

## How to update/import Addressbook in Outlook

### In Outlook: Click Contacts

1. **Delete all previous e-mail addresses:**  
On tool bar Click **Edit, Select All, Edit Delete**, or use the Delete Key
2. Click on the **Nazareth Addressbook Folder** under **Contacts** (or)  
**Contacts Folder**
3. Click **File**
4. Click **Import/Export**
5. Click **Import from another program or file** – Click **next**
  
6. Click **Tab Separated Values (Windows)** – Click **next**
7. Click **Browse**
8. Click **Network Neighborhood** or **My Network Places**
9. Click **Microsoft Windows Network**
10. Click **Nazareth**
11. Click **Saturn2**
12. Click **adbook folder**
13. **Double Click** on the document named: **GLOBAL.ADDRESS.NET62 7 and outlook.txt**
14. Under **Options:** Replace duplicates with items imported
15. Click **Foldername** to which the email addresses are to be stored:  
**Contacts** or **Nazareth** - Click **Next**
  
16. Click **Map Custom Fields**
17. **Map Fields – Drag** - from leftside (tab separated) to rightside (Outlook)
  - FirstName - under Name drag to FirstName
  - LastName - under Name drag to LastName
  - Primary Email –under Email #1 – drag to email 1
  - Work Phone – under Business Phone – drag to Phone 1
  - Company (which is the Office Room #) – drag to Company
  
16. Click **Okay**
17. Click **Finish**