

Importing Email Addresses from LLOI to Outlook Express

- 1) Once you have a list generated in LLOI, sort the list by email address, by clicking on the arrow at the top of the email list.
- 2) Export the list, saving it as a Comma Separated Value (CSV) file.
- 3) In Outlook Express, click on File → Import → Other Address Book.
- 4) Select “Text File (Comma Separated Values)”. Click Import.
- 5) At the next window, click Browse, then browse for the file you are importing. Highlight it, click Open, and then click Next.
- 6) You will see a list of possible fields to import. You only need to import Name and Email. Name should already be checked off. Uncheck any fields you don’t need, and check off Email.
- 7) When you check off Email, a window will pop up that says “Change Mapping.” Scroll down the list and select “E-mail Address.” Once this is highlighted, click OK.
- 8) Hit Finish. All of the names and email addresses will now appear in you address book.
- 9) To get rid of the names that do not have email addresses associated, click on the bar at the top of the list called “e-mail address.” This will bring all names with e-mails associated to the top. Then you can highlight all of the names that don’t have emails below and delete them.