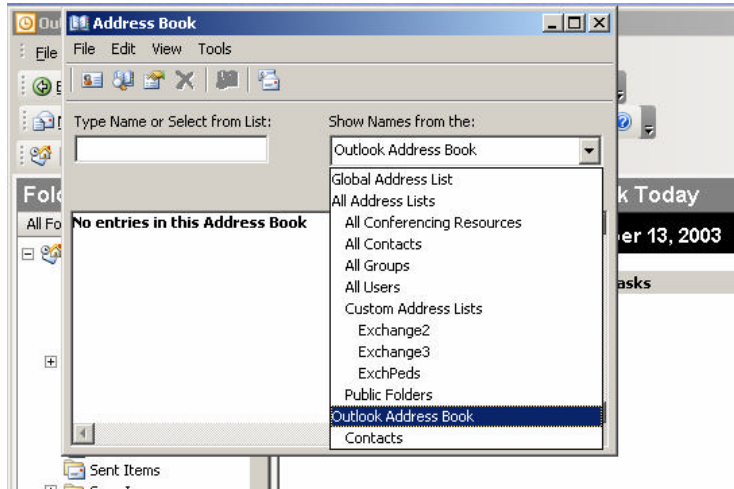


22. You will now see the items being imported into your contacts folder. You will then be brought back to the main Outlook Screen.

23. You can now select address book



24. When you look at the address book list you can see Outlook Address Book at the bottom with contacts under it.



25. This is now where the contacts you add in your contacts folder are listed. You should now be able to send e-mails through your contact list without any errors. Make sure you select persons at UAMS from the Global address list and add outside user to your contact list from an e-mail received from them when available.