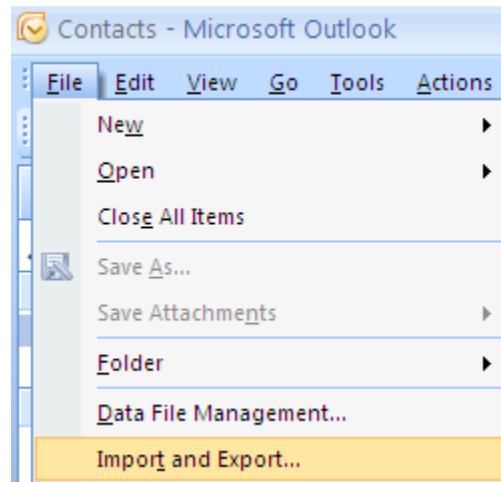


How To Export Contacts From Outlook 2003, 2007

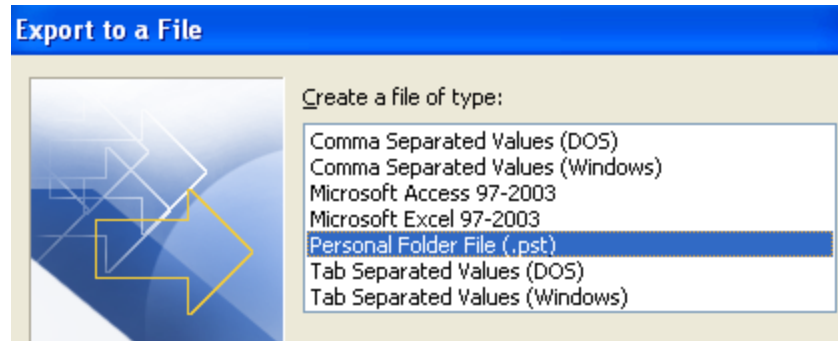
Let's start with the latest and greatest version of Outlook, 2007! Note that the same procedure works for Outlook 2003. First open Outlook and then go to **File** and then **Import and Export**.



From the list, choose **Export to a file** and then click **Next**.



From the list, choose **Person Folder file (.pst)**. I prefer to export it out as a PST file so that it can easily be imported into another Outlook, even if it is a different version.



Now you will get a list of all of your folders, including the Inbox, Calendar, RSS feeds, etc. Click on **Contacts** since we want to export Outlook contacts only. If you have created other contact folders inside the main contact folder, be sure to check off the **Include subfolders** box.



Click **Next** and then choose the location for your backup file. Make sure to browse to some other location as Microsoft defaults to a hidden folder. Click **Finish** and you are done!