## Instructions for Transferring Data to Outlook 2007 and Later ------

- 1. Open Microsoft Outlook on your Computer (Not web-based Outlook)
- 2. Click "FILE" at the top left of Outlook
- 3. Click "Import and Export"
- 4. Click 'Import from another program or file' and then click "NEXT"

	Choose an action to perform:
	Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf)
	Import from another program or file
	Import Internet Mail and Addresses Import RSS Feeds from an OPML file Import RSS Feeds from the Common Feed List
	Description Import data from other programs or files, including ACT!, Lotus Organizer, Personal Folders (.PST), database files, text files, and others.



5. Select "Comma Separated Values (Windows)" then click "NEXT"

	ACTL3.x. 4.x. 2000 Contact Manager for Windows
	Comma Separated Values (Windows)
	Lotus Organizer 5.x Microsoft Access 97-2003 Microsoft Excel 97-2003 Outlook Express 4.x, 5.x, 6.x or Windows Mail

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6. Click "Browse" and find the folder named "SAFE Outlook" located in your"C:" drive or "My PC\C" drive and open it.

Double-Click on the file named "SAFE Outlook File CSV". This will attach the file and Outlook will remember the location each time you do an import.

If you are importing the same or a modified file and have duplicates, select the "Do not import duplicate items" option before clicking Next.

Click "NEXT" to continue.

7. Select the "Calendar" in your Personal Folders OR any other calendar you have custom created on the destination box. Click "NEXT" to continue.



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8. Check the box that says "Import "SAFE Outlook File CSV.csv into folder: Cale..."

9. Click "Map Custom Fields" if you want to make sure it is linking to the corret fields. You should not have to do this because we have matches the field names from SAFE to the field names in Outlook.

10. Click "OK" (if manually mapping) and \ or then "Finish"

This will import your data to your Outlook Calendar and you should see your appointments on the days they were scheduled or assigned.

Contact us if you have any issues.

www.thesafeprogram.com

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