

## RE: suggestions for comparing contacts in different folders

*Source:* <http://www.tech-archive.net/Archive/Outlook/microsoft.public.outlook.general/2004-02/4098.html>

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*Date:* 02/18/04

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Hi Blaine,

Thank you for posting here!

I understand that you want to remove the duplicates of contacts. If I have misunderstood, feel free to let me know.

First, I would like you to know that we cannot merge the information of the two contact items to one item. However, we can perform the following steps to move all the items in one contact folder to another contact folder:

1. Export the items of one contact folder to a .csv file
2. Import the .csv file to another subfolder of Outlook

Note: Choose the option "Do not import duplicate items" during import.

For additional information, please refer to the following Knowledge Base Article:

290859 OL2002: How to Import and Export Text Data with Outlook  
<<http://support.microsoft.com/?id=290859>>

I also found some third-party tools. You can refer to the following links for more information:

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microsoft.public.outlook.general: RE: suggestions for comparing contacts in different folders

<http://www.lbetoolbox.com/>

<http://www.hlyspirit.org.uk/cms/index.php?id=7>

I hope this helps! If anything is unclear, feel free to let me know. Have a nice day!

Thanks & Regards  
Alan Sun  
Microsoft Online Partner Support

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