



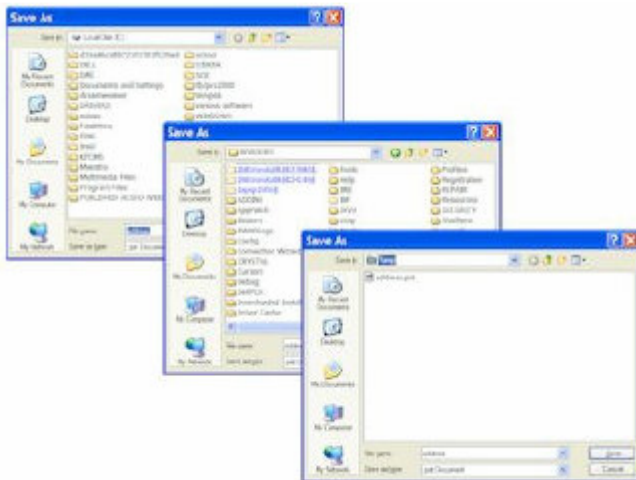
ANANGU EDUCATION SERVICES  
( Ernabella Office )

## Importing the AES Address Book (pst file) into Outlook

### 1. Download the latest AES address book from the website

<http://www.aeseo.sa.edu.au/ict/downloads/downloads.html>

- When prompted to Save or Open **save** the file to your C:\windows\temp directory

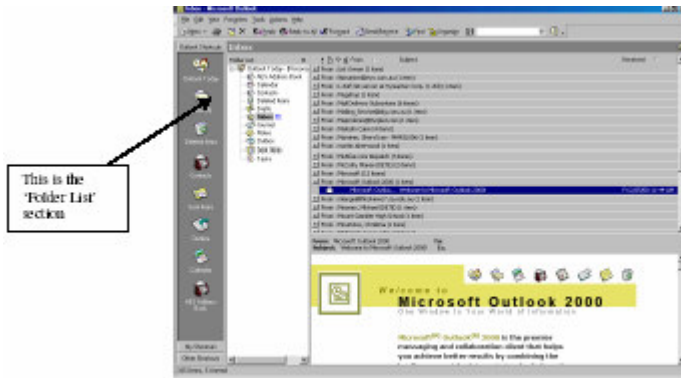


- Click the down arrow in the **Save In** box to locate and select the “C drive”
- **Double click** to open the Windows Folder
- **Double click** to open the Temp Folder
- **Click the Save button**

### 2. Open Microsoft Outlook

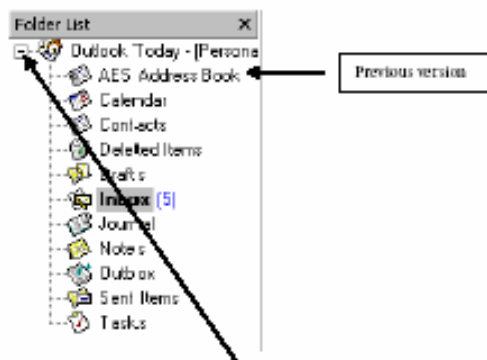
- Ensure the ‘**Folder List**’ is visible
- This section may or may not be visible depending on your current settings. If it is not visible then do the following:

- Click **'View'** on the menu bar
- Select **'Folder List'**
- Your screen should now look something like this (depending on your settings)



### 3. Check for previous versions of the 'AES Address Book'

- If there is an AES Address Book already listed in the Folder List then you need to delete that entry. Right mouse click on the AES Address book and select delete.

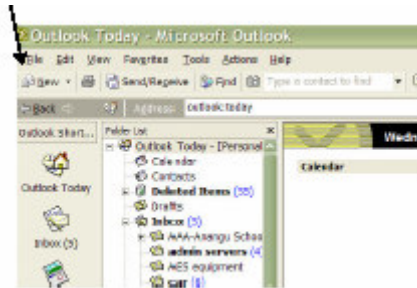


### 4. Importing the address book

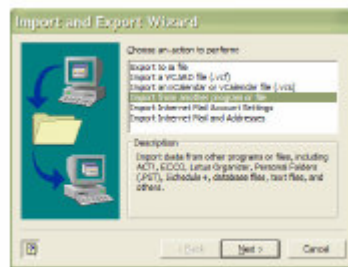
To import the address book do the following

- Click to highlight the **Outlook Today (personal folder list)** from the Folder list

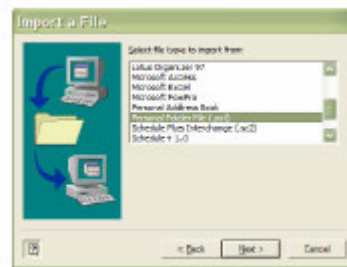
- Select **File** from the **Menu List** then '**Import and Export...**' from the menu bar. This will start the Import and Export Wizard



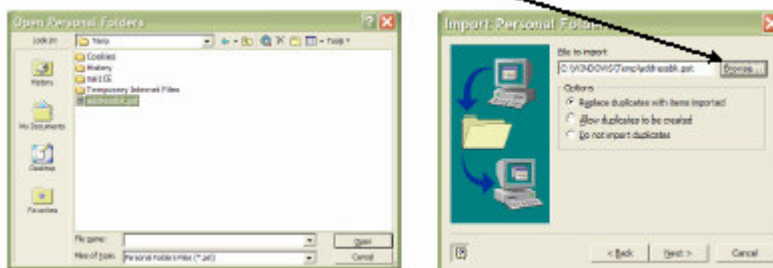
- Select '**Import from another program or file**', then click **Next**



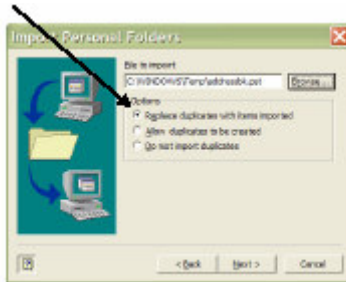
- Scroll down to select '**Personal Folder File (\*.pst)**', then click Next



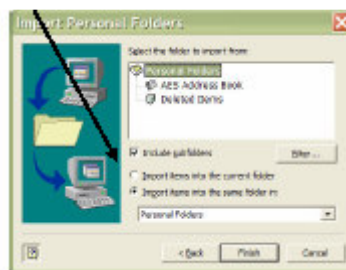
- Click the Browse button to browse to the C:\windows\Temp to locate and highlight the addressbk.pst file you downloaded earlier.
- click OPEN or double click the addressbk.pst file



- The **path** C:\windows\temp\addressbk.pst should now appear in the **'File to Import box'**
- Select **'Replace duplicates with items imported'** button, then click Next



- Ensure the **'include subfolders'** check box is ticked



- Select **'Import items into the same folder in:'** then make sure that **'Personal Folders'** is in the box below
- Click **Finish**

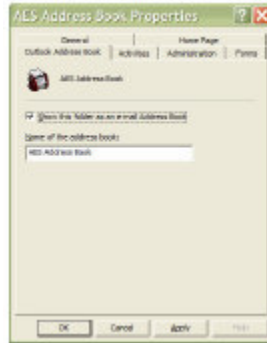
The address book will now import into your personal folder and create a new contacts folder called 'AES Address Book'. Your folder list should now look something like the picture in step 3.

## 5. Making the AES Address Book a part of the Outlook address book

In order for you to be able to use the 'check names' feature when addressing new mail to recipients in the 'AES Address Book' you need to make it a part of the Outlook address book.

- Right-click on the **'AES Address Book' in the Folder List**
- Select **'Properties'** from the menu

- Select the **'Outlook Address Book'** tab



- Tick the checkbox labeled **'Show this folder as an e-mail address book'**
- Click **OK**

## 6. Adding the address book to the Outlook bar

If you would like to add an icon to the Outlook bar (the bar on the left hand side of the screen which has icons for the inbox, calendar etc.) then do the following

- In the Folder List, right-click on the 'AES Address Book' folder
- Select 'Add to Outlook Bar' from the menu