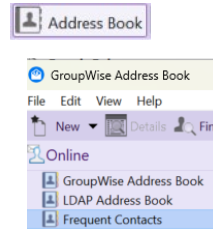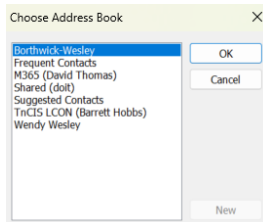## Exporting Frequent Contacts From GroupWise

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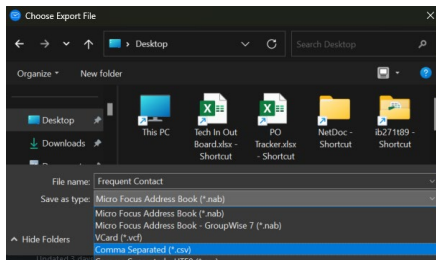
Exporting Frequent Contacts

1. Open GroupWise and click the Address Book icon.
2. Select 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.

5. The Choose Export File will open.
   a. Select Desktop as the save location,
   b. Type the name Frequent Contacts in the File name field.
   c. Select the Comma Separated Value (.csv) file format in the Save as type dropdown.
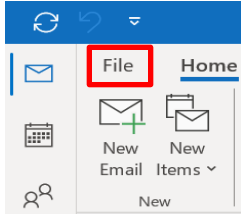   d. Click Save.

Importing Frequent Contacts to Outlook

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

Importing Frequent Contacts

6. Open Outlook and click File, then Open & Export.

7.

8. Select Import/Export.

9.

10. Select Import from another program or file, then click Next.

11. Select Comma Separated Values.

12. Browse to the location where you saved your GroupWise contacts .csv.

13. Select Do not import duplicate items.

14. Select the Address Book you want to import. (should be a .csv format)

15. Click Next.

16. Click Finish. (Please check your Outlook contacts to confirm contacts are present.)