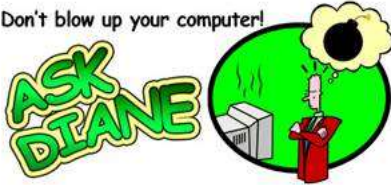


Don't blow up your computer!



Dear Focused,

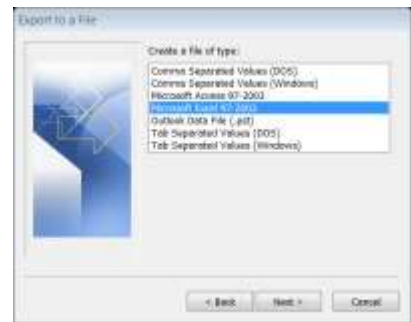
Last week I showed you how to select a group of names from the Global Address book. Now let's finish the process by exporting them from Outlook into Excel. This is the really cool part because you can choose specifically what information you want to put into the spreadsheet so you can sort the data. Let's say you want to export the First Name, Last Name and Email Addresses into three different columns... Click File at the top of Outlook. Select Import/Export. This will open the Import/Export Wizard.



Select Export to a file.



Locate where the information is stored. In my case Suggested Contacts. >Next



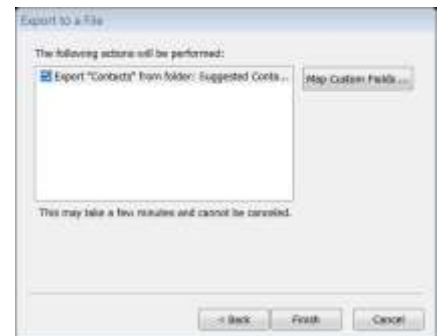
Select Microsoft Excel >Next



Browse to where you want the Excel Spreadsheet to be stored. > Next



Select the information you want to include by clearing the map and then moving the field from the value side to the Excel side. Select OK



Select Finish. You will have a new Excel Document that you can now use.