



Uploading a CSV file of Contacts to Hotmail

In this document, you will learn how to:

- Export a contact list to a CSV file
- Create a new Group in Hotmail
- Upload the CSV file using the Import Wizard
- Add the new Contacts to the Group

Export an Outlook Contacts Folder

Discussion

It is possible to send contacts from Outlook and save it as a Comma Separated Variable (.csv) file. The csv file can then be used to upload to Contacts to a Hotmail account.

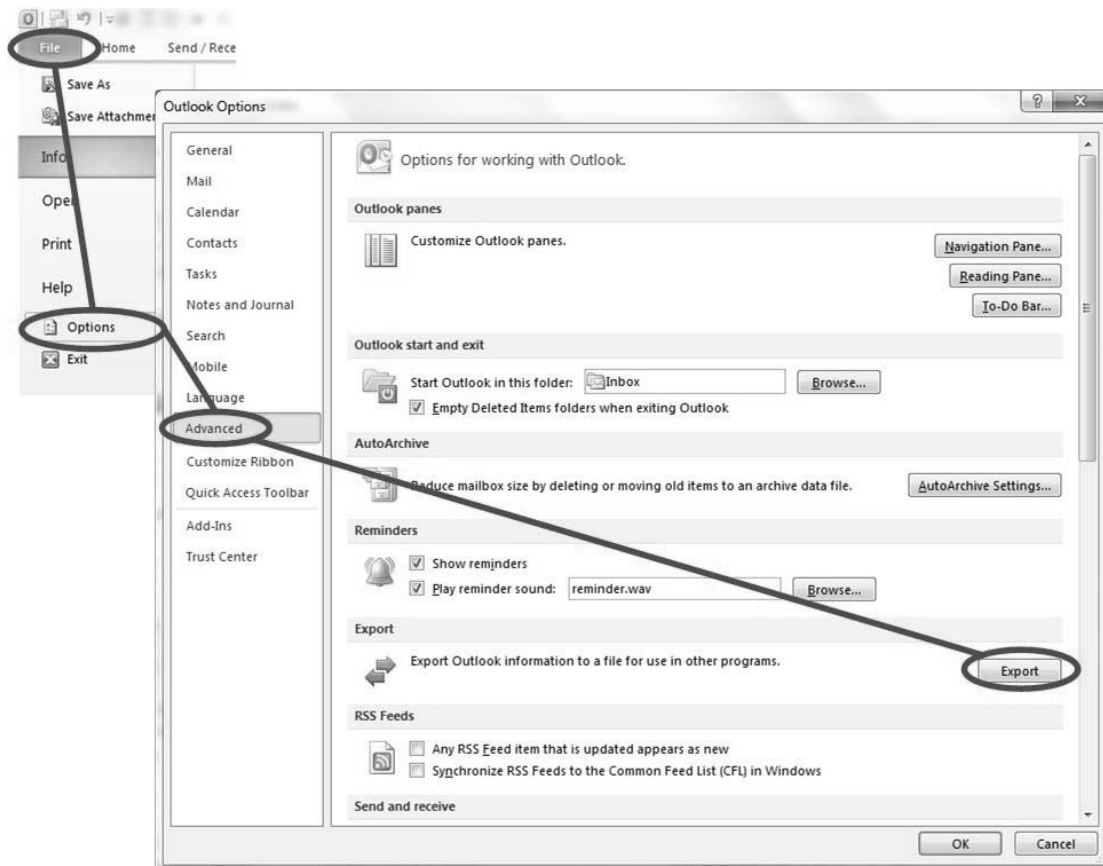


Figure 1: Exporting Contacts

Let's Do It

1. Open Outlook
2. Go to the **Contacts** area
3. Select the **Folder** which contains the contacts you wish to export.
4. Select **File/Options/Advanced**.
5. Locate the Export section and click on the **Export** button. The Export Wizard will start.
6. Select the **Export to a file** option and click on the **Next** button.
7. Select **Comma Separated Variable (Windows)** and click on the **Next** button.
8. Select the folder to be exported from either the **Contacts** or **Suggested Contacts** section and click on the **Next** button.
9. Click on the **Browse** button to set a name and location for the file, then click on the **OK** button to return to the Wizard.
10. Click on the **Next** button, then the **Finish** button to complete the export.

Add a New Group to Hotmail Contacts

Discussion

Hotmail's Contacts are normally arranged alphabetically. They can be further organised into **Groups**, which makes it easier to locate Class Lists, Team Lists, etc.



After adding to a Group, the contact will still appear in the Master List of Contacts.

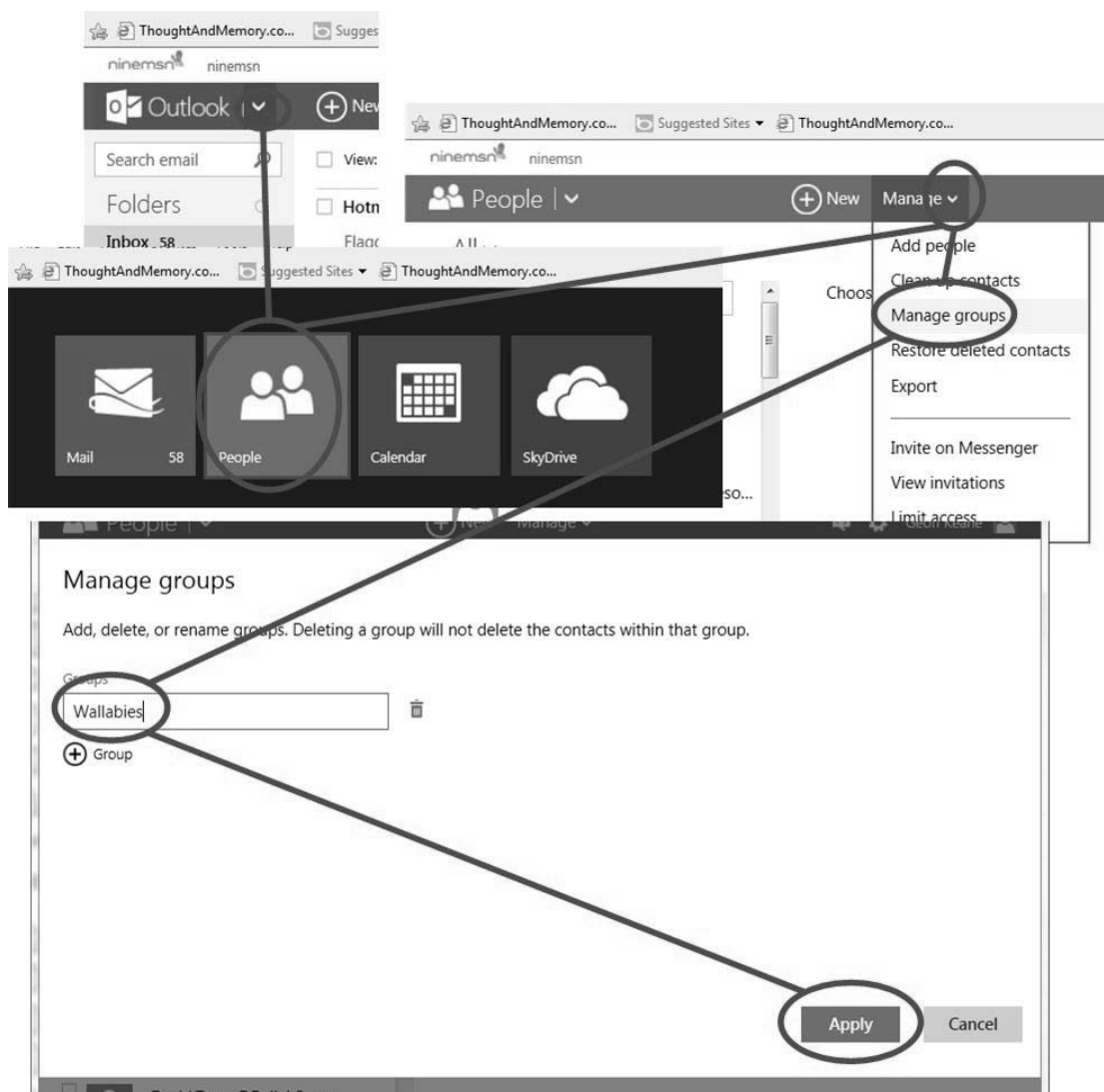


Figure 2: Create a new Hotmail Group

Let's Do It

1. Start your Web Browser, and log into your Hotmail account.
2. Click on the ▼ next to **Outlook**.
3. Click on **People**
4. Click on the ▼ next to **Manage**
5. Select **Manage Groups**.
6. Type the **name** of your new Group into the **Groups** control.
7. Click on the **Apply** button.

Upload the CSV file using the Import Wizard

Discussion



The version of Outlook used in hotmail.com and outlook.com accounts can only upload a csv file.

A Wizard is used to upload the file. The Wizard searches the csv database for headings that match the fields in the Outlook database and automatically matches them up.



The most commonly used Outlook fields are named *First Name*, *Last Name*, *Notes*, *Home Phone*, *Home Address*, *Mobile* and *E-mail*. If your csv file has columns with exactly these names then the Wizard will automatically recognise them.

To start the Wizard, click on the **Import From File** option in the main People screen.

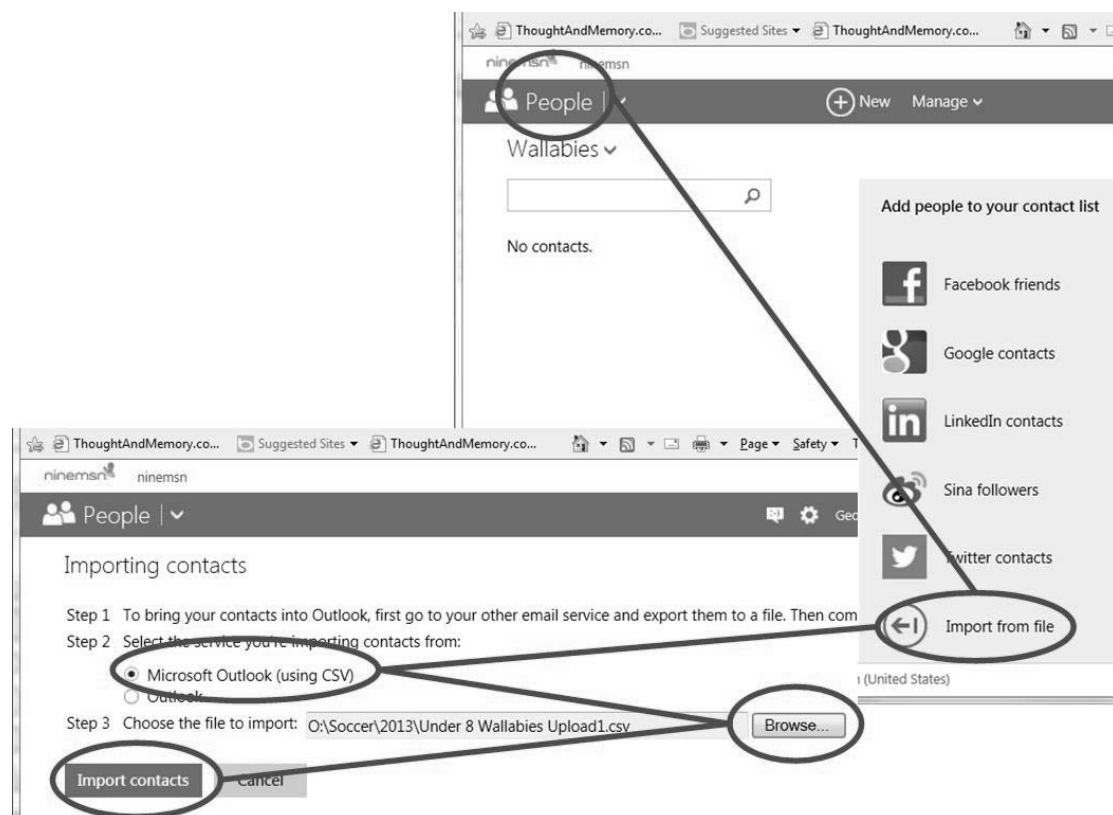


Figure 3: Importing from a csv file

Let's Do It

1. Click on **People** to return to the main People screen.
2. Click on the **Import from file** link to start the Wizard.
3. Ensure that the **Microsoft Outlook (using CSV)** option is selected.
4. Click on the **Browse** button.
5. Locate your file of Contacts and click on the **Open** button.
6. Click on the **Import Contacts** button.

Add the Contacts to the Group

Discussion

We need to add the new Contacts to the Group that we created earlier.

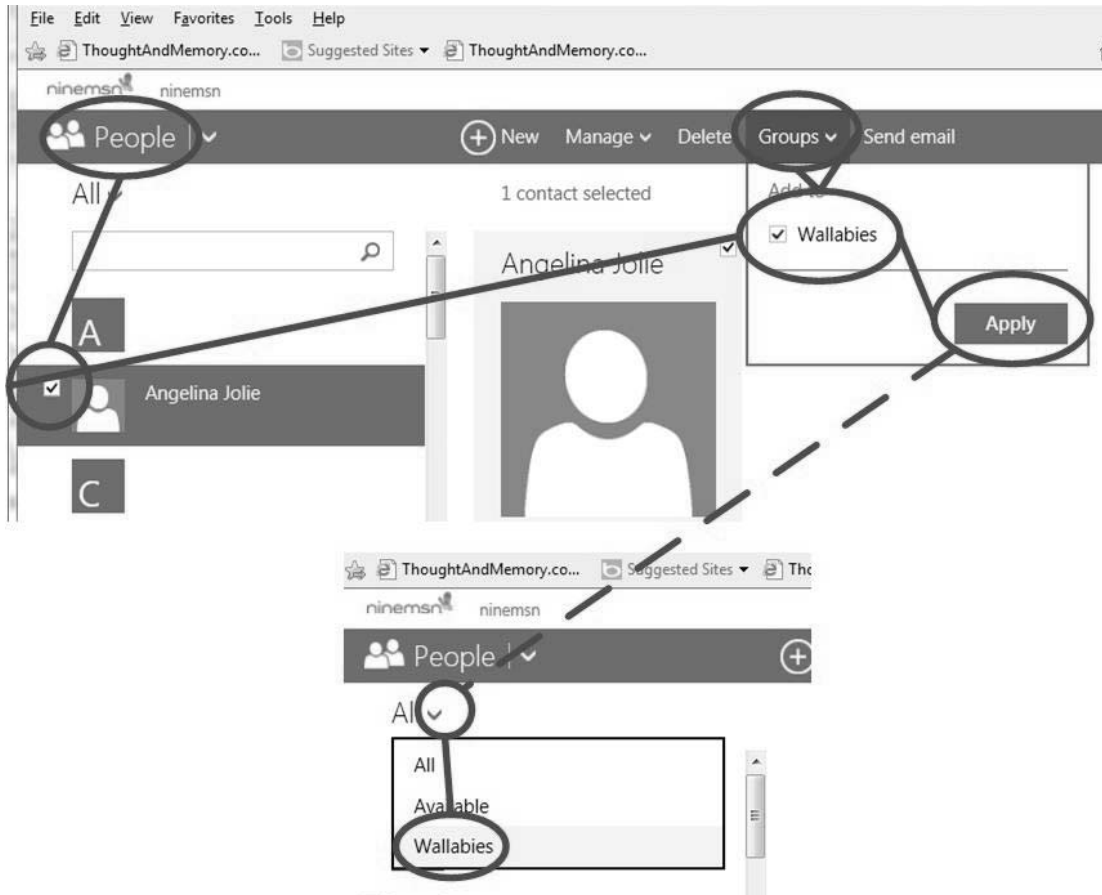


Figure 4: Add to the Hotmail Group

Let's Do It

1. Click on **People** to return to the main People screen.
2. Scroll through your list of contacts, **ticking the Selection box** for the ones that you wish to add to the Group.
3. Click on the ▼ next to the **Groups** link.
4. Select the **group that you created** earlier.
5. Click on the **Apply** button.
6. Click on the ▼ next to **All** and select the name of your Group to view the members.