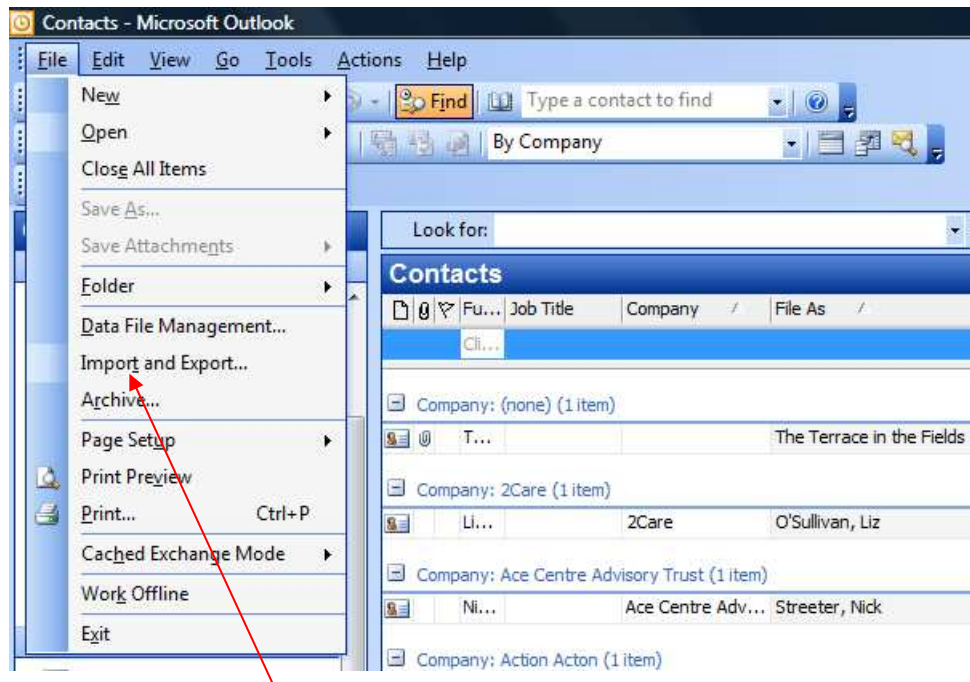
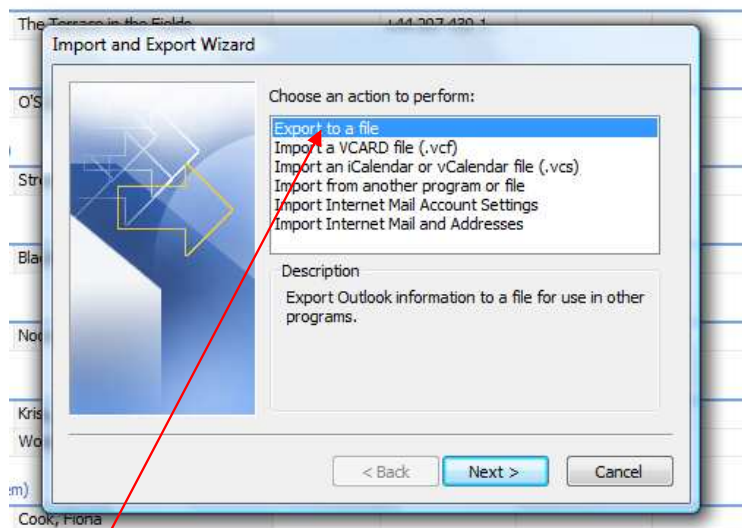


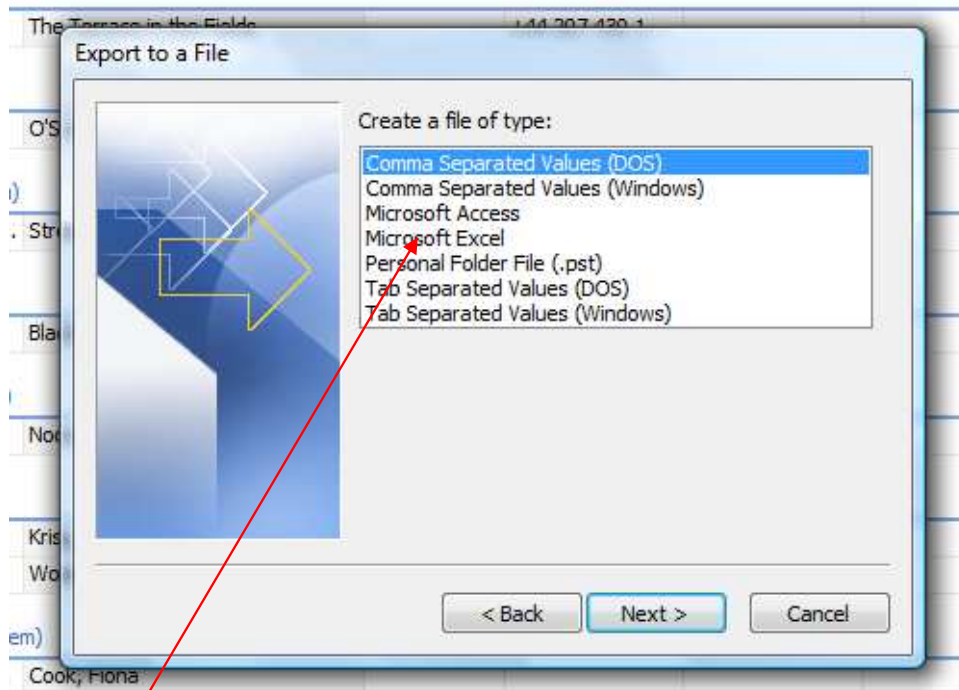
How to transfer data from Outlook Contacts to an Excel Spreadsheet



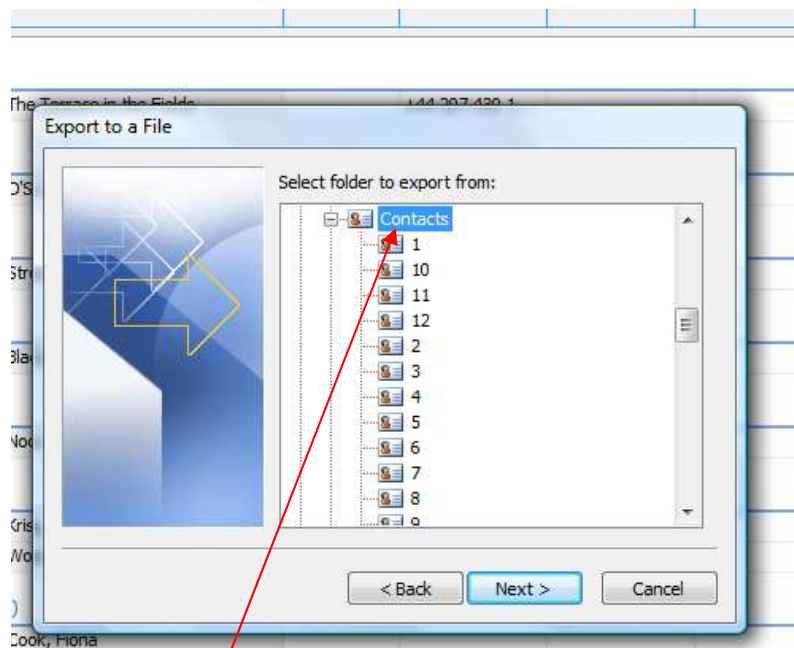
Go to File Menu and select Import and Export



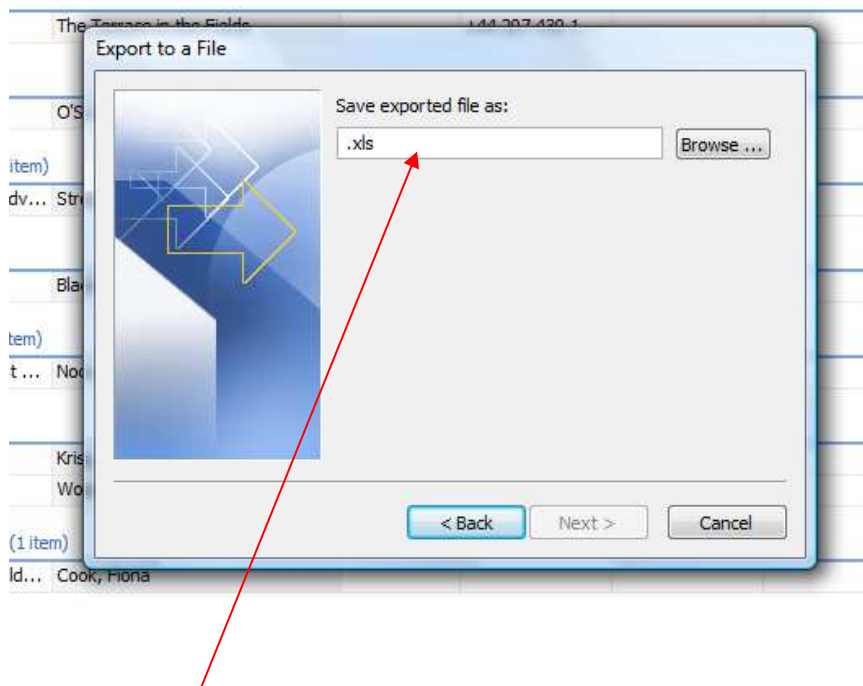
Select Export to a file and press next



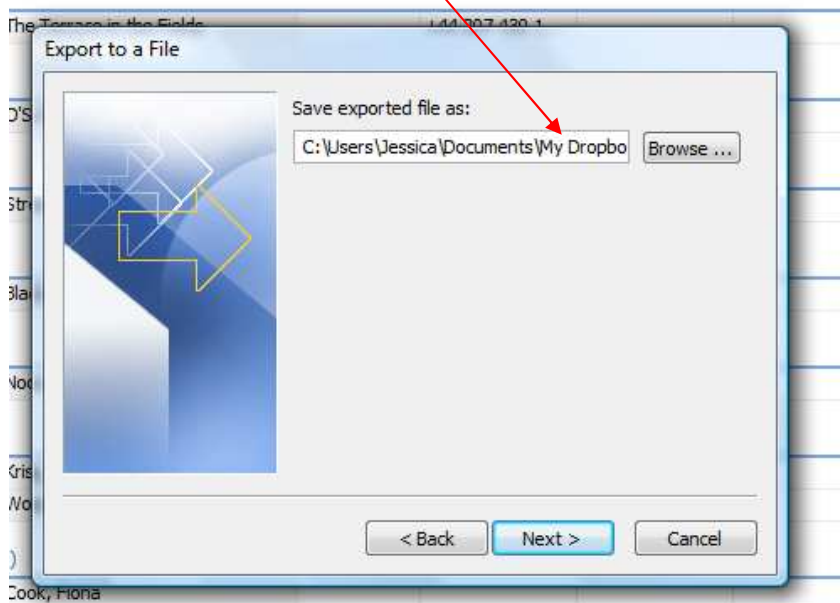
Select Microsoft Excel and press next

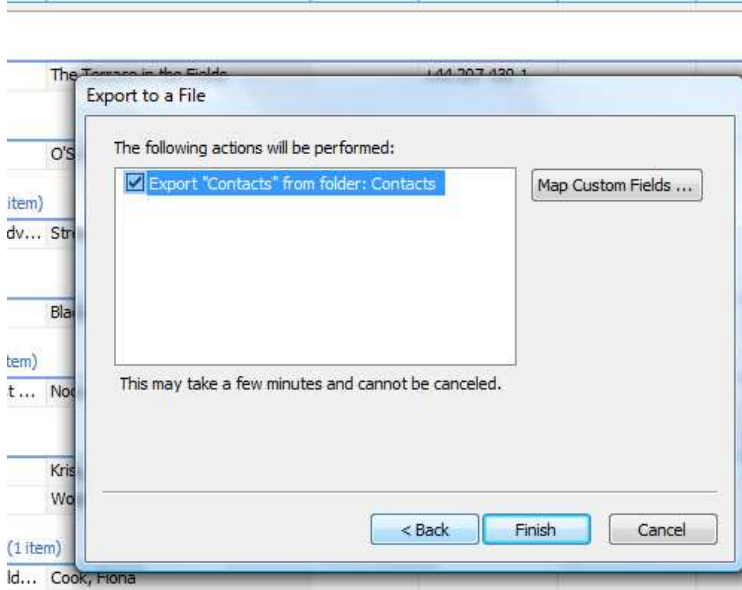


Select the relevant Contacts folder you need to access the data from and press next



Browse or type in where you want your contacts to be saved and press next





Press Finish and your contacts should then export to the relevant Excel File which you can edit and use for Newsletter packages etc

Microsoft Excel - CONTACT.xls

File Edit View Insert Format Tools Data Window Help

100% MS Sans Serif 10 B I U

Work with me

deskPDF

Go to Office Live Open Save

A1	Title																	
1	Title	FirstName	MiddleName	LastName	Suffix	Company	Department	Job Title	BusinessS	BusinessS	BusinessS	BusinessC	BusinessS	BusinessF	BusinessC	HomeStre	HomeStre	HomeS
2		Jessica		Comes		My Virtual PA	Director	1 Springfield Road	Portishead	Bristol		BS20 6LH	United Kingdom					
3		Kim		Batchelor		My Virtual PA	Director	1 Springfield Road	Portishead	Bristol		BS20 6LH	United Kingdom					
4						Bull & Bear Restaurant				Frankfurt			Germany					
5						Clarion Hotel Copenhagen		Molestien 11		Kobenhavn SV		DK-2450	Denmark					
6						Duc des Lombards		42 Rue des Lombards	75001 Paris	Metro Chatelet			France					
7						Grumbles Restaurant		35 Churton Street		London		SW1V 2LT	United Kingdom					
8						Hilton Honors												
9						Hotel "Le Meridien" München				München			Germany					
10						Hotel California		16 rue de Berri		Paris		75008	France					
11						Hotel Deutsches Theater		Schwanthaler Strasse 15		München		D-80336	Germany					
12						Hotel Falken				Memmingen								
13						Hotel Hilton Melno City		Triangel 2		Melno		200 10	Sweden					