

Importing Outlook Contacts into PhonePad

Introduction

These instructions provide information on how to import your Outlook contacts into PhonePad's Address Book using the **Outlook Import** wizard, which is available free from our website.

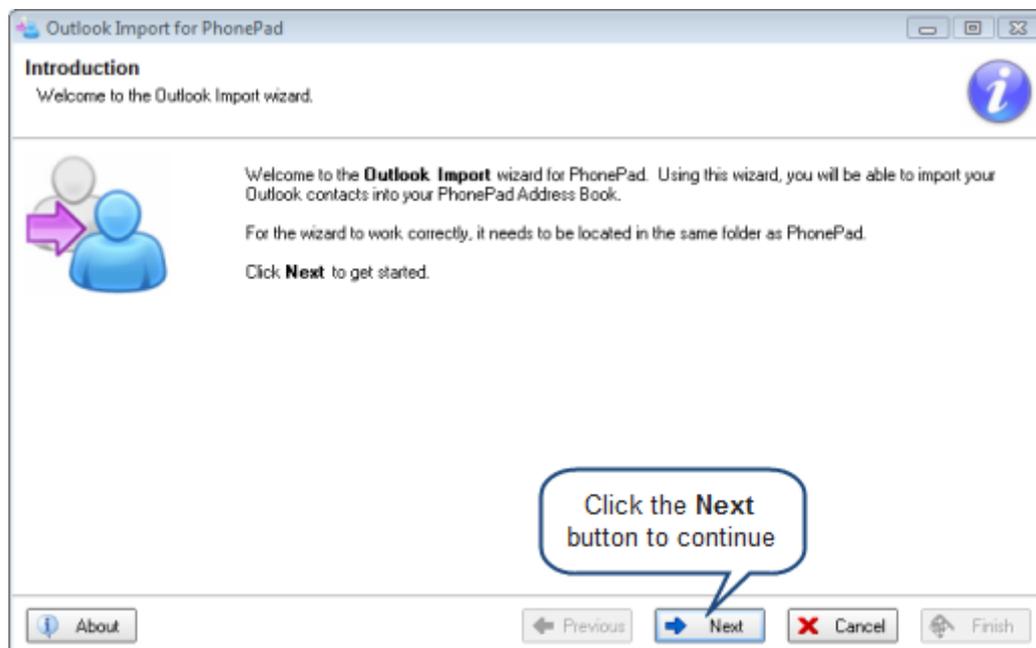
1 - Start the Outlook Import Wizard

The Outlook Import wizard (OutlookImport.exe) should be copied to the same folder PhonePad is located in as it needs to access the settings from the PHONEPAD.INI file.

Run the wizard by double-clicking on its icon.



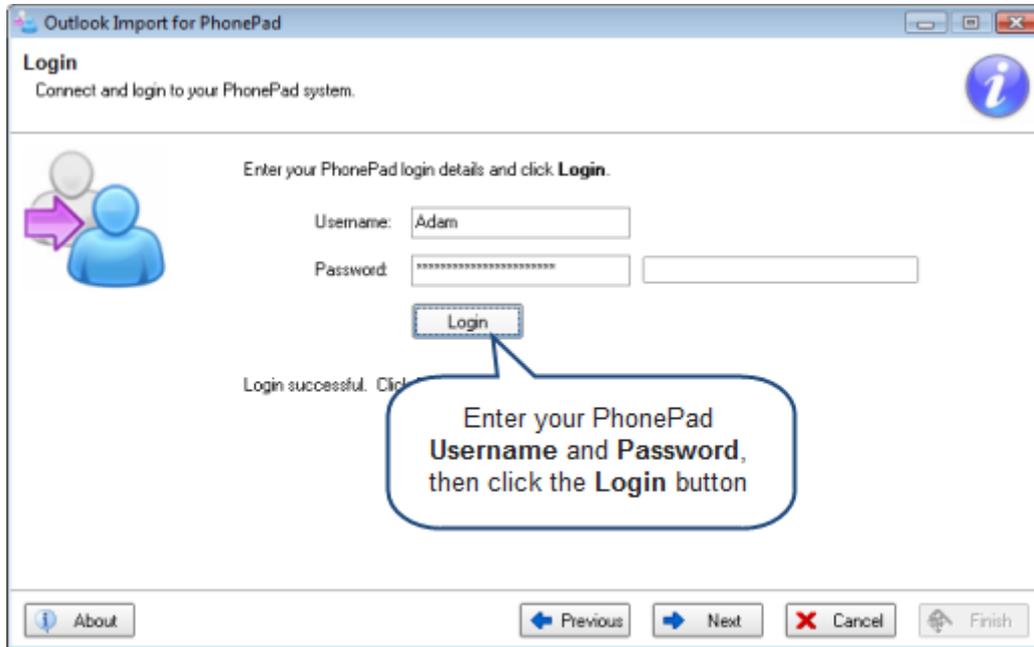
The Welcome screen will be displayed.



Click the **Next** button to advance to the next screen.

2 - Login to PhonePad

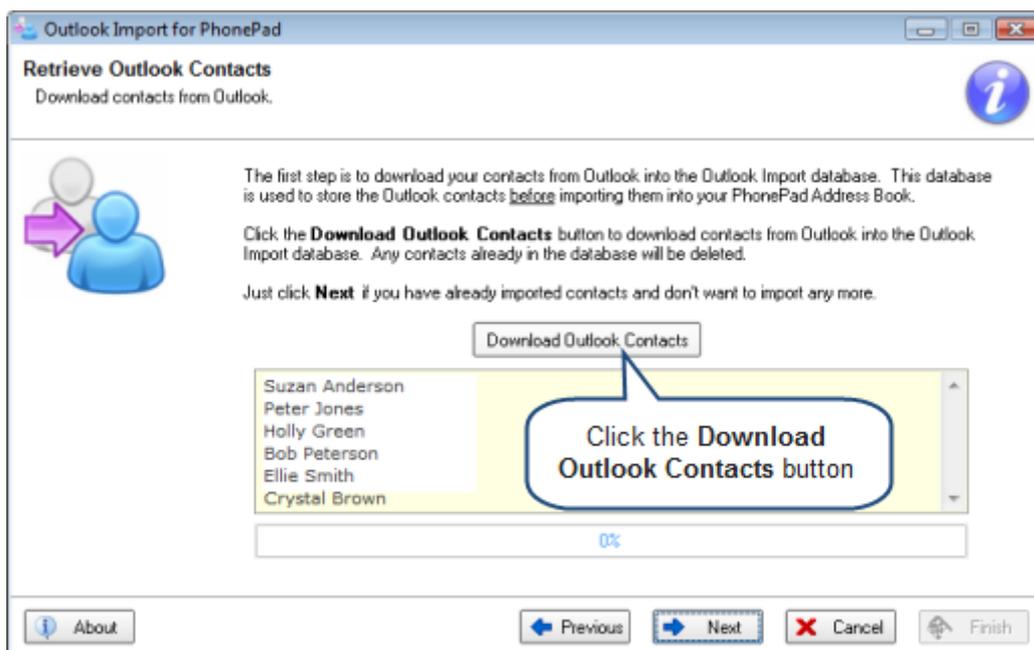
You need to login to PhonePad within the wizard so you can access the Address Book. Enter your PhonePad *Username* and *Password*, and then click the **Login** button.



Once you have logged in, click on the **Next** button.

3 - Download Your Contacts from Outlook

The next step is to download all of your contacts from Outlook



Click the **Download Outlook Contacts** button to retrieve your Outlook contacts. You can skip this step if you have previously downloaded your contacts and don't want to update the data.



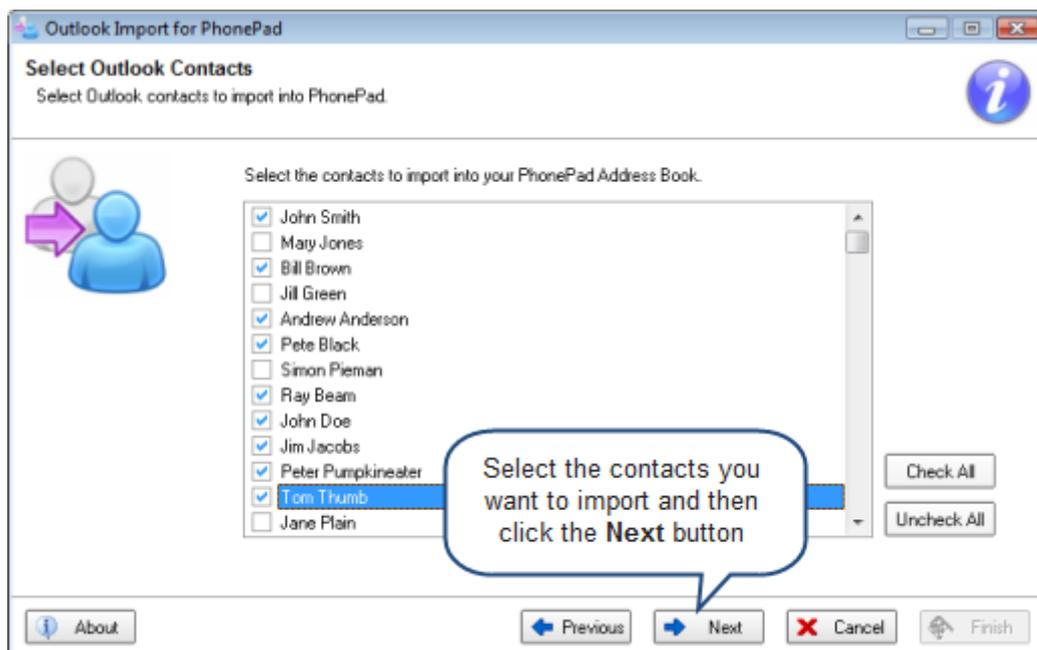
When you download your Outlook contacts, the data is downloaded into Outlook Import's own database as an intermediary step. This allows you to select which contacts you want to import into the PhonePad Address Book.

The data is retained until the next time you click the **Download Outlook Contacts** button. This means you can retrieve your Outlook contacts and then import them into your PhonePad Address Book at a later time.

Click **Next** when you are ready to continue.

4 - Select the Contacts to Import

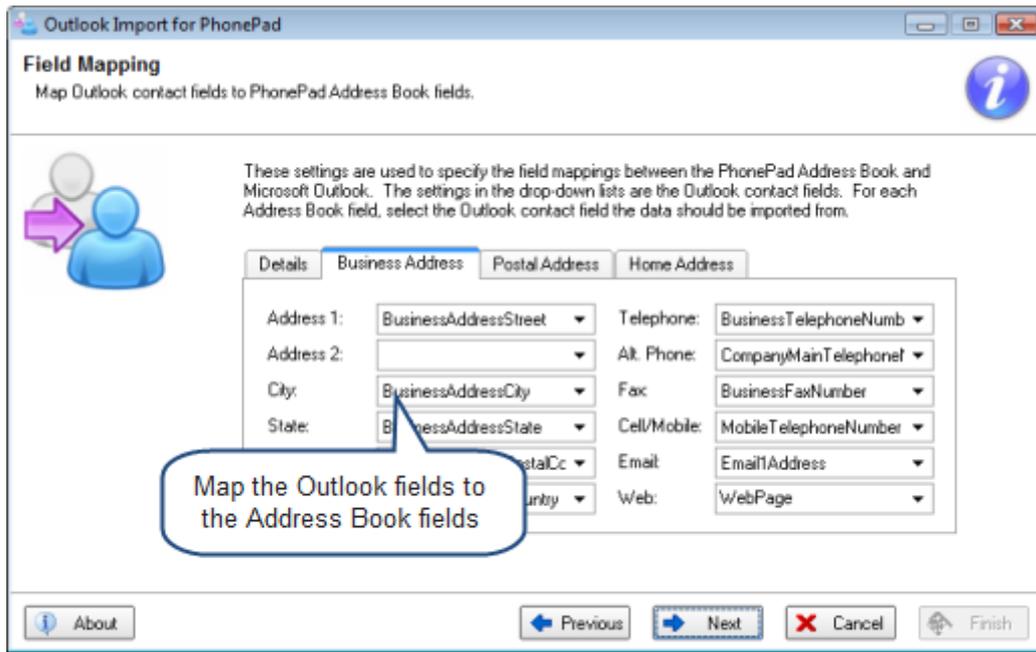
This screen allows you to select which Outlook contacts you want to import. Select a contact by clicking the checkbox next to it. If you want to import all of the contacts click the **Check All** button.



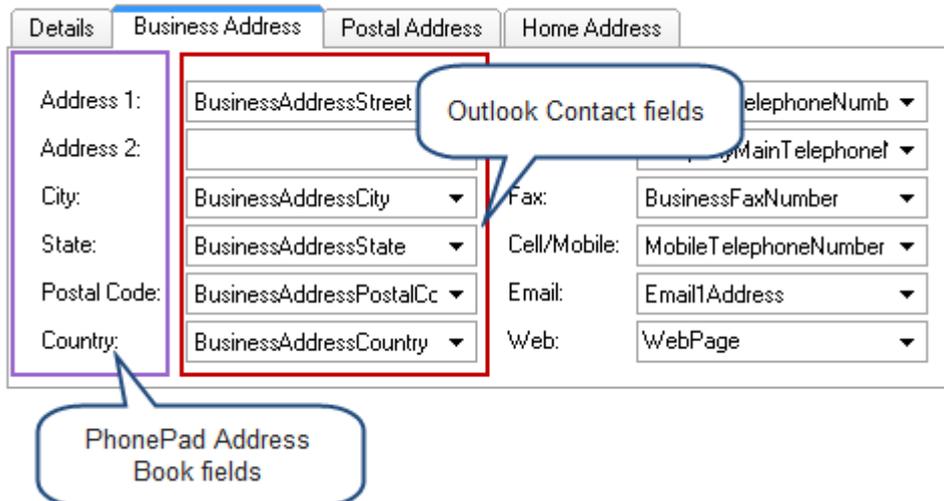
Click the **Next** button to continue. The Next button will be disabled until you select at least one contact.

5 - Field Mapping

This screen may look a bit daunting but it's not as complicated as it first appears. Outlook has its own set of fields for the Contacts database, and it differs greatly from the PhonePad Address Book fields. The purpose of this screen is to tell the Outlook Import wizard how to map the data it is importing.



The field names in the drop-down lists are the Outlook contacts fields. The labels next to each drop-down list represent the Address Book fields.



You map a field by selecting an Outlook contact field from the drop-down list. So, for example, in the screenshot above you can see that the Outlook's *BusinessAddressCity* field is mapped to the Address Book's *City* field.

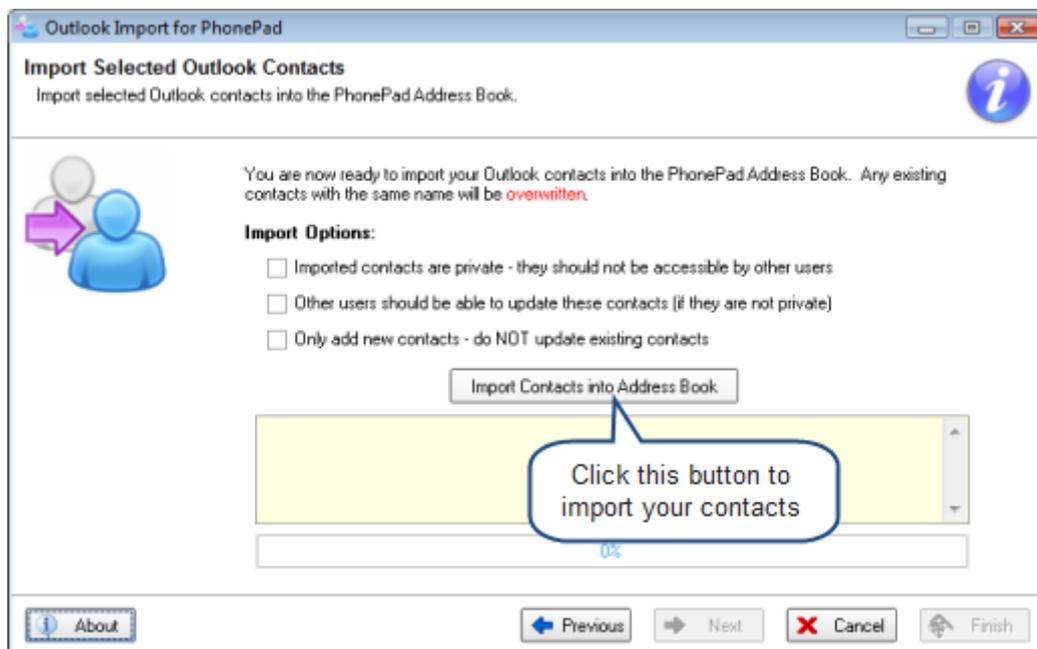
Most of the default settings are probably pretty close to the mappings you want. If you change any mappings they will be remembered by the wizard.

The good news is the mappings usually only need to be done once. After you have made the mapped the fields the way you want them, it's unlikely you will ever need to change them.

Click **Next** to continue to the next screen.

6 - Import Your Contacts

Ok, we're finally there. It's now time to import your Outlook contacts into your PhonePad Address Book. To do this, all you need to do is click the button entitled **Import Contacts into Address Book**. But before you do that, let's take a look at the **Import Options**.



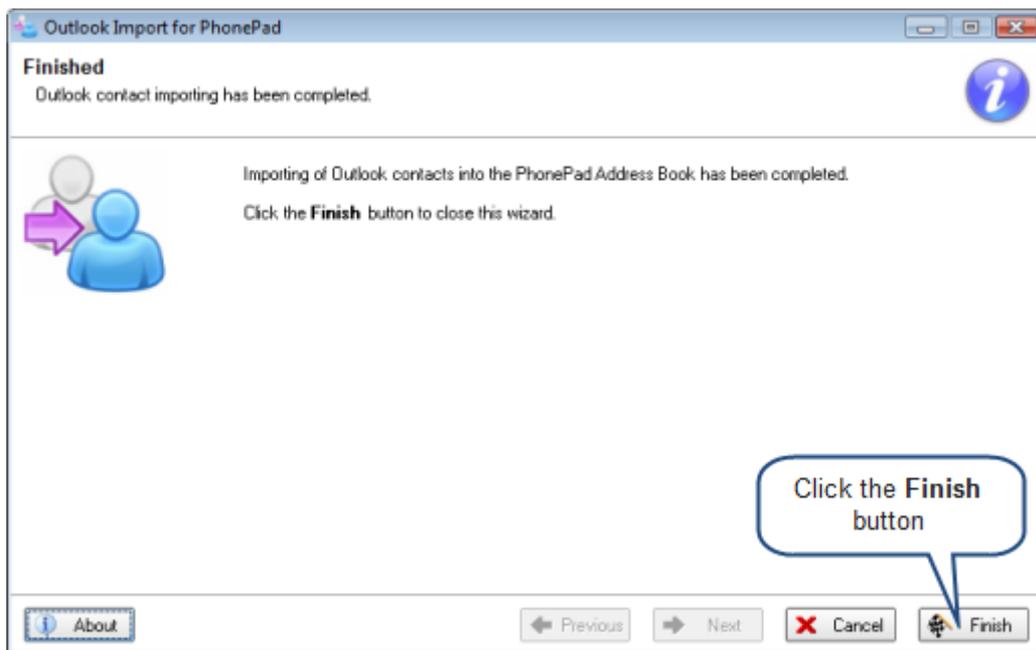
Import Options

<p>Imported contacts are private – they should not be accessible by other users</p>	<p>This corresponds to the same setting in the PhonePad Address Book.</p> <p>If you check this option, all contacts imported will only be visible to you in the PhonePad Address Book.</p> <p>If this option is unchecked, all other PhonePad users on your network will be able to view these Address Book entries when they have been imported.</p>
<p>Other users should be able to update these contacts (if they are not private)</p>	<p>This also corresponds to an Address Book setting.</p> <p>If this option is checked, other PhonePad users will be able to make changes to the imported contacts details, but only if the entry is <u>not</u> private.</p> <p>If this option is unchecked, other PhonePad users will be able to access the Address Book entry when it is imported, but will not be able to</p>

	change it at all.
Only add new contacts – do NOT update existing contacts	<p>If this option is checked, Outlook Import will only add new Outlook contacts. Existing contacts will be ignored – their data will not be updated.</p> <p>If this option is not checked, new contacts will be added AND existing contacts will have their data updated in the PhonePad Address Book.</p> <p>IMPORTANT – If you have a lot of Address Book entries then updating can take quite a while. For example, 5000 entries could take half an hour or more.</p>

7 – That’s All Folks

When your Outlook contacts have been imported, the Finish screen will be displayed. All that’s left to do is click the **Finish** button.



Problems?

If you have any problems with the Outlook Import wizard please report them to support@cybercom-software.com.