# Importing OFC Contacts into Microsoft Outlook

This document shows how to import the entire current list of Oxford Flying Club contacts into your Outlook Contacts list. You will be able to update the lists without creating duplicate entries.

The pictures depict MS Outlook 2007 but most versions should be similar.

First, download the Comma Separated Value (CSV) file from the OFC Members Page at www.oxfordflyingclub.com/member/members.htm . You may have to log in to reach that page. You'll find the link on the left near the top under "General Contact Info". Save the file on your computer in a place you can find it such as the Desktop. You can delete the file once the import is done.
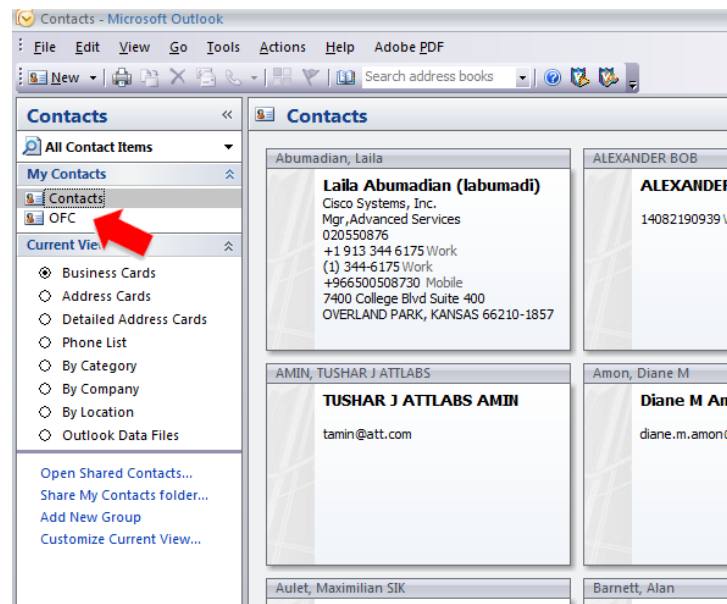
Second, create a new contacts folder in Outlook using the steps below. It's not required to create a new folder for OFC contacts but having it will make the list easier to manage.
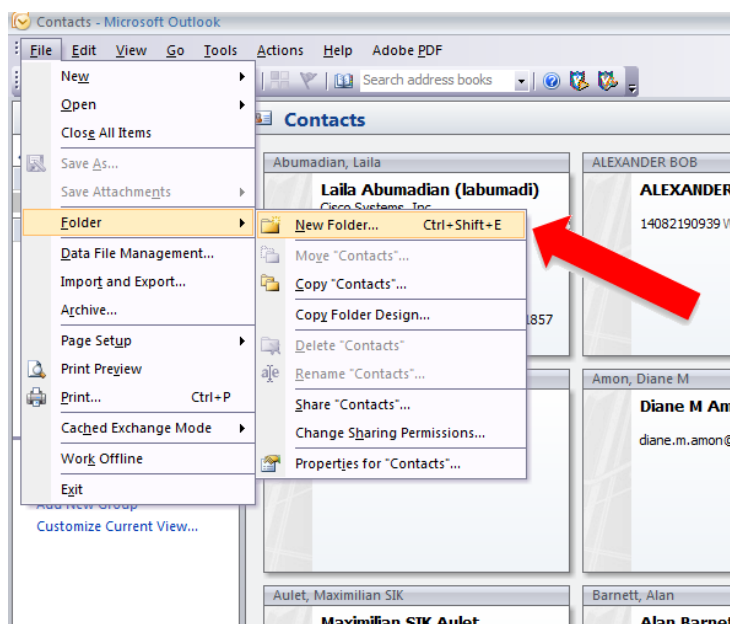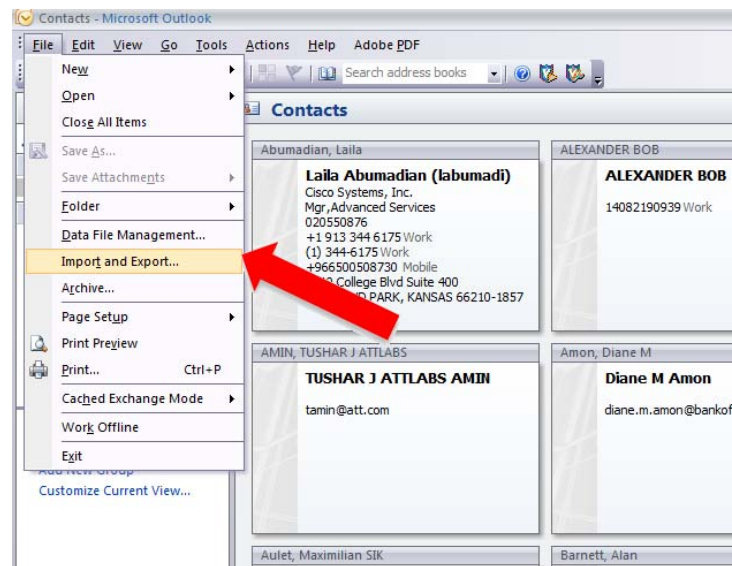

Select "File – Folder – New Folder"
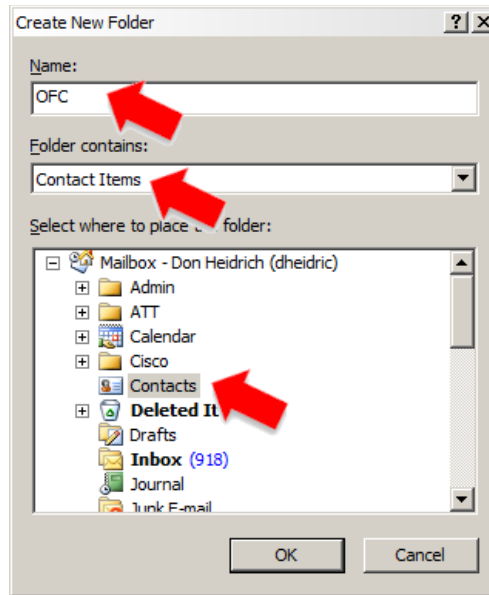
Enter a name for the new folder, select contains "Contact Items"
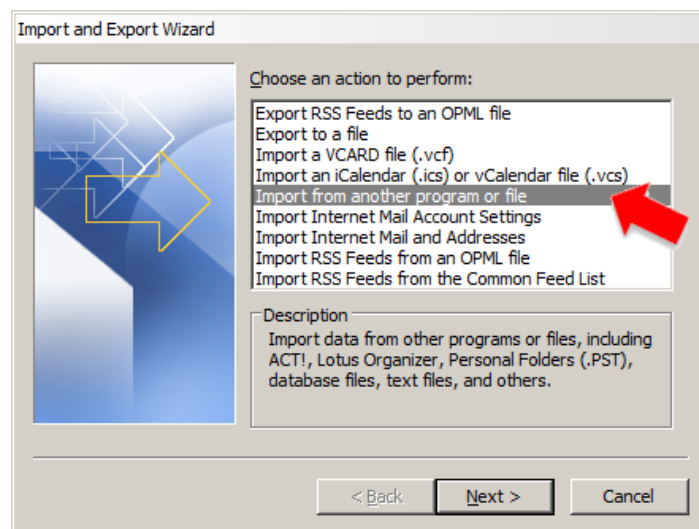and highlight "Contacts" to place it there. Click "OK".

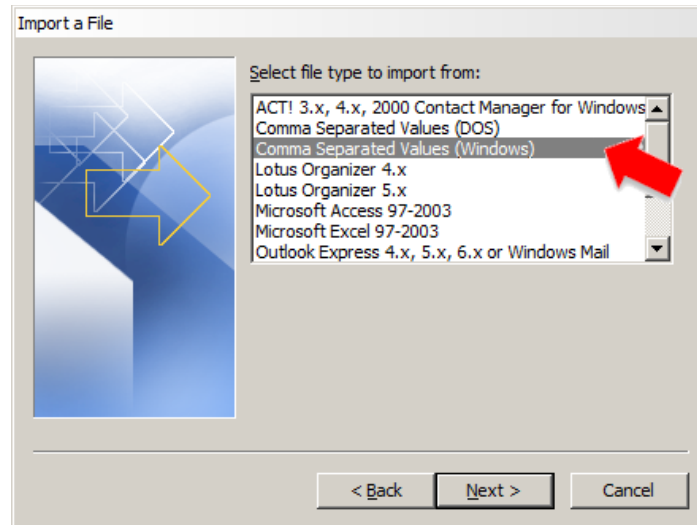Now when you look at Contacts you should see the new folder.

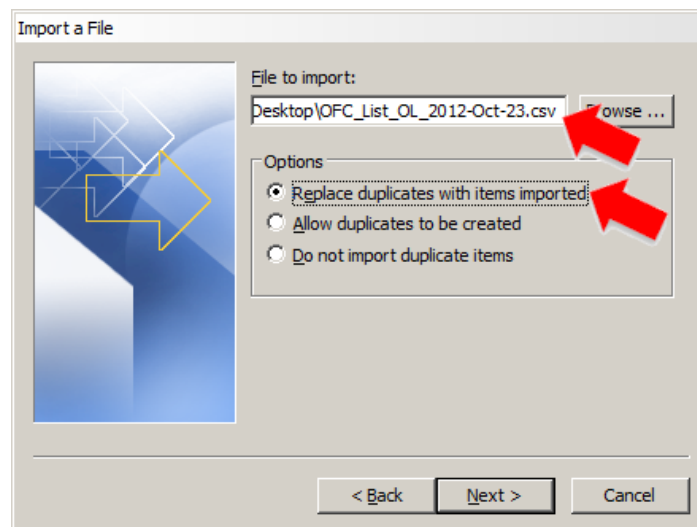**Third, import the OFC CSV file into the folder you just created.**
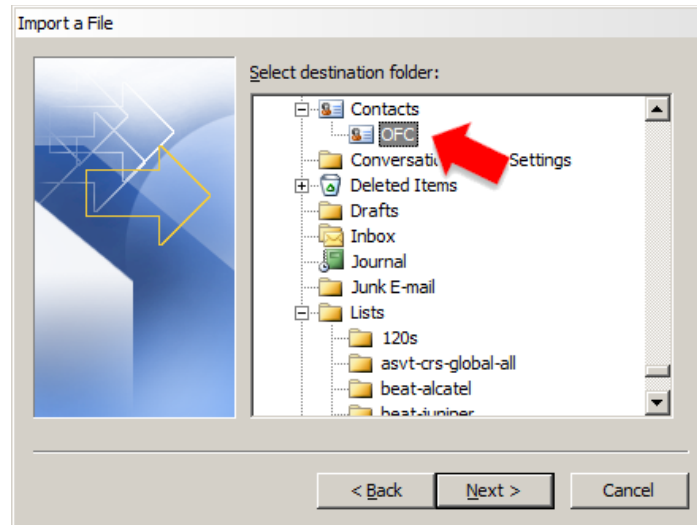

Select "File – Import and Export"

Select "Import from another program or file" and click "Next".

Select "Comma Separated Values (Windows)" and click "Next".

Browse to find the location where you saved the OFC CSV file.
If you are updating the contact list be sure to select
"Replace duplicates with items imported" to update existing entries.
Click "Next".

Select the new folder under Contacts as the destination and click "Next".
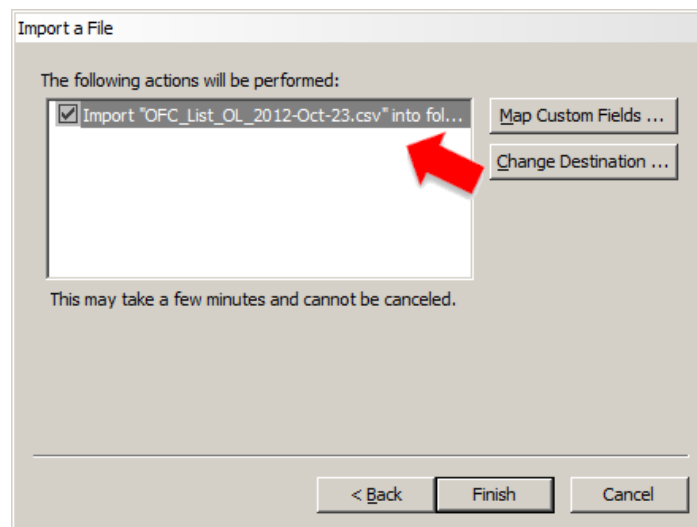
The value fields (name, address, phone etc.) should already be mapped properly as seen here.
But you can verify the mapping if you like by selecting "Map Custom Fields".
Otherwise select "Finish" to complete the import.

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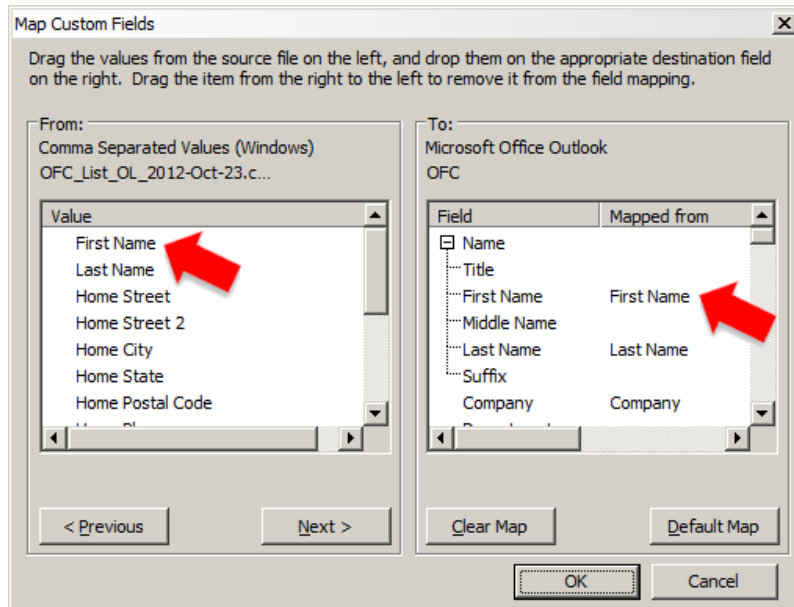
This shows how the fields in the CSV file (left) are mapped to the standard Outlook fields (right.)
The default mapping should be correct but you can alter it if needed.
When ready click "OK" and then "Finish" on the next window.
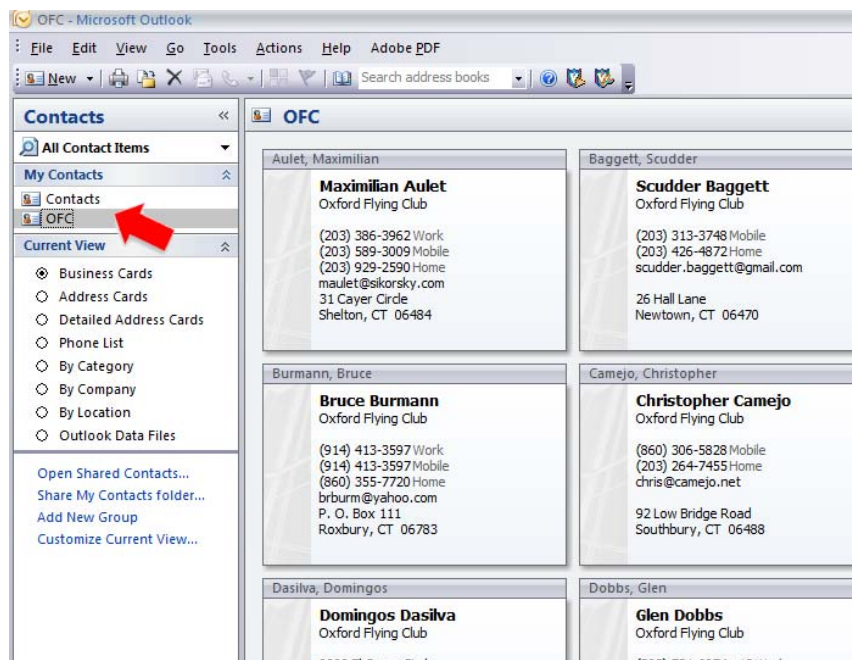
Select the new file name to see all the imported OFC Contacts.

Congratulations!

Oxford Flying Club   Updated October 2012 – Don H