# Exporting Frequent Contacts From GroupWise

To save your Frequent Contacts from GroupWise, please do the following.

### Exporting Frequent Contacts

1. Open GroupWise and click the Address Book icon.
2. Graphical user interface, text, application, chat or text message

   Description automatically generatedSelect Frequent Contacts in the address book list.
3. Next, click File, then click the Export option.
4. The Choose Address Book window will appear.

Select Frequent Contacts, then click OK.

Graphical user interface, text, application, chat or text message

Description automatically generated

1. The Choose Export File will open.
   1. Select Desktop as the save location,
   2. Type the name Frequent Contacts in the File name field.
   3. Select the Comma Separated Value (.csv) file format in the Save as type dropdown.
   4. Click Save.

Graphical user interface, application

Description automatically generated

# Importing Frequent Contacts to Outlook

To add your saved Frequent Contacts to Outlook, please do the following.

### Importing Frequent Contacts

1. Open Outlook and click File, then Open & Export.
2. Graphical user interface, application

   Description automatically generated
3. Select Import/Export.
4. Graphical user interface, application, Word

   Description automatically generated
5. Select Import from another program or file, then click Next.
6. Select Comma Separated Values.
7. Browse to the location where you saved your GroupWise contacts .csv.
8. Select Do not import duplicate items.
9. Select the Address Book you want to import. (should be a .csv format)
10. Click Next.
11. Click Finish. (Please check your Outlook contacts to confirm contacts are present.)