

If you want to import the department list data into Outlook, you can follow these instructions:

Save the department list file as a tab-delimited .txt file.

You're going to import the data from the .txt file into Outlook Contacts.

In Outlook, File/New/Folder to create a new Biology contact list which contains contact items and is located in your main Contacts list.

File/Import from another program or file, Next.

Select Tab-separated values (windows). Next.

Browse and select the department list.txt file you created earlier. Replace duplicates with items imported.

Select the destination folder (the empty Biology contact list you created). Next.

Map Custom Fields.

You won't have to worry about the persons' names. They will map correctly. You will, however, need to drag office\_phone from the left-hand column and drop it onto Business Phone in the right-hand column. You will need to drag email from the left-hand column and drop it onto Email in the right-hand column. (You needn't click the plus sign. Just drop it on Email). OK.

Finish.