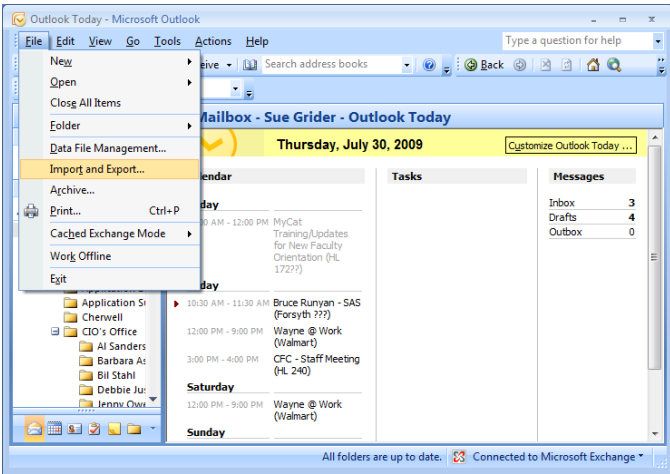
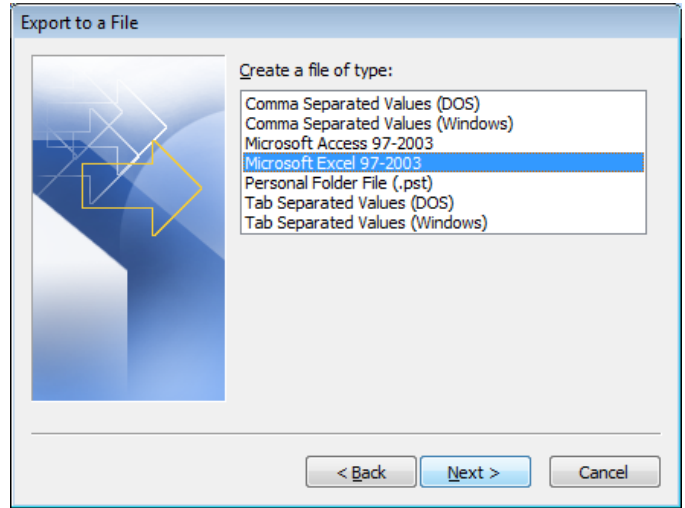


# How to Export Contacts from Outlook 2007

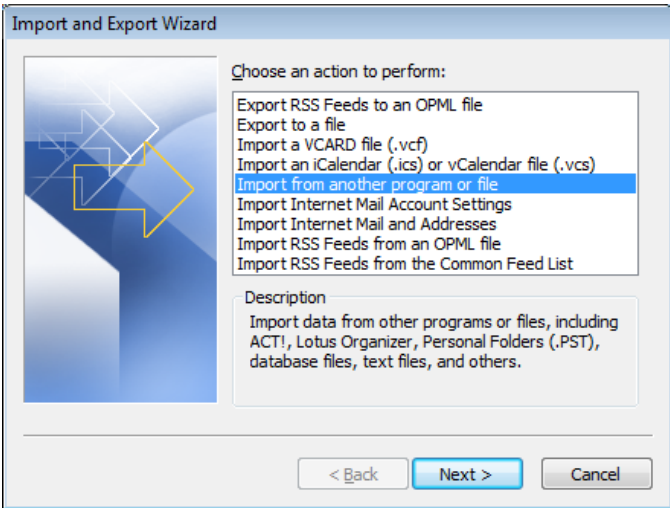
1. Open Outlook
2. Select **Import and Export...** from the File menu.



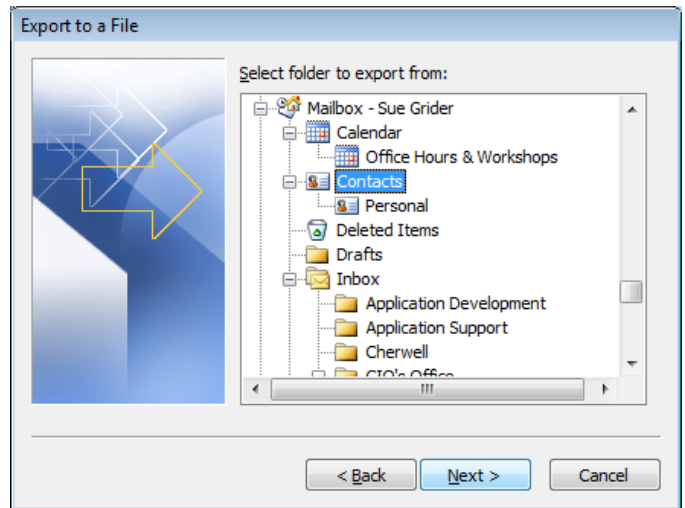
5. Select **Microsoft Excel 97-2003** from the list of file types. Click once on the **Next** button.



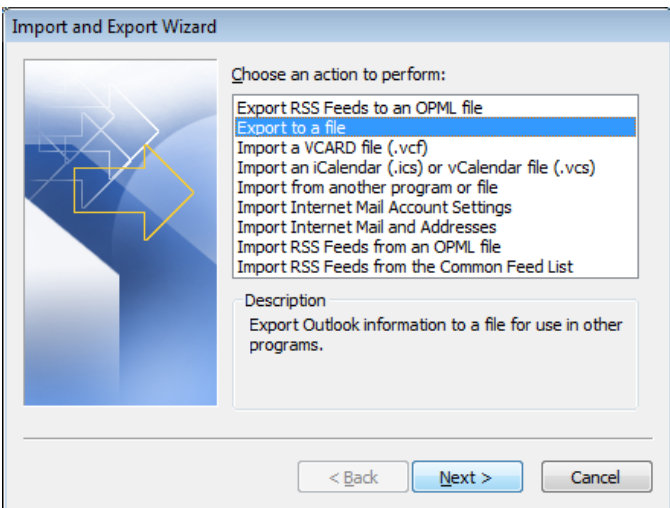
3. The Import and Export wizard will then open.



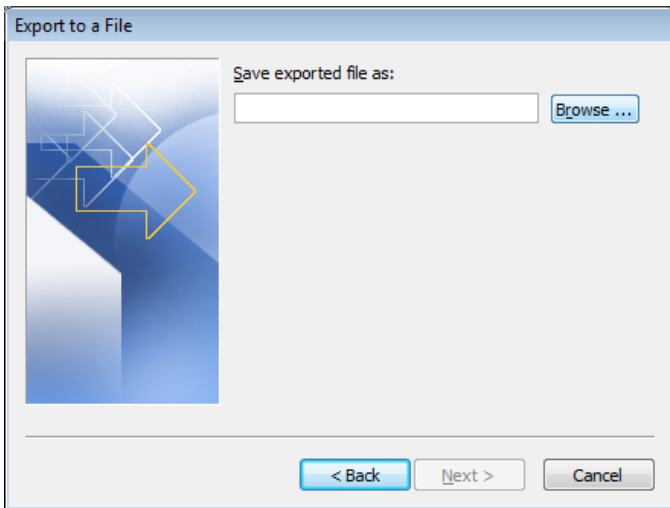
6. Select **Contacts** from under Mailbox – Your Name. Click once on the **Next** button.



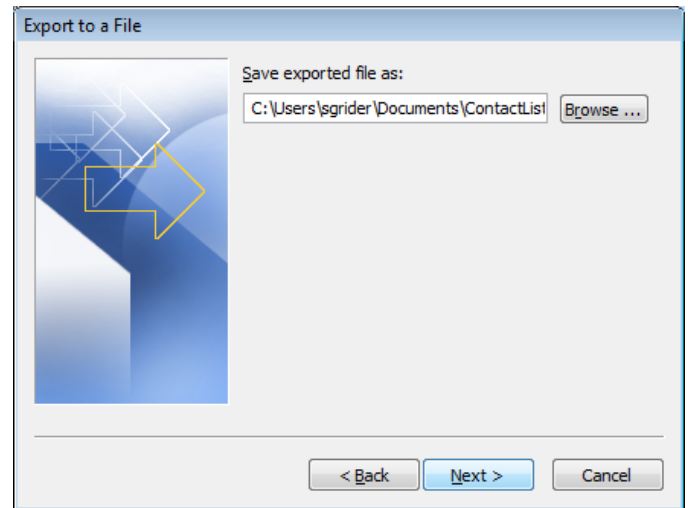
4. From the list, you need to select **Export to a file** from the list. Click once on the **Next** button.



7. Click once on the Browse... button.



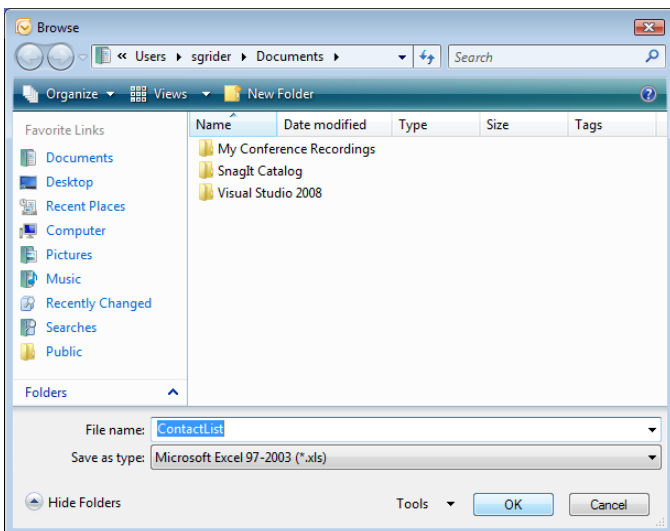
11. Click once on the Next > button.



8. Type the name of the Excel file you are going to create under File name:.

9. Check to be sure you are saving the file in a location that you will be able to find this file again.

10. Click the OK button when you are finished.



12. This last screen of the wizard shows you what action you are going to perform. If the appropriate item is checked, select the **Finish** button.

