Your contacts should move over automatically. If you notice that your "Frequent" contacts or other contacts are not in Outlook, you can manually export them from Groupwise and import them into Outlook.
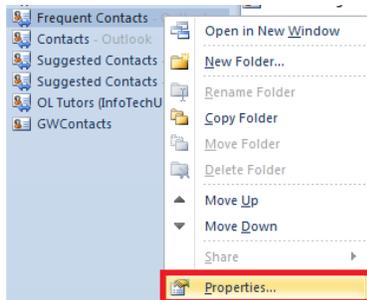
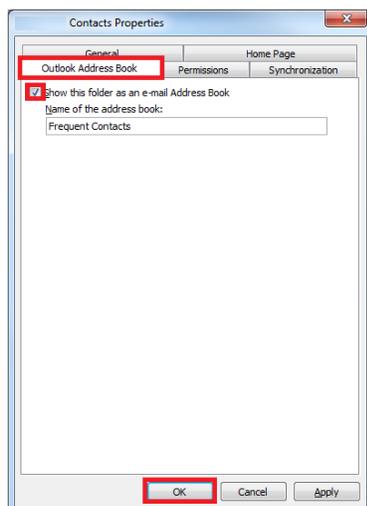**How to check if your Groupwise "Frequent Contacts" were moved over.**

In Outlook:

Click on "Contacts" within Outlook. Click on "Frequent Contacts – YourEmailAddress@tru.ca"

If you have contacts showing here, then your Groupwise Frequent contacts have been moved over. You will just need to add them to the "Outlook Address Book" so you can access them.

Right click on "Frequent Contacts – YourEmailAddress@tru.ca" and choose "Properties".

Select the "Outlook Address Book" tab. Check the box: "Show this folder as an e-mail Address book". Click "OK".
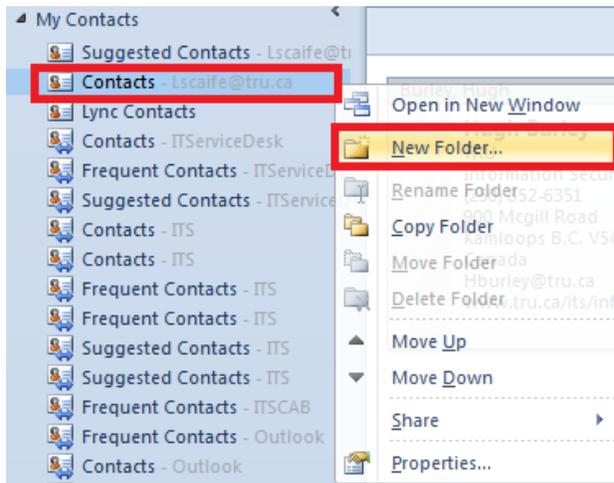

You are now done. You will not need to proceed with the following steps, unless you want to move over additional contacts from Groupwise.
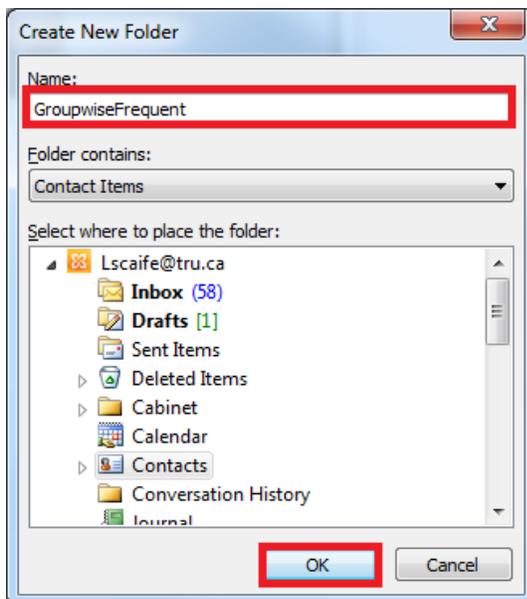
Frequent Contacts (If missing in Outlook)

In Outlook:

Click on "Contacts" and then right click on your personal Contacts ("Contacts – youremailaddress@tru.ca") and choose "New Folder…"

Provide a name for the folder.

The folder should appear on the bottom of your "Contacts" list.
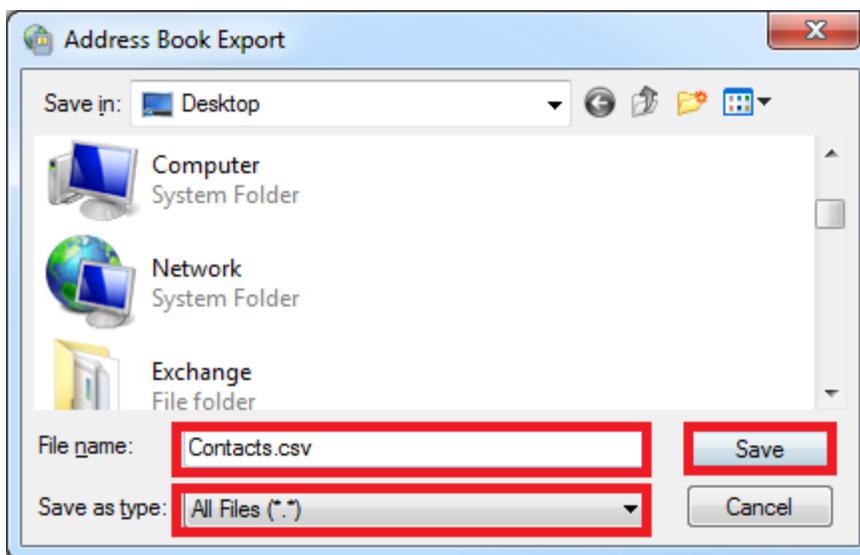
In Groupwise:

Open up the "Address Book" within Groupwise.

Right Click on the "Book" or list of "Contacts" you would like to Export and choose: "Export Book".
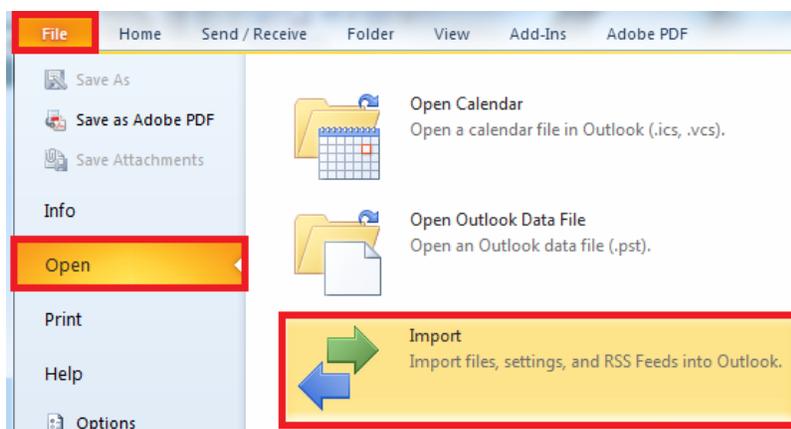
Choose the "**Desktop**" for "**Save in:**"

Provide a "**File name:**" and add "**.csv**" as the extension.

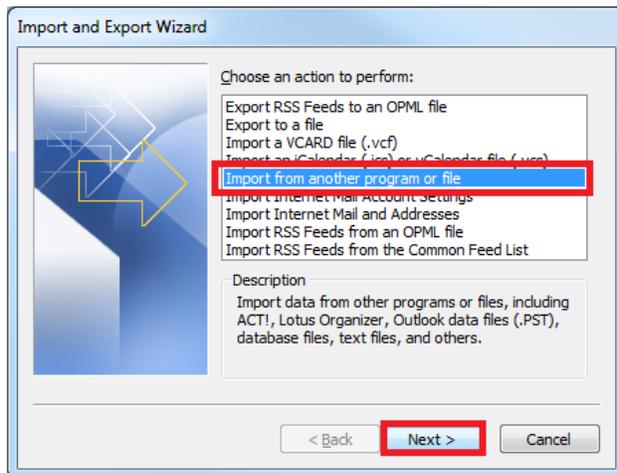Choose " **All files(*.*)** " in the "**Save as type:**"
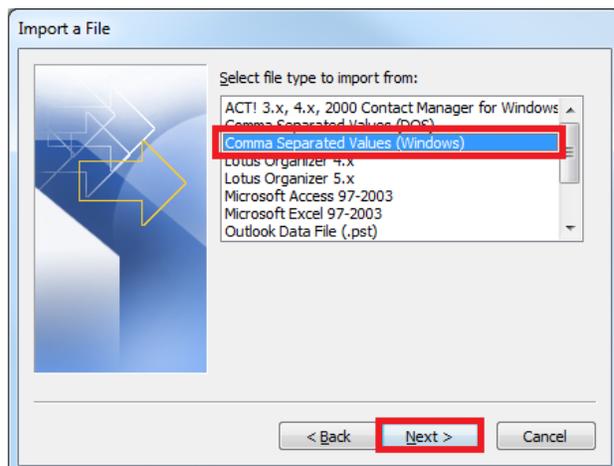

In Outlook:

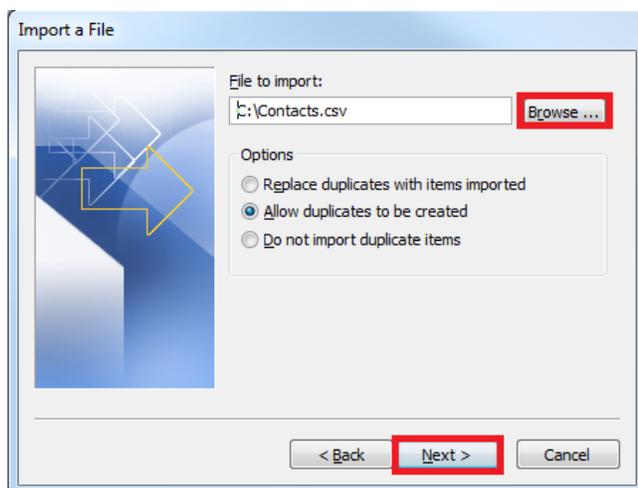Click on "File" – "Open" – "Import"

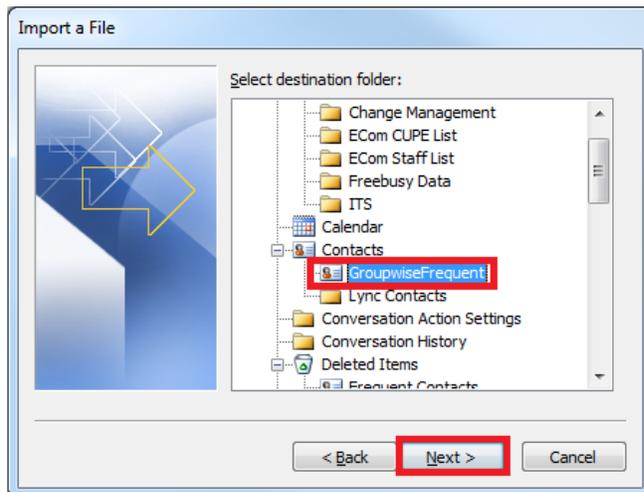Select "Import from another program or file" and click "Next".

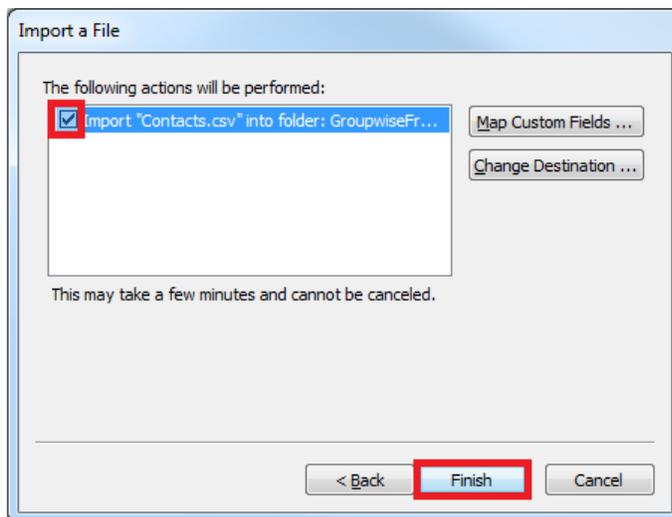Select "Comma Separated Values (Windows)" and click "Next".

Click "Browse" and choose the file you exported from Groupwise (eg: contacts.csv) and click "Next".

Select the name of the contact folder you created in Outlook and click "Next".

Make sure that "Import "xxxxx.csv into folder: xxxxxx" is checked. Click "Finish".

If you click on the contact folder you created in Outlook, you should now see the content you just imported from Groupwise. You will just need to add them to the "Outlook Address Book" so you can access them.