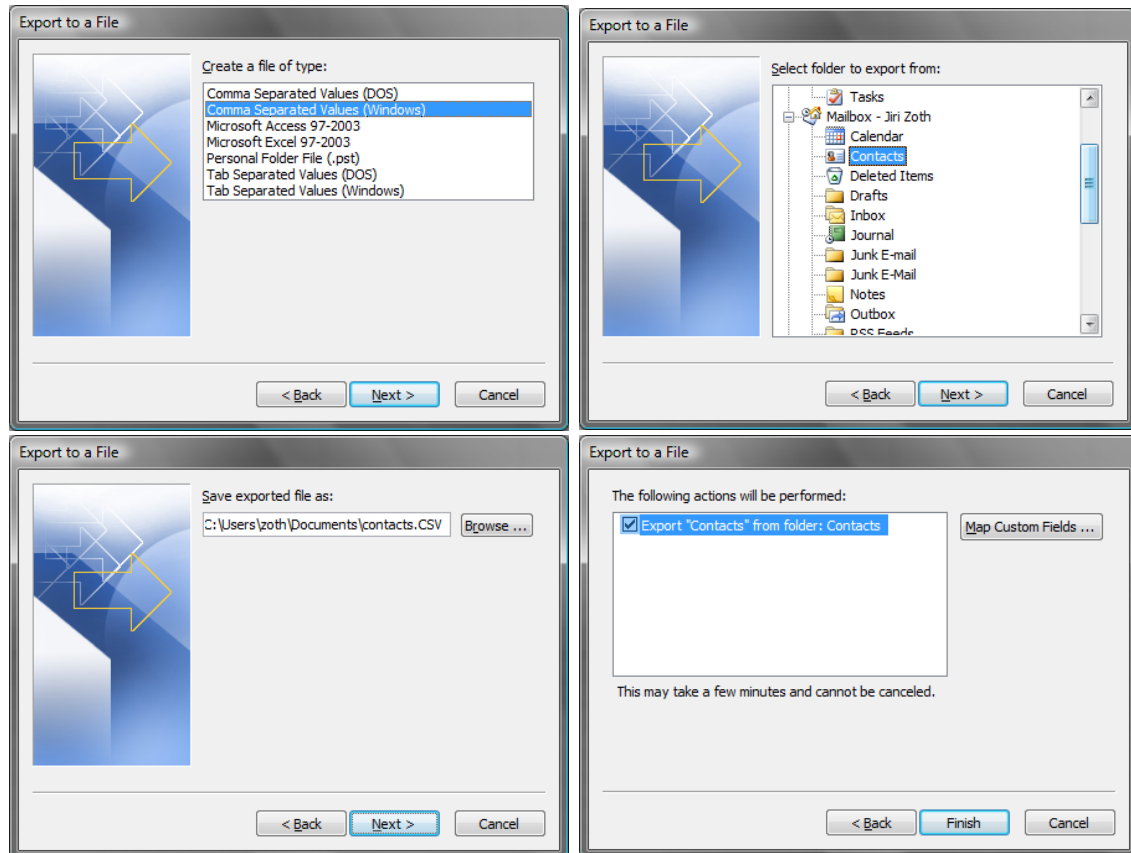




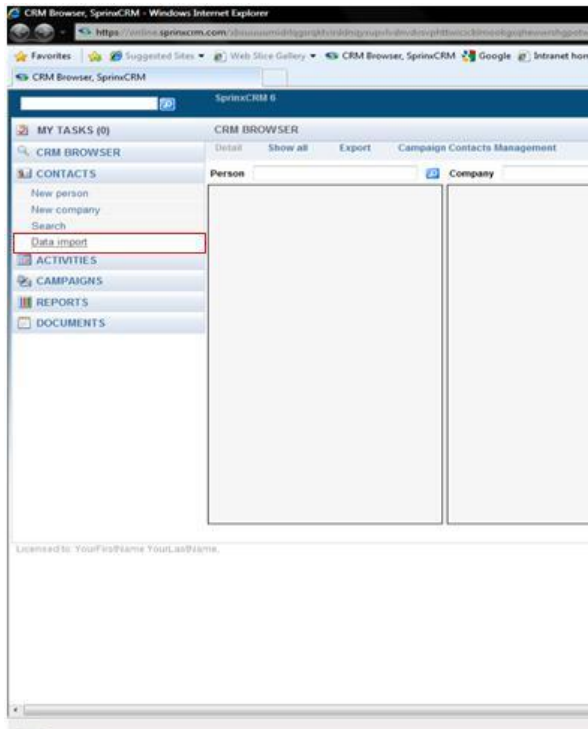
SprinxCRM

How to import contacts from MS Outlook

1) Open your Outlook and export Outlook Contacts, (select export to file in comma separated values format for windows)



- 2) Open your SprinxCRM and go to Contacts in the left panel
- 3) Open Data import page, click Contacts -> Data Import

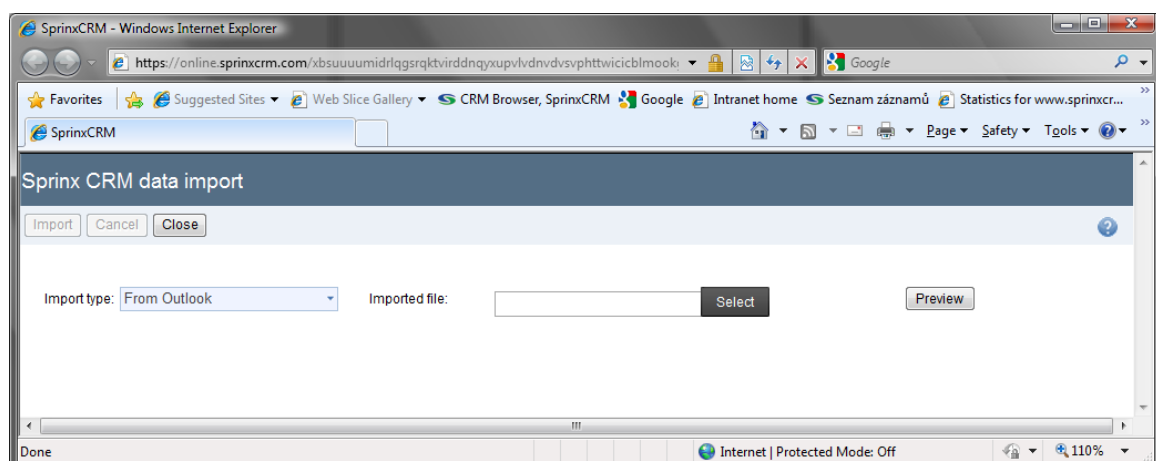


4) Select Import type: From Outlook

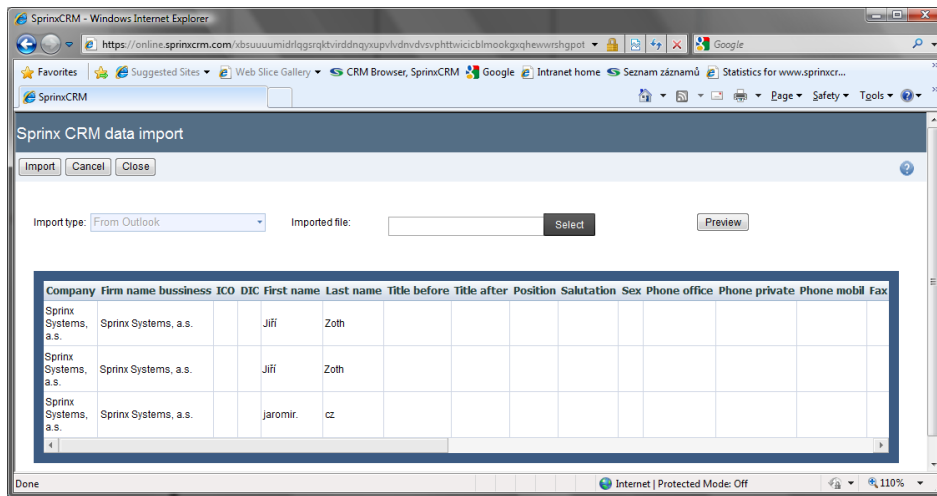
5) Select exported CSV file from Outlook

Attention: Please, note if you want to import company related data then you have to leave columns first name and last name empty. Otherwise import wizard will consider it as person related data and will create a new person in CRM.

6) Preview contacts from the CSV file, click Preview



7) Confirm contacts import, click Import



8) View imported contacts in SprinxCRM

