

# Importing your Outlook contacts to AccountRight

You can import your Outlook contacts to your AccountRight cards from either the default contacts folder, or from group contact folders created for each AccountRight card type.

However, before you import your Outlook contacts, you need to identify each contact as either a customer, supplier, employee or personal contact.

## Blank fields in your Outlook contacts are not included in the import

If a field in your Outlook contact is blank but the corresponding field in your AccountRight card is complete, this field will be skipped during the import process. This ensures that blank fields don't overwrite contact details recorded in your AccountRight cards.

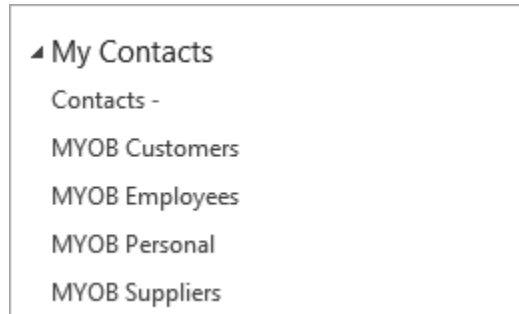
## Importing from the default contacts folder

If you want to import the contacts from your default Outlook Contacts folder to AccountRight, you'll need to categorise them in Outlook before you sync.

If you use Office 2010 or later, click **Categorize** in the **Home** ribbon to set up categories named Customer, Supplier, Employee and Personal, and then assign the appropriate category to each contact.

## Importing from group contacts folders

You need to save your contacts to group contact folders labelled MYOB Customer, MYOB Supplier, MYOB Employee and MYOB Personal. For instructions on how to set up group contact folders in your Outlook contacts, refer to your Microsoft Outlook documentation.



## Before importing your Outlook contacts

Check that the details recorded in your Outlook contacts are up to date and entered in the correct field.

To import your Outlook contacts to AccountRight

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