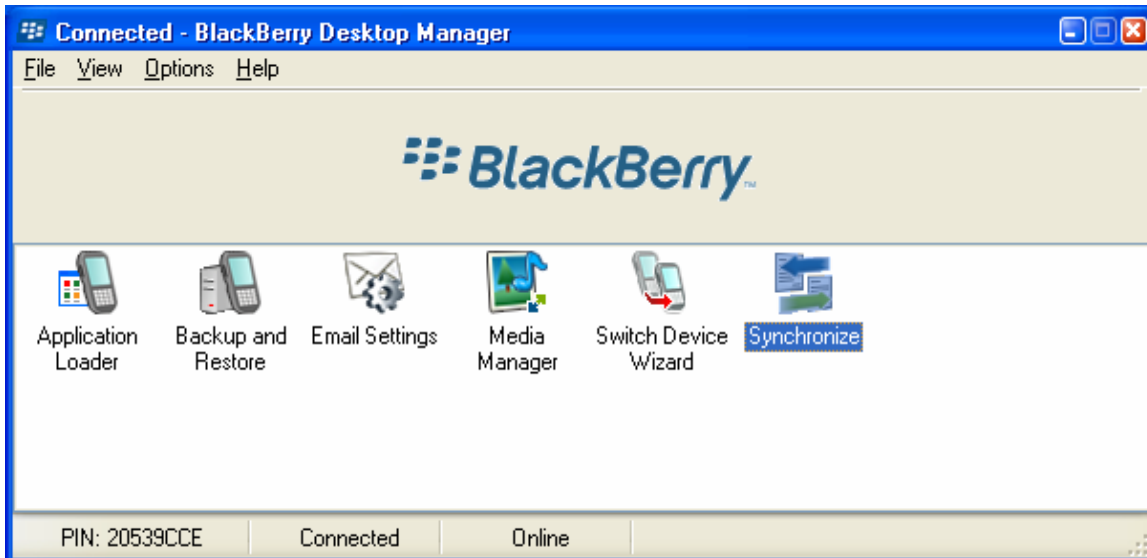
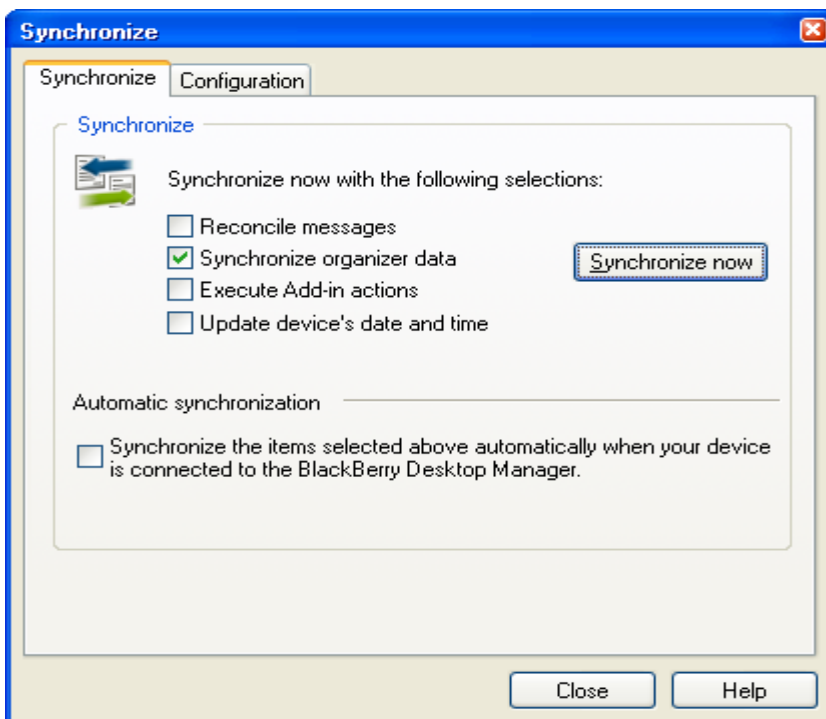


To Import the new MS Outlook Contacts folder into the Blackberry handheld address book. Revised 2/25/07.

Double-click the **Synchronize** icon in the BlackBerry Desktop Manger.

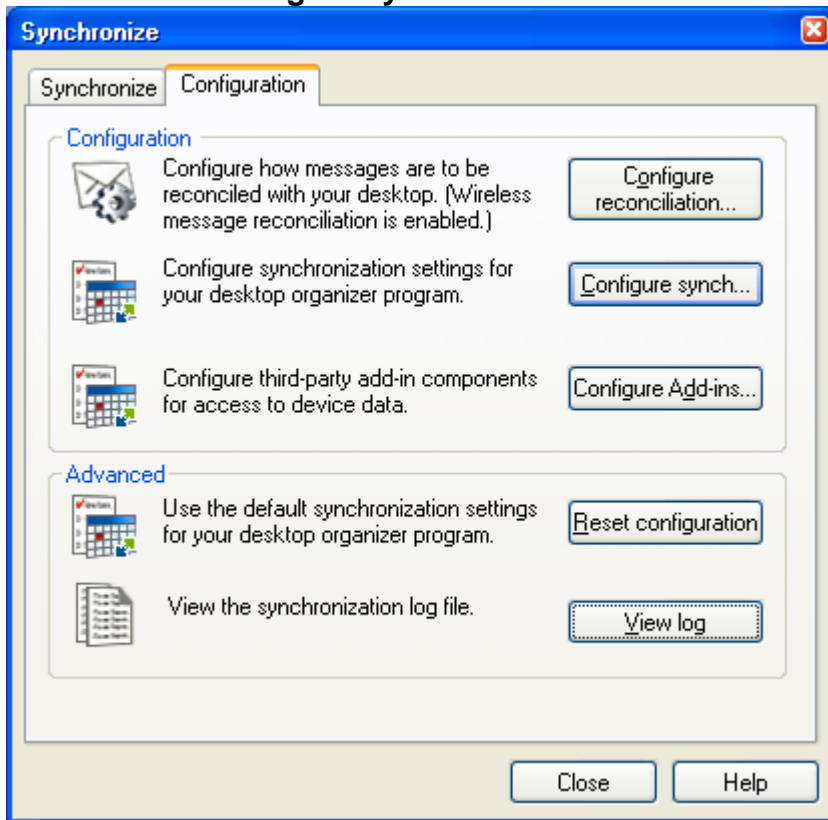


The **Synchronize** dialog window will appear. Check that the **Synchronize organizer data** checkbox is checked. The other boxes should remain unchecked.

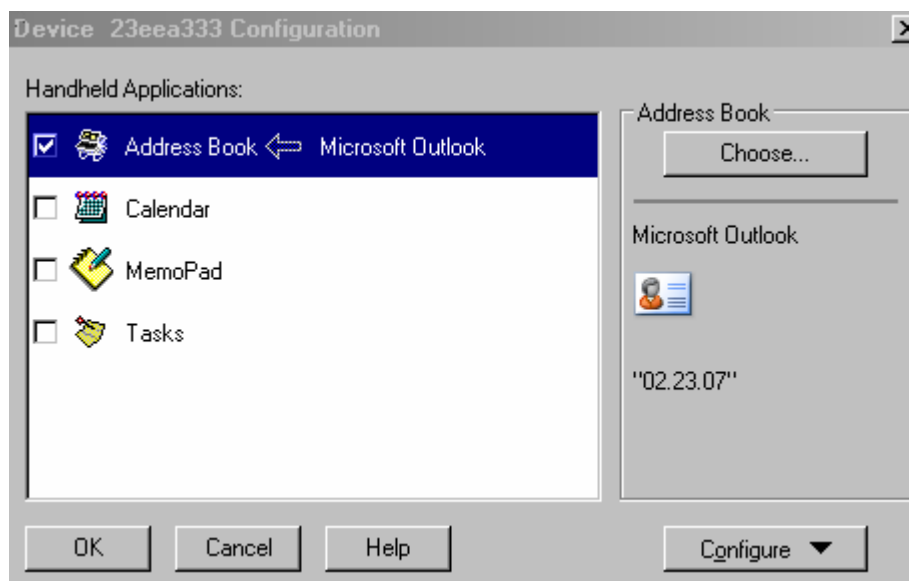


Switch to the **Configuration** tab.

Then click the **Configure synchroniz...** button

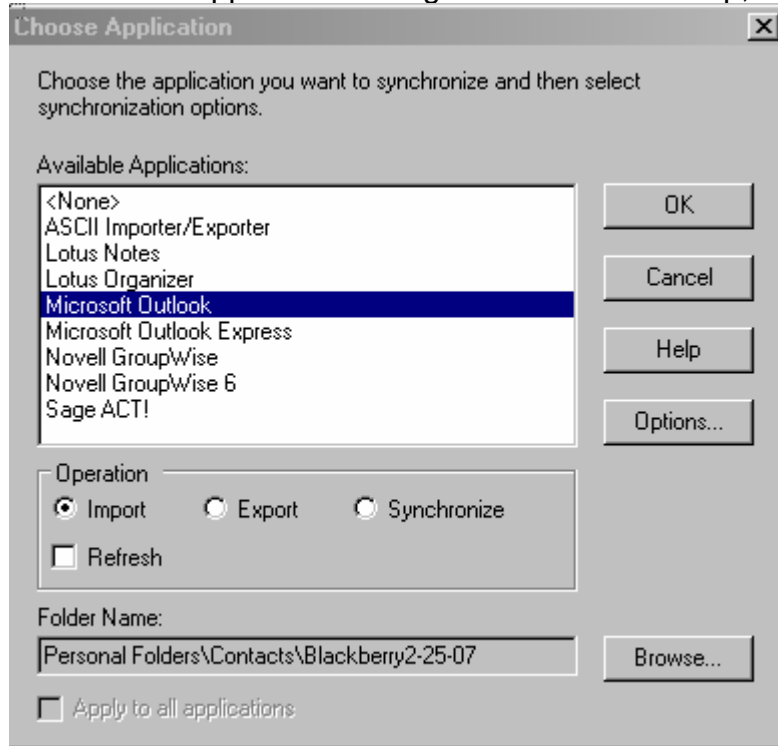


The **Handheld Applications Configuration** dialog window will appear



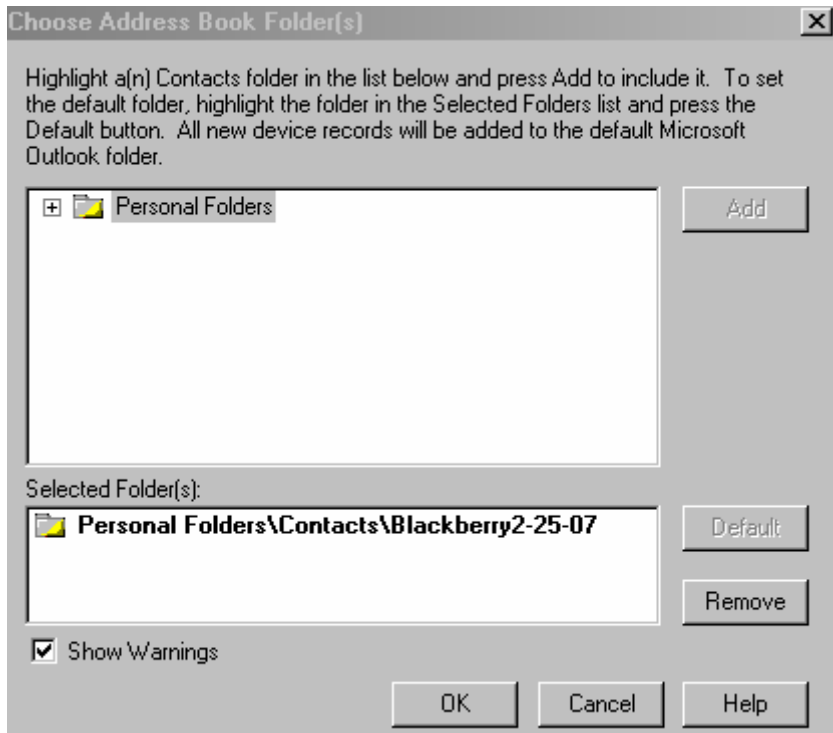
Select (highlight) the Address Book (as shown above) and click **Choose**.

The Choose application dialog window will come up, as shown below.

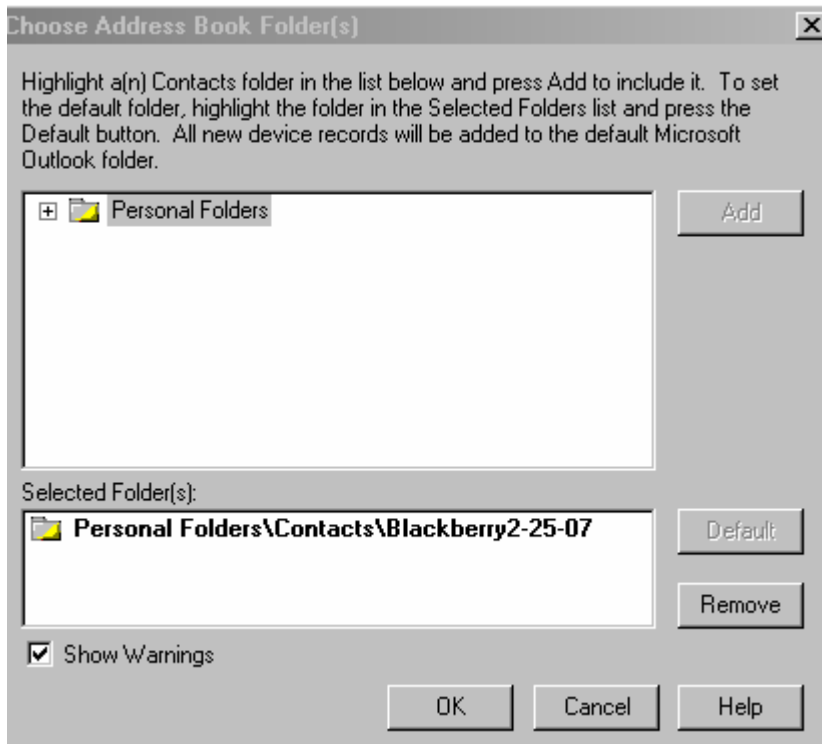


NOTE: this is a very important step. Select (highlight) Microsoft Outlook from the list and click the **Import** radio button and click **Browse** to continue.

The screen below will come up.

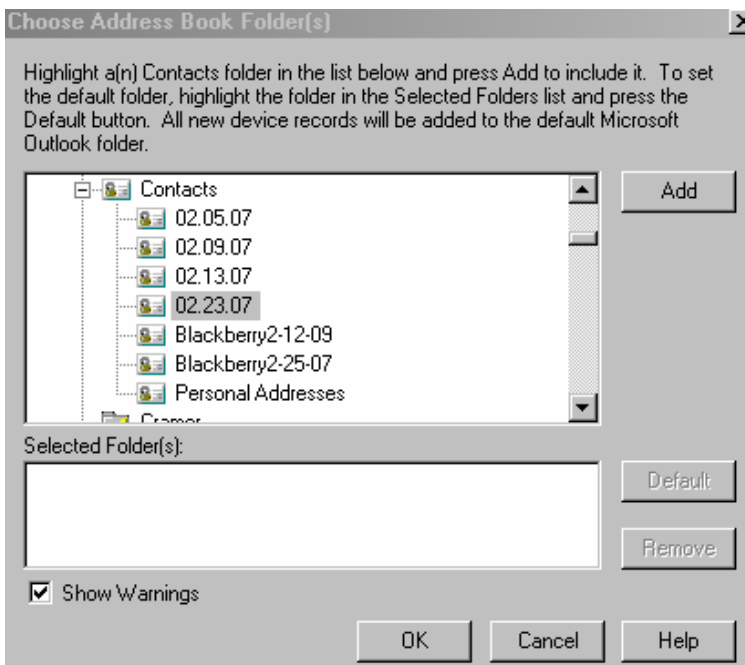


Highlight the content of the **Selected Folder(s)** and click the **Remove** button, as shown below. In the example below, you would highlight Personal Folders\Contacts\Blackberry2-25-07

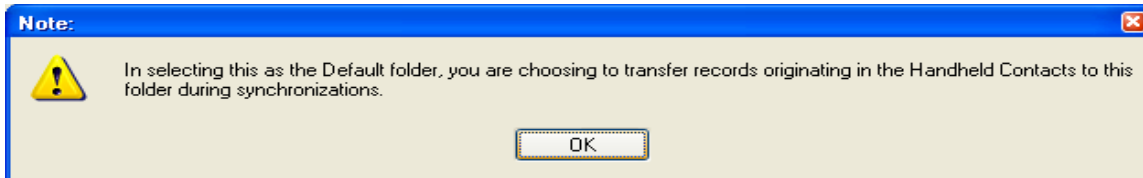


On the upper text box, expand the **Personal Folder** plus sign and open the **Contacts** folder. Select the file that you want to import and click the **Add** as shown below. In the example below, we will want to import the 02,23.07 file.

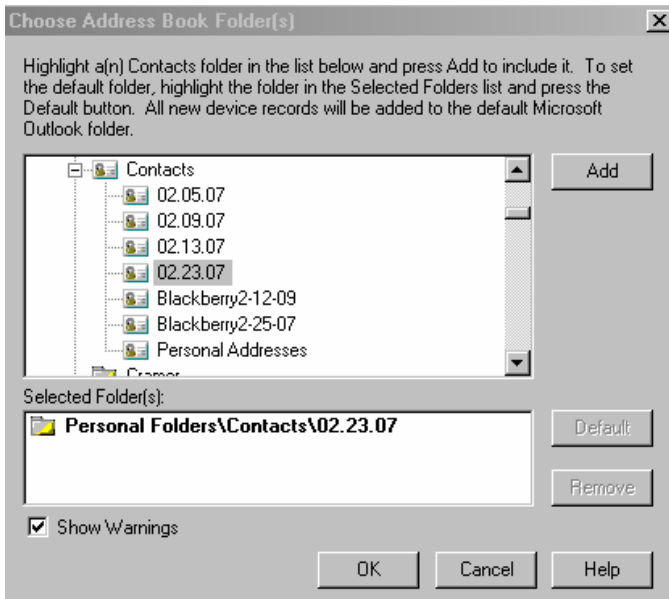
On the dialog window below, click **Yes** to continue.



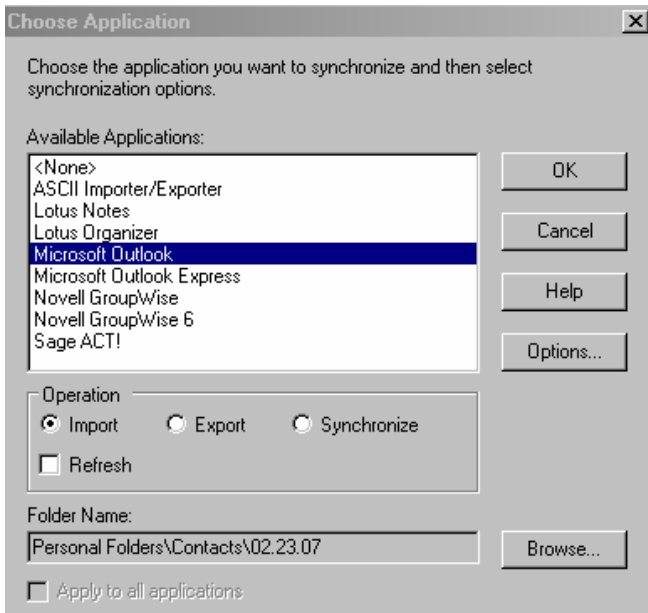
On the dialog window below, just click **OK** to continue



The Selected Folder(s) text box should get populated again and click **OK** to continue.

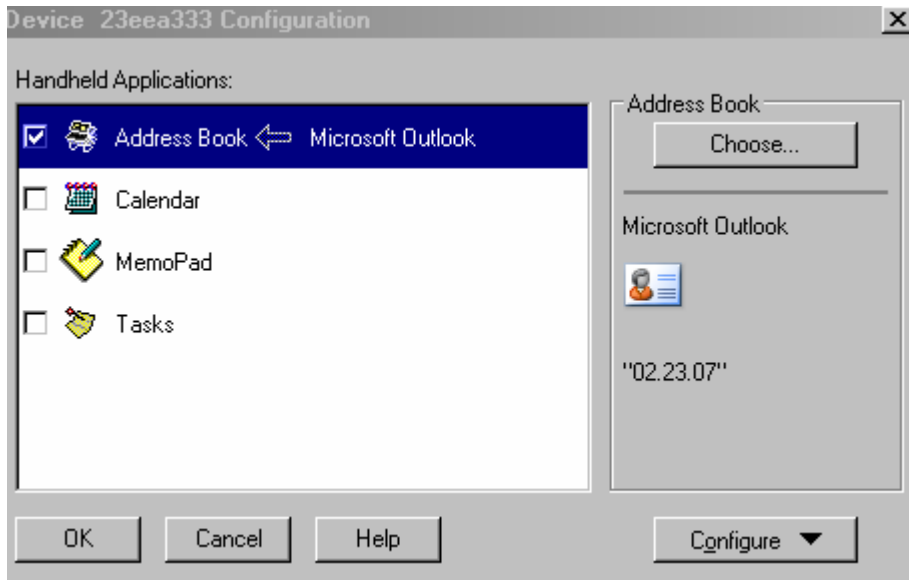


On the dialog window below, click **OK** to go back to the Choose Application dialog window.



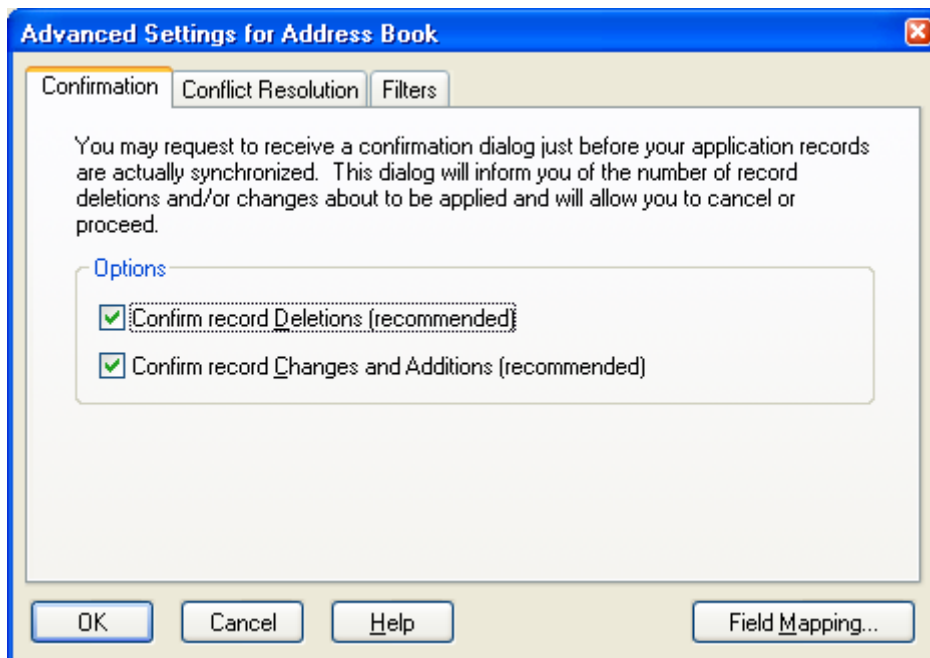
Click **OK** again to continue. Make sure that the Import radio button has been selected.

The dialog window below will appear.



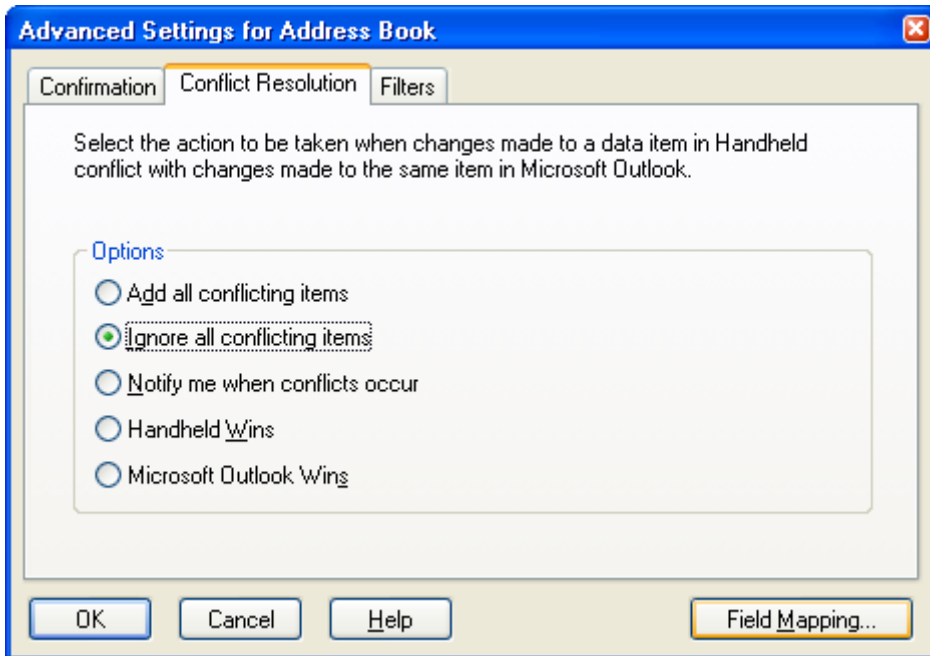
Click the **Configure** button and select **Advanced Settings**. **Note:** Advance Settings will appear on the Configure drop down menu.

The pop up window below will appear.

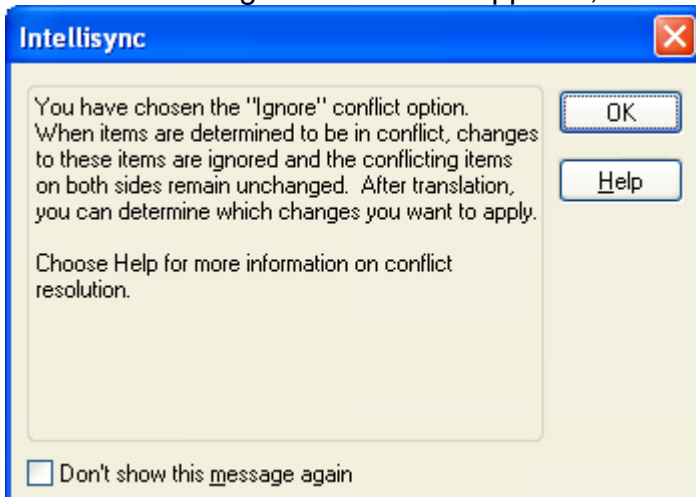


Under the **Confirmation** tab, both check boxes should be checked.

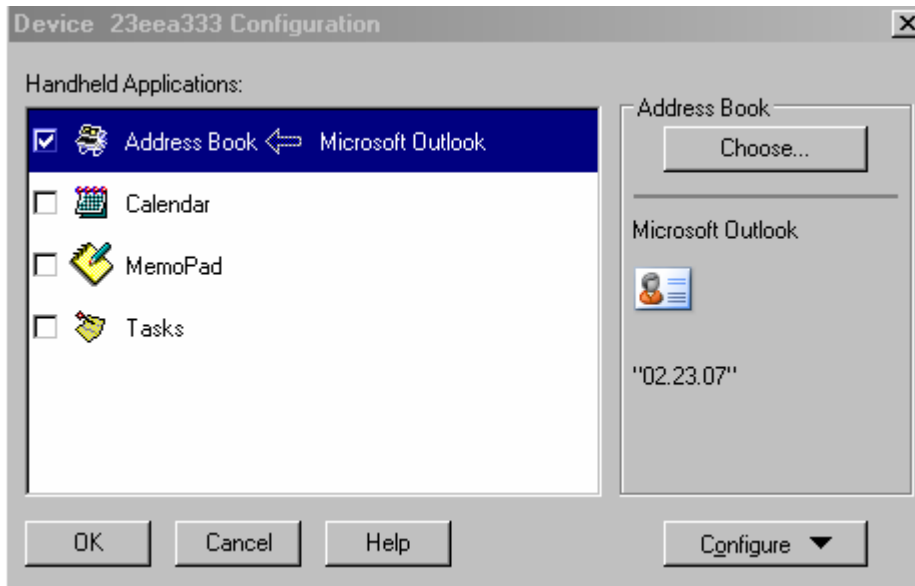
Switch to the **Conflict Resolution** tab and select **Ignore all conflicting items** radio button and click **OK** to continue.



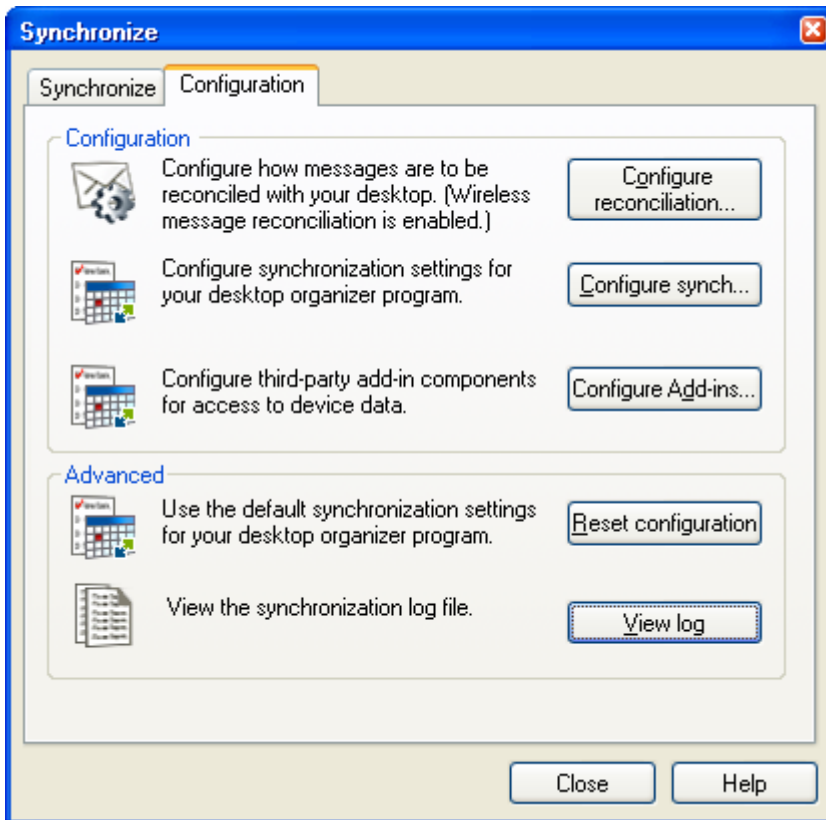
Note: If the dialog window below appears, click **OK** to continue.



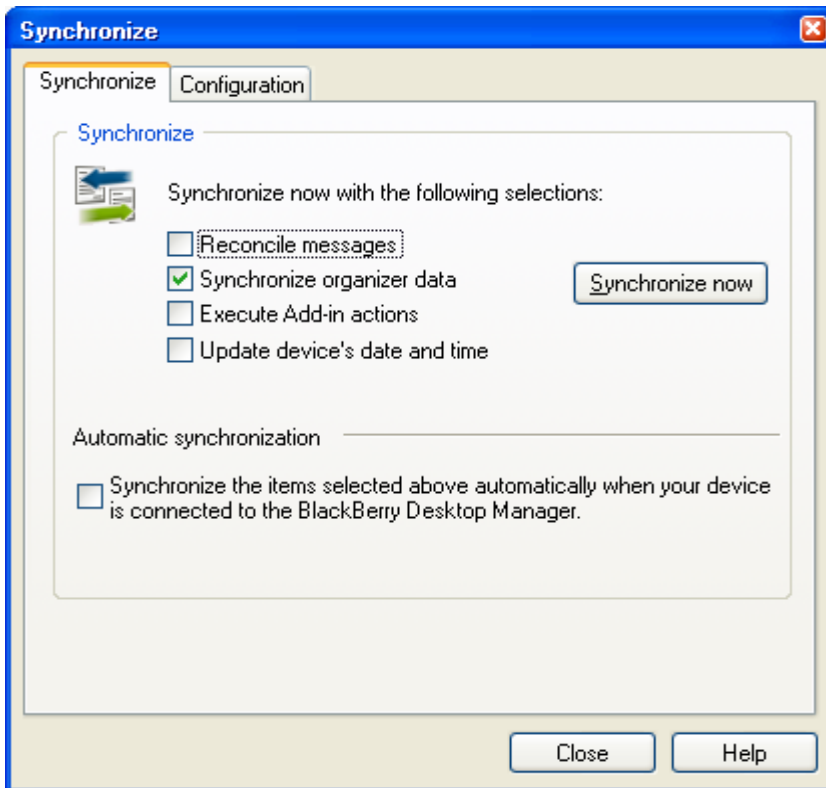
Click **OK** again on the dialog window below to continue.



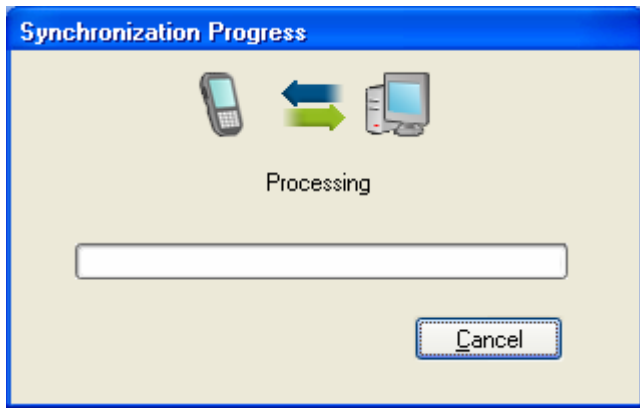
On the **Synchronize** dialog window below, click the **Synchronize** Tab.



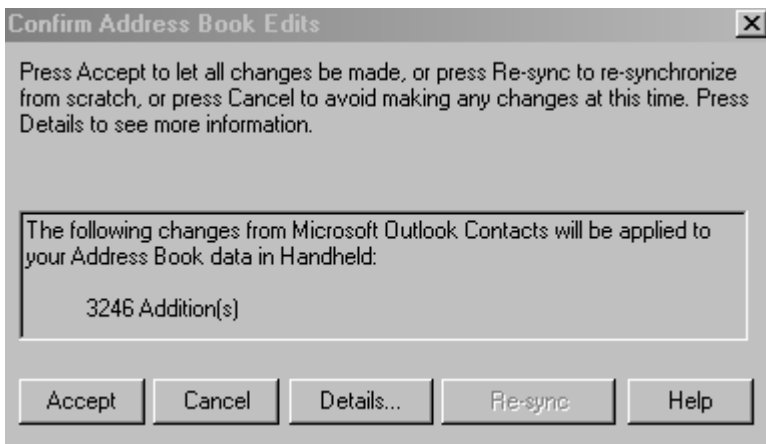
On the dialog window below, click on the **Synchronize now** button.



The dialog window below will come up and the importing process will begin.



When the dialogue box appears below, click on **Accept**. The process will then continue to copy the Outlook address book to the Blackberry address book.



This process may take a few minutes to complete depending the size of the database.

Close the synchronize window when done.