

Importing a GroupWise Address Book into Microsoft Outlook

- Microsoft Outlook can import a GroupWise Address book which has been exported as a .NAB file.
- NAB files can be opened in any text editor, Microsoft Word, Microsoft Excel and other programs which can open a comma-delimited file. After opening the .NAB file, it must be saved in a file type that Outlook can import.
- Microsoft Outlook 2002/XP can import the following file types:
 - Microsoft Internet Mail (IE 3.02) (.pst)
 - Microsoft Outlook Express
 - Eudora Light (1.54 or 3.0.1)
 - Eudora Pro 2.2, 3.0, or 3.0.1
 - Netscape Mail 2.02, 3.0, or 3.01
 - Netscape Messenger 4.0
 - Comma Separated Values (MS-DOS) (.csv)
 - Comma Separated Values (Windows) (.csv)
 - Tab Separated Values (MS-DOS) (.txt)
 - Tab Separated Values (Windows) (.txt)
 - iCalendar (.ics)
 - vCalendar (.vcs)
 - vCard (.vcf)
 - Microsoft Access (.mdb)
 - Microsoft Excel (.xls)

Note: This is not a complete list. For the entire list, see Outlook Help.

- The .NAB file can be opened and modified before being exported into Outlook.
- Microsoft Excel files (.xls) can be imported into Outlook, however, the text to be imported must be saved as a named range in Excel before Outlook can perform the import.

Importing a GroupWise Address Book into Outlook

1. Export the Address Book from GroupWise as a .NAB file as described in the *How to Export a GroupWise Address Book* Quick Guide.
2. Open the .NAB file in a program that can read a comma-delimited file.
3. Modify the file if needed.
4. Save the file as a file type that Outlook can import (see list above).

5. Open Outlook and choose where you want to import the Address Book. If you want to import it into the Contacts folder, choose Contacts. If you want to create a new personal folder, create the folder (File, New, Folder), then choose the folder.
6. Select **File, Import and Export**.
7. Select **Import from another program or file** and press **Next**.
8. Choose the file type to import and press **Next**.
9. Locate the file to import and press **Next**.
10. Select the destination folder to import the address book and press **Next**.
11. Place a check mark in the box next to the file you are importing.
12. Map the fields in the imported file with Outlook fields by dragging the fields from the left to the field it corresponds with Outlook on the right. For example, the name field 3010001E:Name would correspond with the field Name in Outlook.
13. Press **OK** when all fields are mapped.
14. Press **Finish** to begin the import.

Computer Services

<https://cshelpdesk.csd.sc.edu>

<http://www.csd.sc.edu/groupwise/>

803-777-1800