



Problem:

Is there a way I can transfer my email addresses from other email programs to Outlook Express? Will I have to re-enter all the email addresses?

Solution:

Outlook express 5.x and 6.0 versions use a .WAB file for saving email addresses and other information. Email addresses and other related info stored in the address book of various email programs like Netscape, Eudora and others can be imported to Outlook Express using the *Import* feature. The address book can also be imported from one profile to another in Outlook express itself.

Export Contacts from in Outlook

1. On the *File* menu, click *Import/export*, and then click *Export to a file*.
2. Under “Create a file of Type” select *Comma Separated Values (DOS)* click *next*.
3. Select the *contacts folder*. Click *Next*
4. Under “save exported file as:” type in a file name and click *browse*. Select a directory that you want to store the file like “My Documents” and remember the location.
5. If you need to remap the fields click on *Map Custom Fields* and make the changes necessary otherwise just click *finish*.

Importing from csv file format into Outlook Express:

Open up Outlook Express and click the following

1. On the *File* menu, click *Import*, and then click *Other Address Book*.
2. Select the file type that is being imported (Text file comma separated variables) , and then click *Import*.
3. Click *Browse*.
4. Locate the file to be imported from the *Look in* menu, and then click *Open*.
5. Click *Next*.
6. Click to select the check boxes for the fields that you want to import, and then click *Finish*.
7. Click *OK* and then click *Close*.

The imported file can be viewed by clicking on *Addresses*.