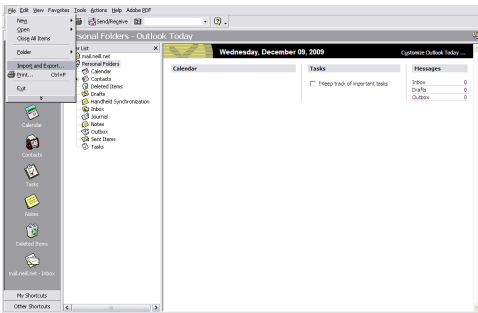


importing an email list to outlook

Follow the suggested procedure for exporting SalonBiz/SpaBiz customer email addresses into Outlook.

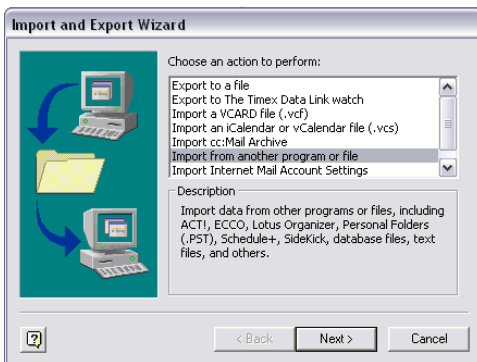
Getting the List

1. Locate the previously saved Excel file with your email addresses

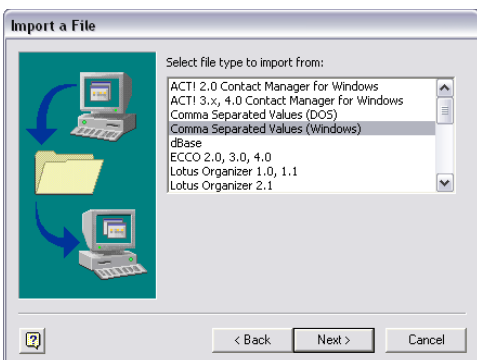


Importing the List

1. Open Outlook.
2. Select Contacts.
3. From the main menu, select File.
4. Select Import/Export

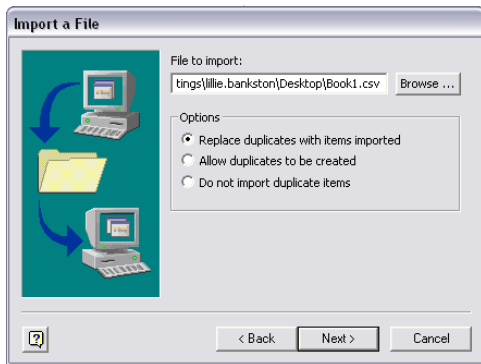


5. The Import and Export Wizard will open.
6. Select Import from another program or file.
7. Click Next.

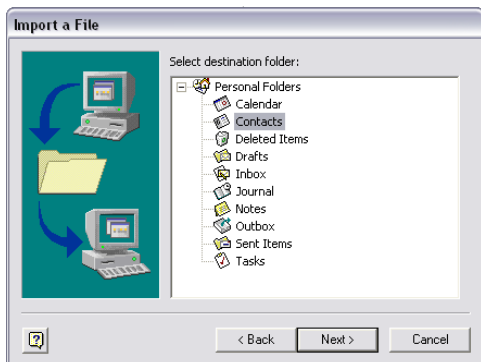


8. The Import a File screen will open.
9. Select Comma Separated Values (Windows).
10. Click the Next button.

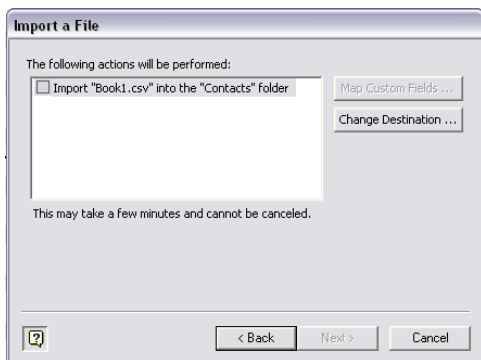




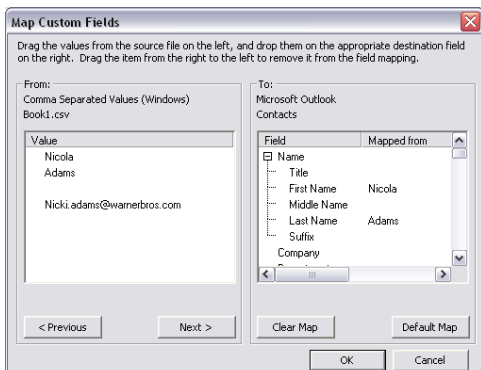
11. In the File to Import field, browse for the location of your saved email report “sbemail.csv” file.
12. Click the Next button.



13. Select the destination folder you wish to import the email addresses into (preferably Contacts).
14. Click the Next button.

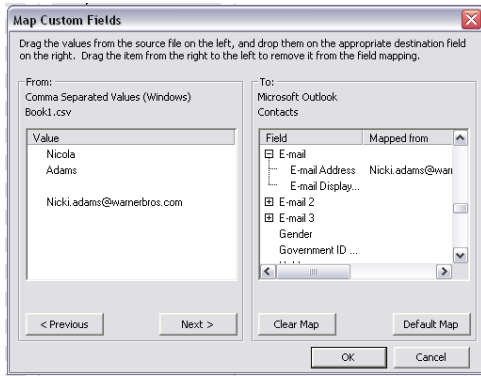


15. At The Following Actions will be performed: screen, you should see Import “sbemail.csv” into the “Contacts” folder.
16. Place a check mark in the box next to this item.
17. Click the Next button.



18. The Map Custom Fields Screen will open.
19. Drag the items from the From section to the area you want them to be stored in the To section after they are imported. For example, in the From section highlight the first name of the customer and drag it to the First Name field in the To section. Drag the last name of the customer to the Last Name field in the To section.





20. Drag the email address of the customer to the E-mail Address field of the To section.
21. Once you have mapped the fields to import, click the OK button.
22. Click the finish button.
23. The customer names and addresses will then be imported into Outlook.

