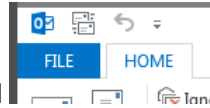


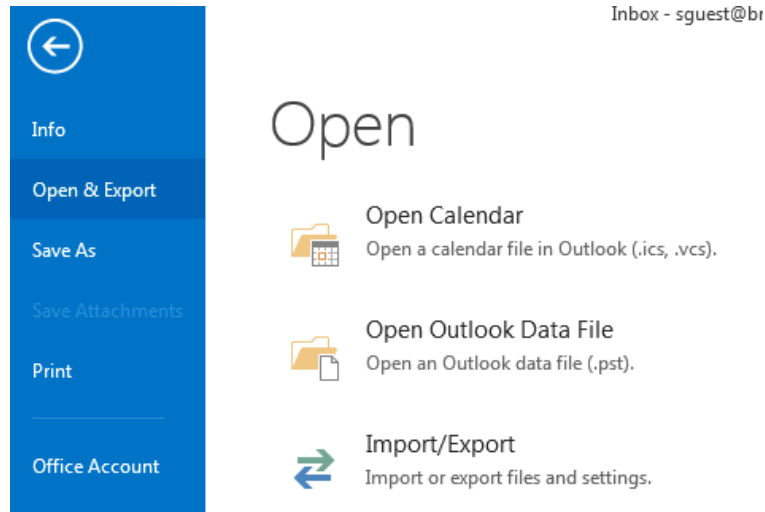
Importing Contacts & Calendar from WorldClient into Outlook 2013

Launch Outlook 2013 (if you have not previously used Outlook 2013, please see the Outlook 2013 First Use Guide)

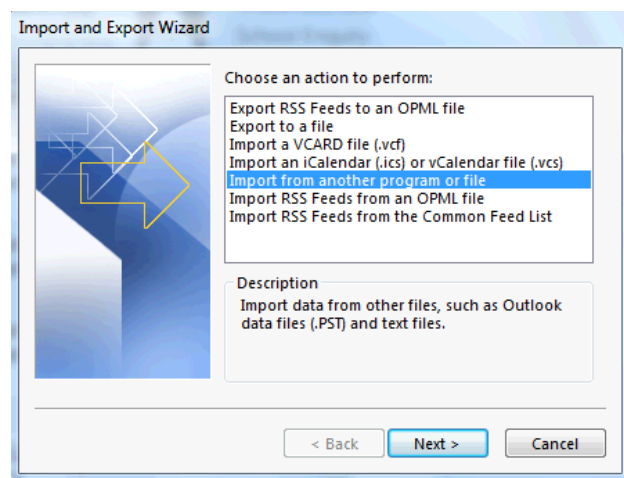


Click on File to open up the Information panel

Click on the Open & Export option, then Import/Export

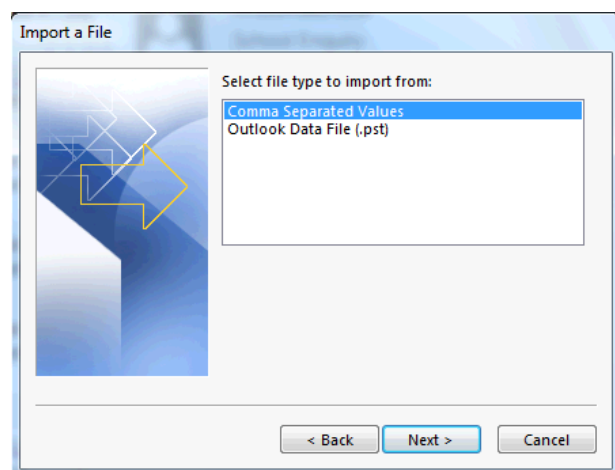


Regardless if you are importing from a WorldClient exported CSV files, or your data was previously in Outlook 2010, select the Import from another program or file option and click next



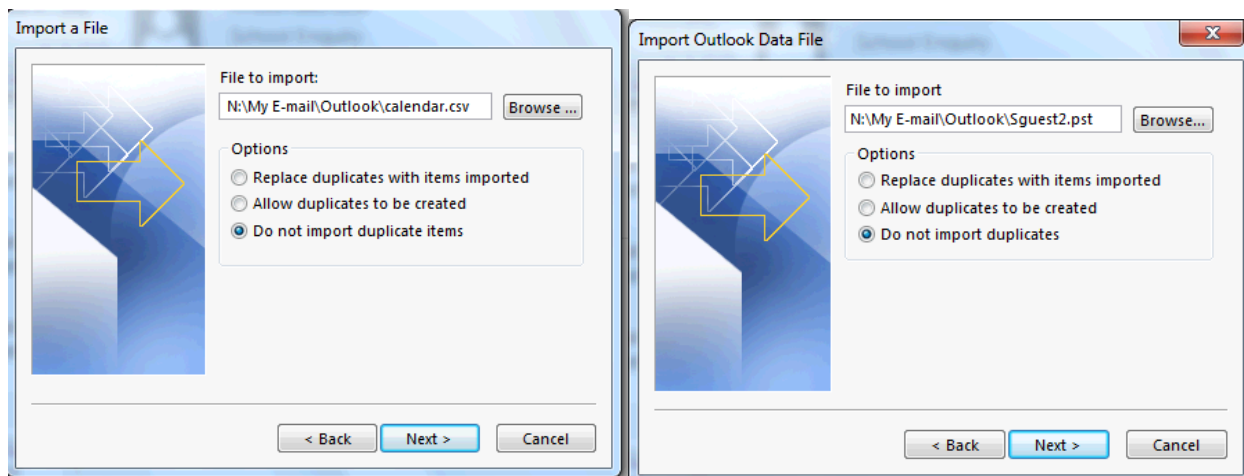
If you are importing from WorldClient generated CSV Files, click the Comma Separated Values and then Next.

If you are importing from Outlook 2010, click the Outlook Data File and then Next.



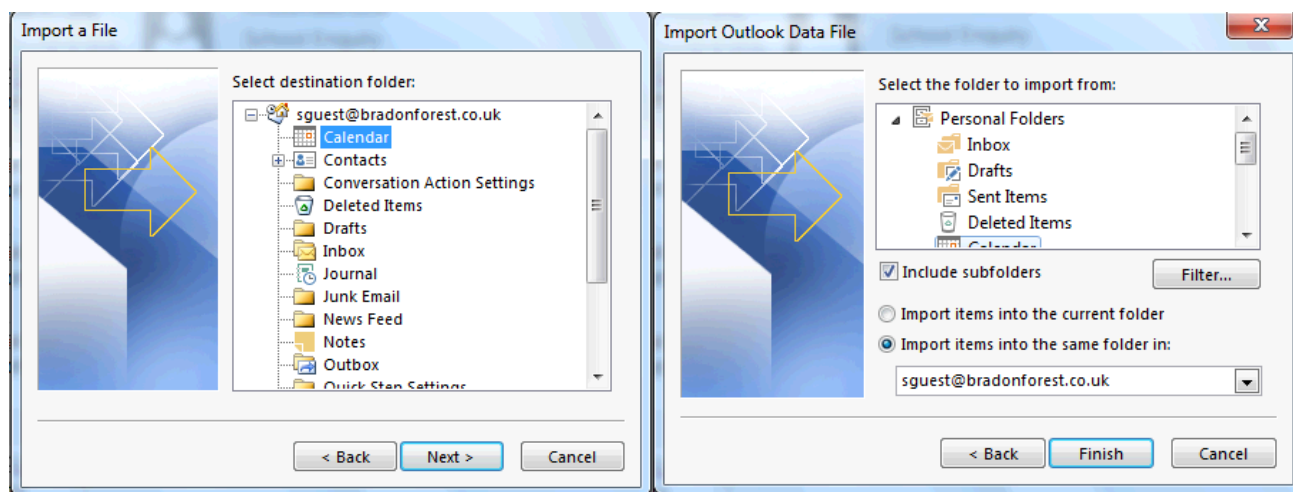
Browse to where your files are stored. If you were previously using Outlook 2010 on one of the PC's, then you will find your Outlook Data file in N:\My E-mail\Outlook\Personal.pst. If you were using Outlook on your laptop, then the personal.pst will be in the same My-Email\Outlook location within your Documents folder.

Regardless of which option, click the Do not import duplicate items and then click next



Select the folder that you wish to import the data into to. For Outlook Data Files, you will need to expand the Personal Folder to see the Calendar/Contacts options.

Click Next or Finish depending on which option you have available.



For CSV, there is one final set to complete which you can leave with the default values and click Finish.

