How to Import Contacts from Groupwise

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".

Frequent Contacts - (2	Open in New Window
Suggested Contacts - Outlook		New Folder
GWContacts	ģ	<u>R</u> ename Folder
	°	<u>C</u> opy Folder
	<u> </u>	Move Folder
		Delete Folder
	*	Move Up
	•	Move <u>D</u> own
		<u>S</u> hare ►
	1	Properties

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

Contacts Properties			×
General Outlook Address Book	Permissions	Home Page Synchronizati	00
Utbook Address Book jume this folder as an e-mail jume of the address book: Frequent Contacts	Permissions	Synchronizati	on
	ок с	ancel Ap	ply

You are now done. You will not need to proceed with the following steps, unless you want to move over additional contacts from Groupwise.

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Frequent Contacts (If missing in Outlook)

In Outlook:

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



Provide a name for the folder.

Create New Folder
Name:
GroupwiseFrequent
Eolder contains:
Contact Items
Select where to place the folder:
⊿ 🔀 Lscaife@tru.ca
Inbox (58)
Sent Items
Deleted Items
Delta Cabinet
Calendar
See Contacts
Conversation History
OK

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

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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:"

🔞 Addre	ess Book Export	×
Save <u>i</u> n:	: 📃 Desktop 🔹 🌀 🏂	թ
	Computer System Folder	^
	Network System Folder	
ħ	Exchange File folder	-
File <u>n</u> ame	e: Contacts.csv	Save
Save as <u>t</u>	type: All Files (*.*)	Cancel

In Outlook:

Click on "File" - "Open" - "Import"



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

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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".

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How to Import Contacts from Groupwise

Import a File	
	Select destination folder:
	< Back Next > Cancel

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

Import a File	
The following actions will be performed:	Map Custom Fields
This may take a few minutes and cannot be canceled.	
< Back	Finish Cancel

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.