

Importing Contacts from Outlook



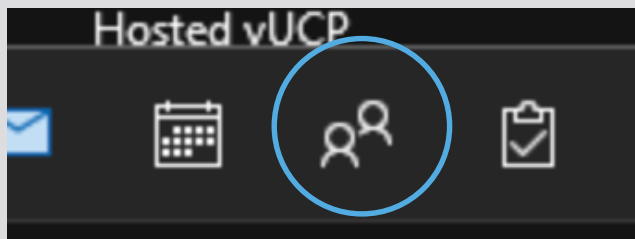
iPECS



The following information explains how to import Outlook contacts to iPECS ONE.

Step 1: Exporting Contacts from Outlook

1. Select the contacts tab in Outlook (Bottom left hand corner)
2. Click on File in the very top left of the Window:



3. Select Open & Export from the left hand menu
4. Select Import/Export (Third option underneath OPEN)
5. From the window that pops up, select; Export to a file and click on Next
6. Select Comma Separated Values and click Next

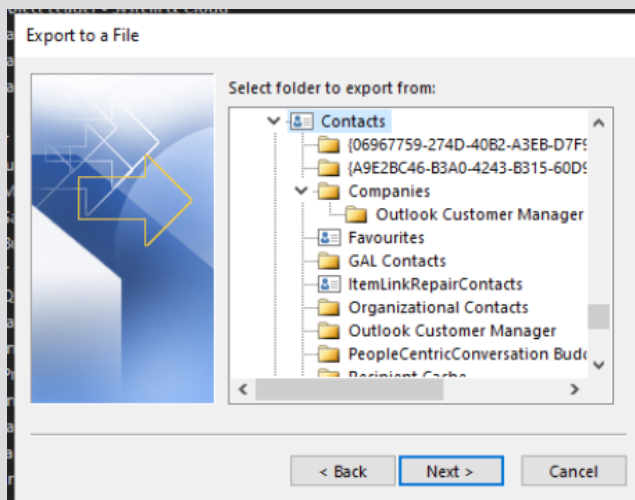
7. This should default to the Contacts folder in Outlook:

8. Click Next

9. In the next window, use the Browse option to select the folder to which you want to download your contacts

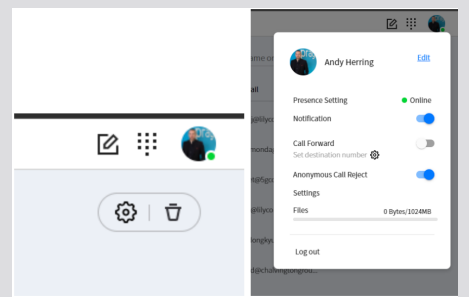
10. Click Next and in the next screen click Finish

11. Your downloaded contacts will be waiting in the folder you selected

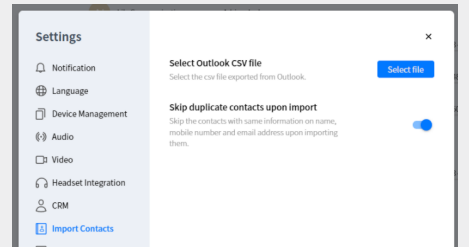


Step 2: Import to iPECS ONE

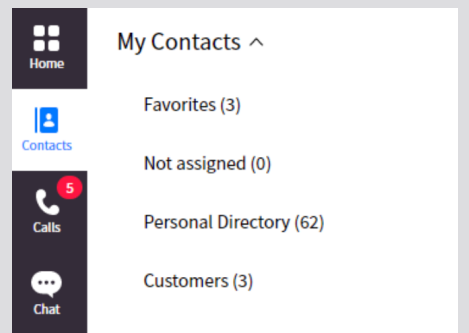
1. Open Chrome and log in to iPECS ONE
2. From the home page of iPECS ONE, click on the icon showing your status in the top right of the app:



3. Click on Settings
4. In the pop-up window select the option for Import Contacts:



5. Click on select file and locate the folder where your Outlook export was saved
6. You will then have the option to pick which contacts to import or just click on Select All
7. Your contacts will then appear in the Personal Directory option in the contacts tab:



8. If you cannot see all of the information you want then click on the settings “COG” to the upper right of the Personal Directory screen
9. You will see “Edit Column” appear in a new window: (Image 4)
10. There are some defaults you cannot de-select but simply activate the options you want
11. You can grab and reorder the options by clicking on the two horizontal bars to the right of the field option
12. Click OK

