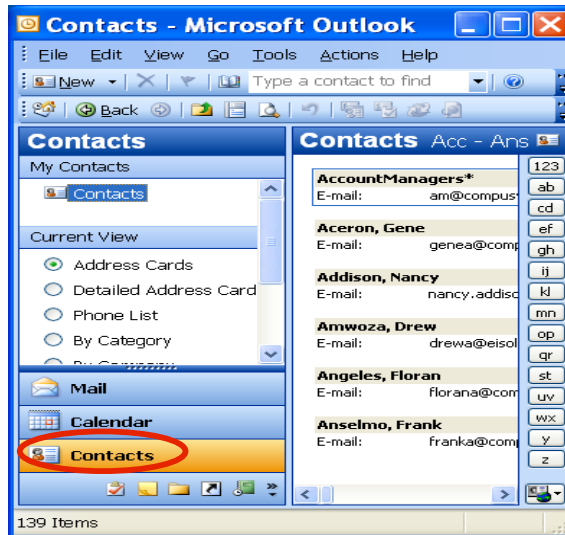


CompuLEAD Data Import Instructions: Outlook

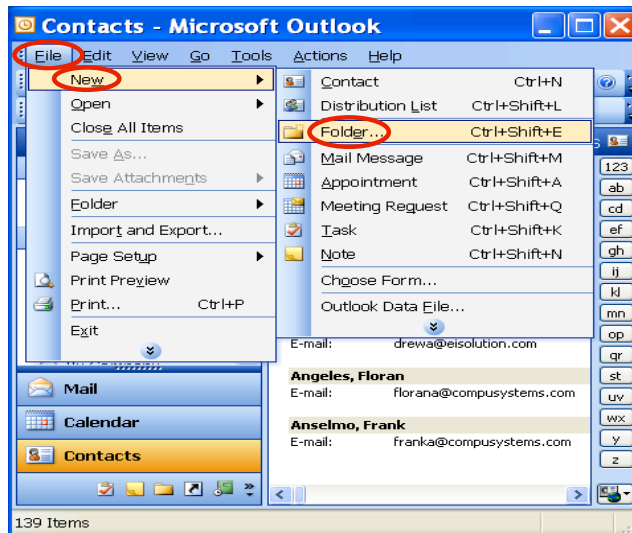
To import MS Outlook your data must be in Excel .csv format.
[Click here to convert to .csv](#)

Start Outlook

Click Contacts

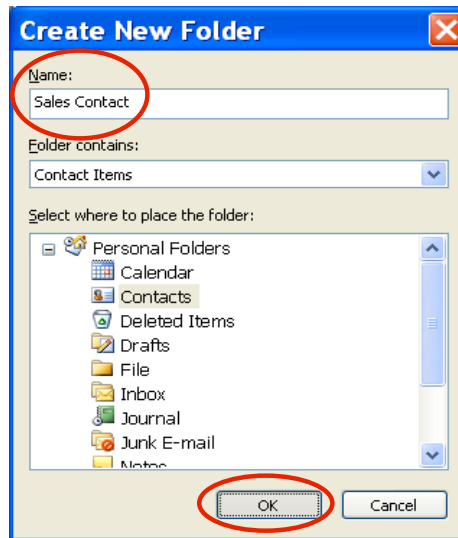


Click File
Click New
Click Folder



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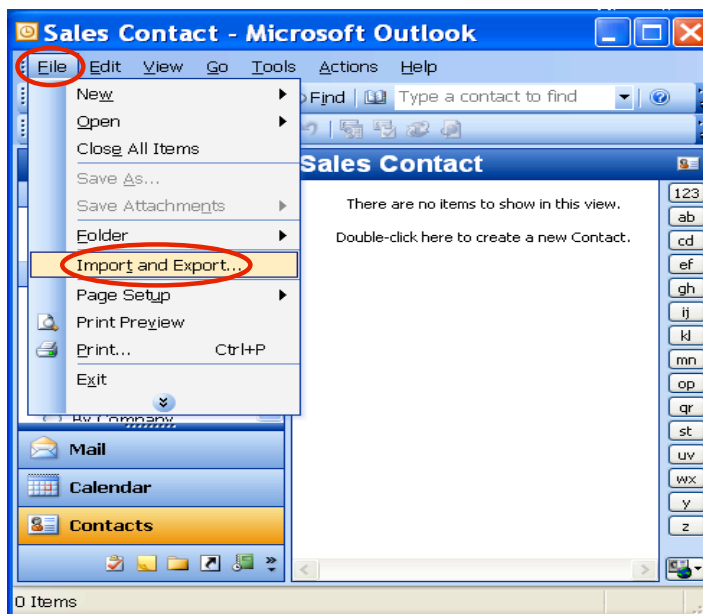
Type the Name: of your new file



Click OK

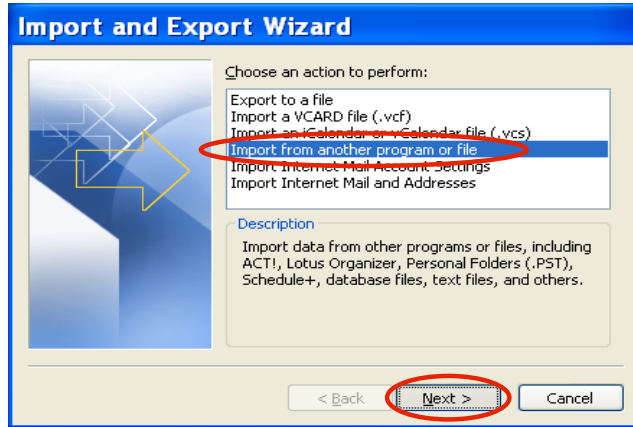
Click File

Click Import and Export



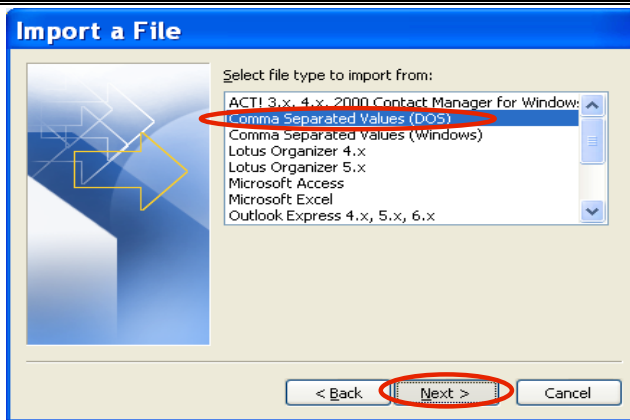
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Click Import from another program or file



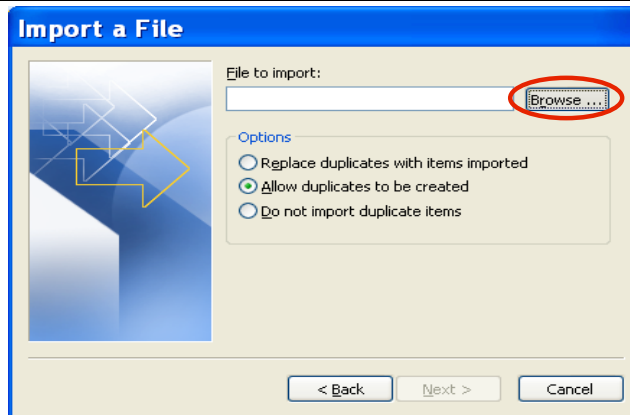
Click Next >

Click Comma Separated Values (DOS)

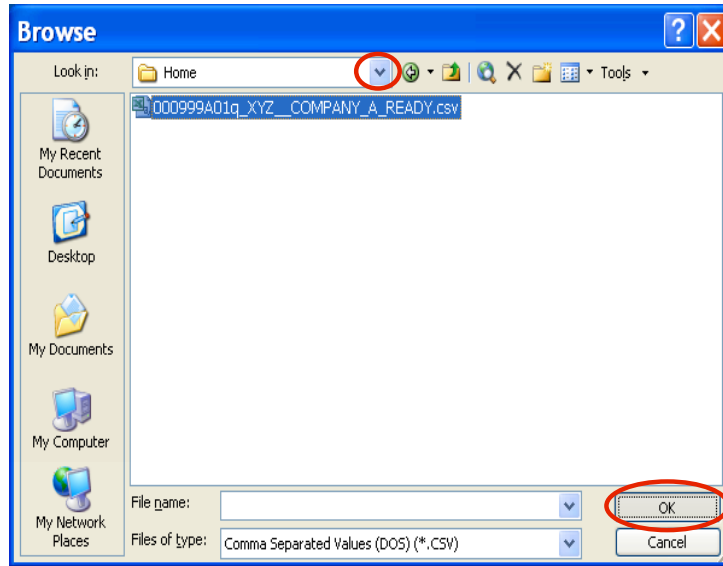


Click Next >

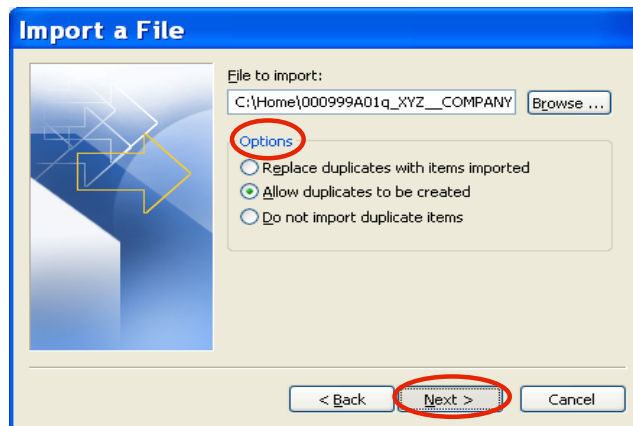
Click on Browse ... to locate your file



Click in Look in: field to locate your .csv format file.



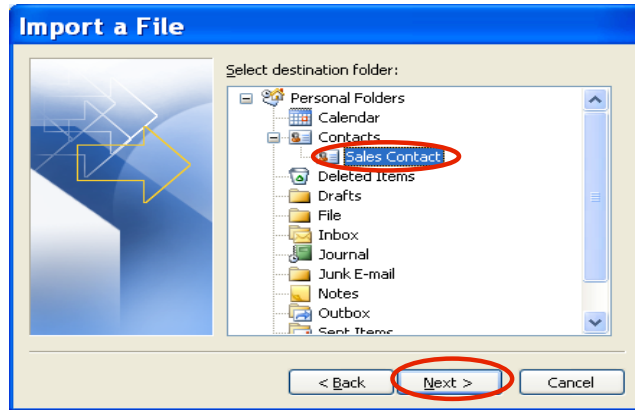
Select one of the duplicates
Options listed



Click Next >

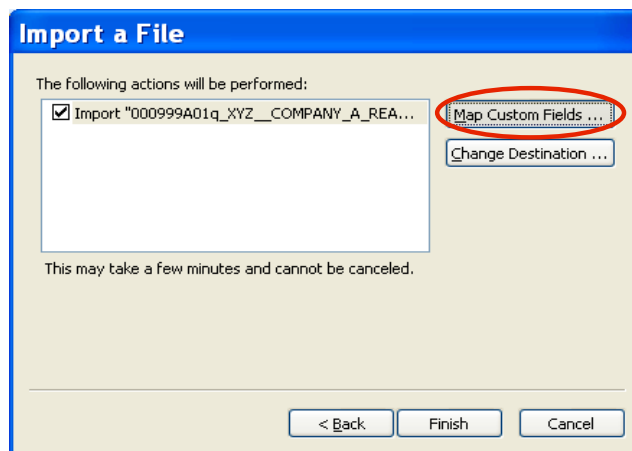
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Click the new folder Sales Contact



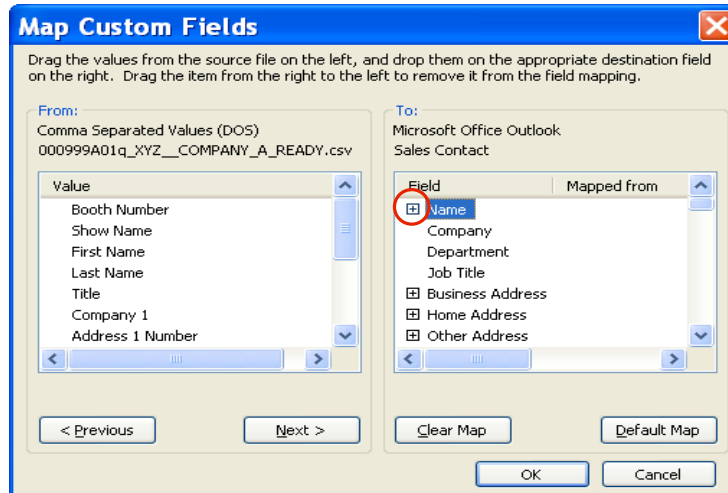
Click Next >

Click Map Customer Fields

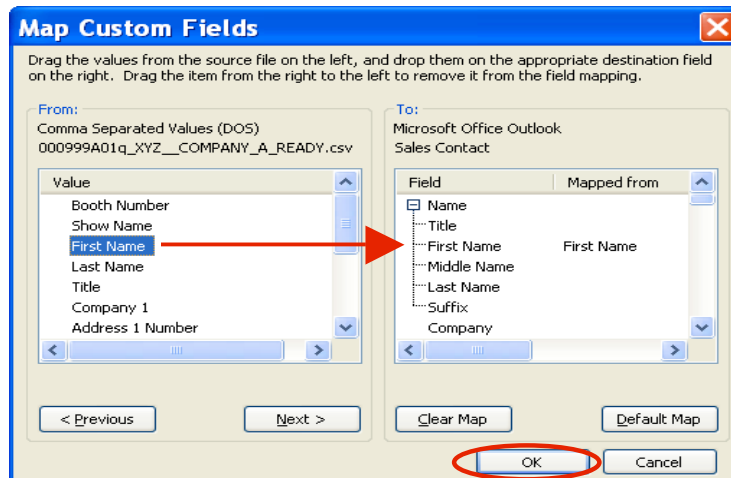


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Click on + sign to populate the name field



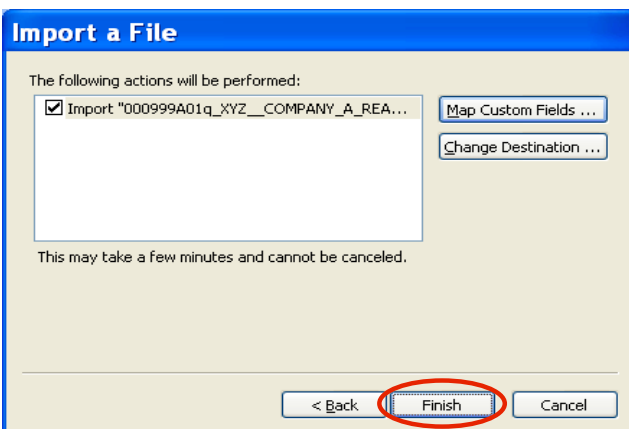
Drag all values of your choice from From: column to To: column



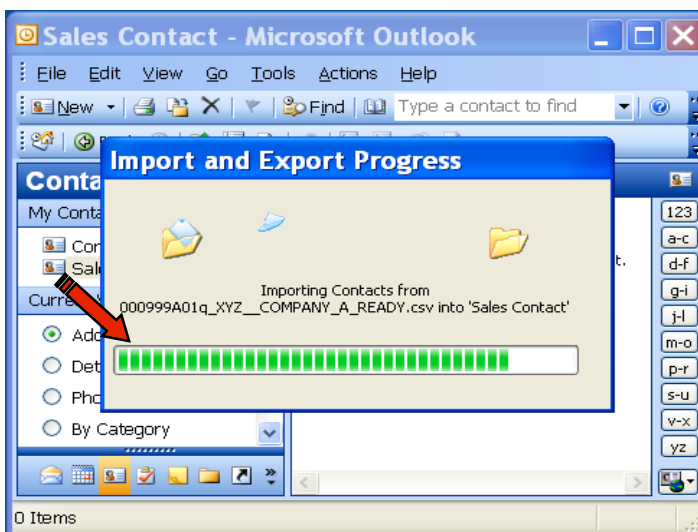
Click OK when done

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Click Finish

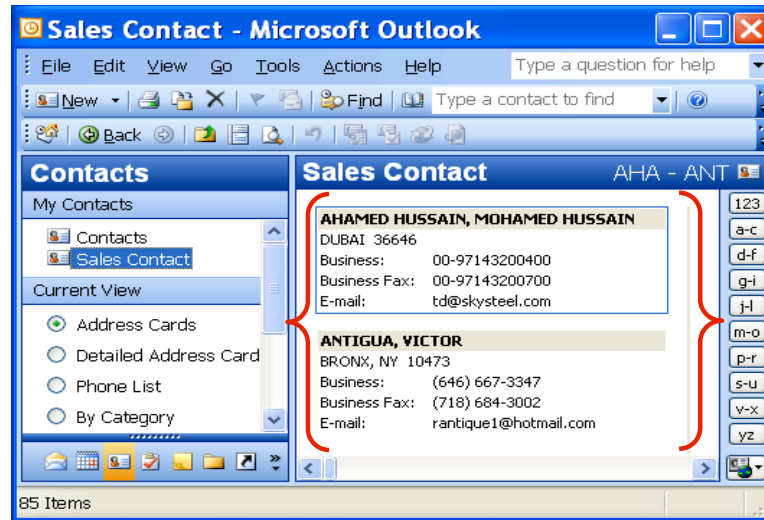


You will see the progress bar



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Your data should look something like this



You are Done !

If you need assistance importing your sales lead data into your third party software, please contact a technical support specialist at 708-786-5565.

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