

## Re: Is it possible to import e-mail address from Excel?

**Source:**

[http://www.tech-archive.net/Archive/Windows/microsoft.public.windows.inetexplorer.ie6\\_outlookexpress/2004-02/0](http://www.tech-archive.net/Archive/Windows/microsoft.public.windows.inetexplorer.ie6_outlookexpress/2004-02/0)

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**From:** Kath Adams (*KathAdams\_at\_mvps(remove).org*)

**Date:** 02/01/04

Date: Sun, 1 Feb 2004 17:11:52 -0000

BigBuck98 wrote:

- > *I have a database in Excel with 426 entries. Each of these entries*
- > *has among other things e-mail addresses. Is there any way that I can*
- > *import these addresses and the name of the person from this Excel*
- > *database into the address book in OE 6.0?*
- > *Thanks*
- > *Gordon*

Courtesy of Frank Saunders MVP :-

Arrange the data fields so they agree with the following headers (or columns) and save the result as a CSV (comma separated value) file. You can import a CSV file into Outlook Express using File/Import/Other Address Book (Text-CSV file). The header info and order they must be in are as follows:

First Name,Last Name,Middle Name,Name,Nickname,E-mail Address,Home Street,Home City,Home Postal Code,Home State,Home Country/Region,Home Phone,Home Fax,Mobile Phone,Personal Web Page,Business Street,Business City,Business Postal Code,Business State,Business Country/Region,Business Web Page,Business Phone,Business Fax,Pager,Company,Job Title,Department,Office Location,Notes

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