# Import Groups to Outlook from GroupWise

There are two main sets of steps involved in the process of exporting Groups from GroupWise into Outlook:

1. Export Groups from GroupWise
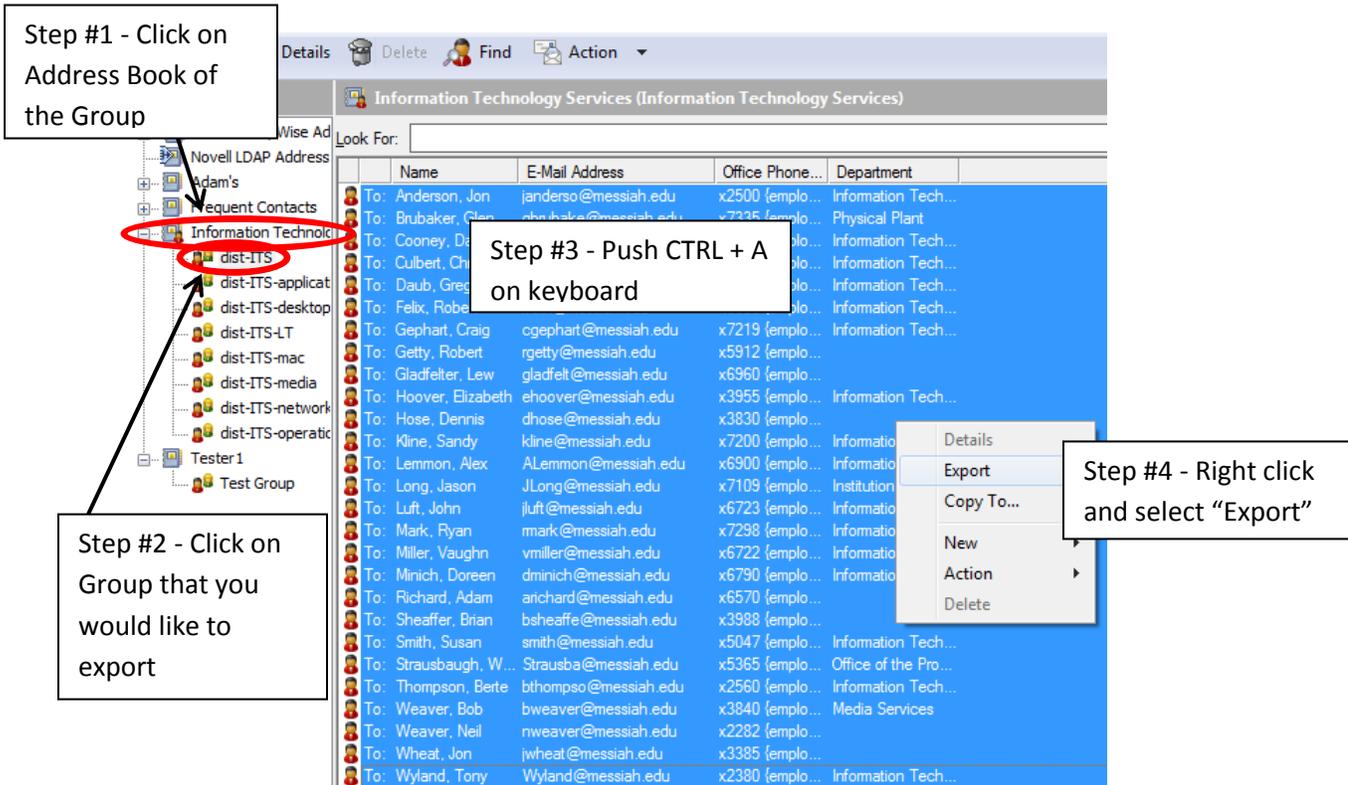2. Import Groups into Outlook

***Notes***
1. Outlook may ask to install add-ins throughout this process, Allow them to install    as needed, by clicking OK****
2. If your group has under 15 members it may be more efficient just to recreate the group in Outlook as opposed to using this documentation to export from GroupWise then import into Outlook. To create a group manually refer to the steps listed here: http://www.howtogeek.com/howto/18339/how-to-create-and-manage-contact-groups-in-outlook-2010/

## Export Groups from GroupWise

1. Open GroupWise
2. Click **Address Book** in the top Navigation area.
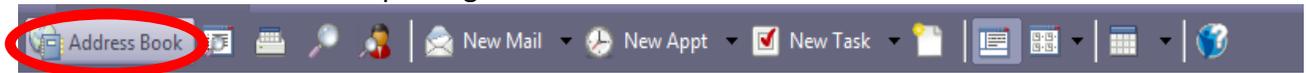


3. Click on the Address Book that the Group (Step #1 below) is in (i.e. Information Technology Services as shown below). Then click on the Group Name(Step #2 below) (i.e. dist-its as shown below) and Select All contacts (Push CTRL + A on keyboard to Select All). Lastly, right click (ensure all contacts in background stay highlighted) and choose **Export**.

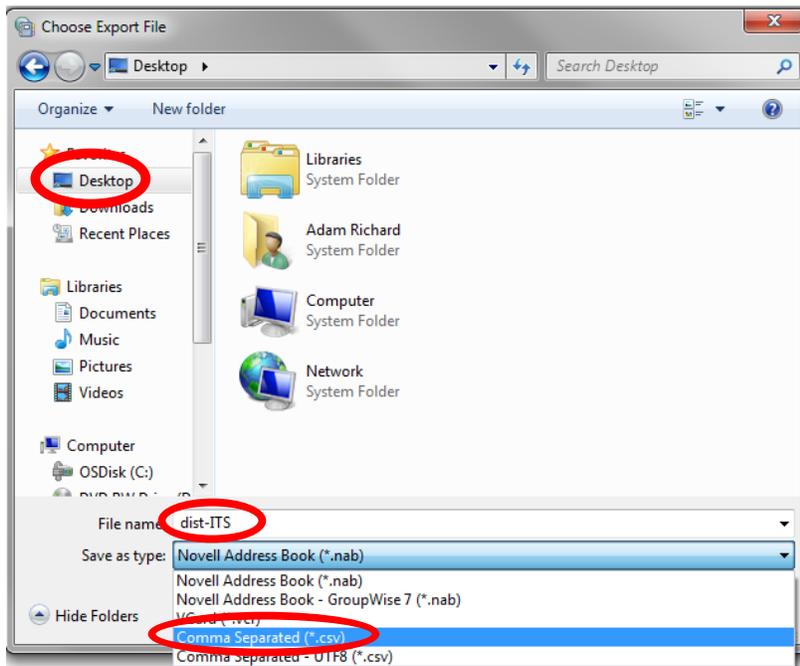4. After clicking on Export. The dialog box below will open.  Click on **Desktop** as the save location. Then give the group a File Name (i.e. dist-ITS). Next click on the drop down next to "Save as type:" and choose **Comma Separated (*.csv)**. Now you have exported that specific Group from GroupWise.



## Import Groups into Outlook

1. Open Outlook 2010
   a. Must have Office 2010 installed
      i. Directions on how to install Office 2010: http://blogs.messiah.edu/its/?p=1706
2. To Create a new contact group click on **New Items** then click on **More Items** then lastly on **Contact Group**
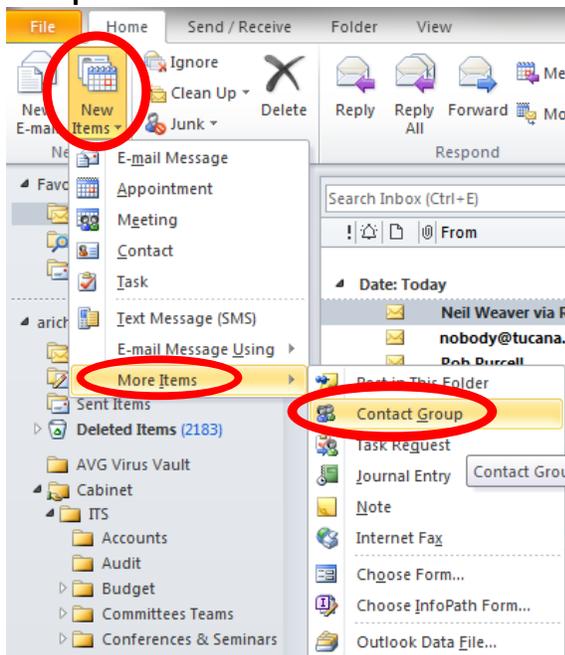
3. Next, go out to your Desktop and open the Group that you exported from GroupWise (i.e. dist-its). This will open up the group in Microsoft Excel.
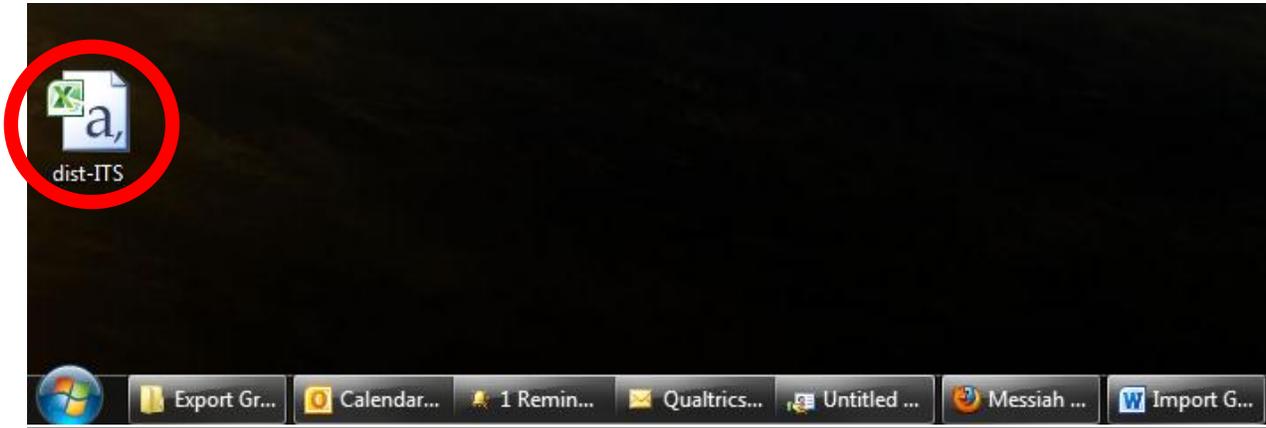


4. After Excel opens you should see your group member's names, email addresses as well as other information in columns. Highlight all the email addresses in the email address column and then right click and select **Copy.**

5.  Within the Contact Group, click on **Add Members**, then click on **From Address Book**. This will open a window where you can add members to this group. Leave this window open and proceed to the next step.
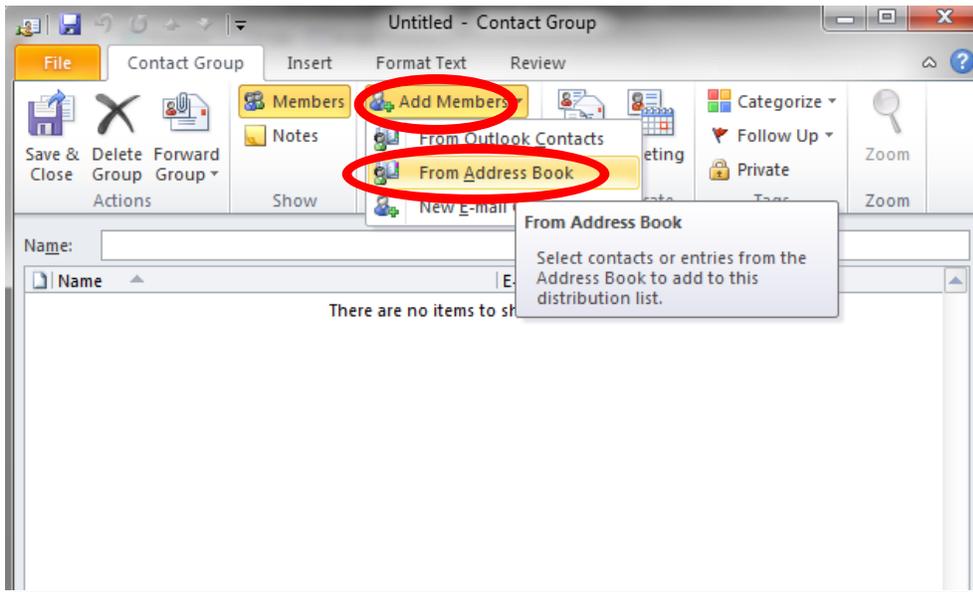


6.  Now that these items have been copied go back to Outlook add members dialog box and right click in the bottom box right next to where it says Members-> and select **Paste**.  Then Click on **OK**.
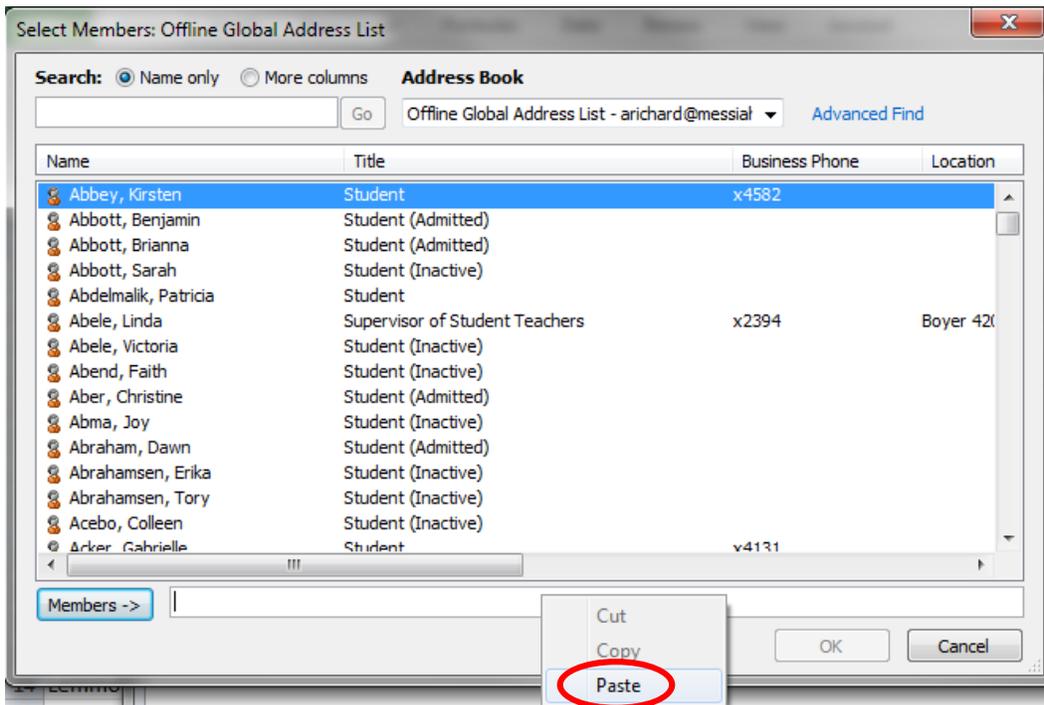
7. Members will now be loaded into your new Group.  In Name box give the group a new (i.e. dist-its). The name that you give to this group will be the way that you send to this group.  Lastly, click on **Save & Close.**
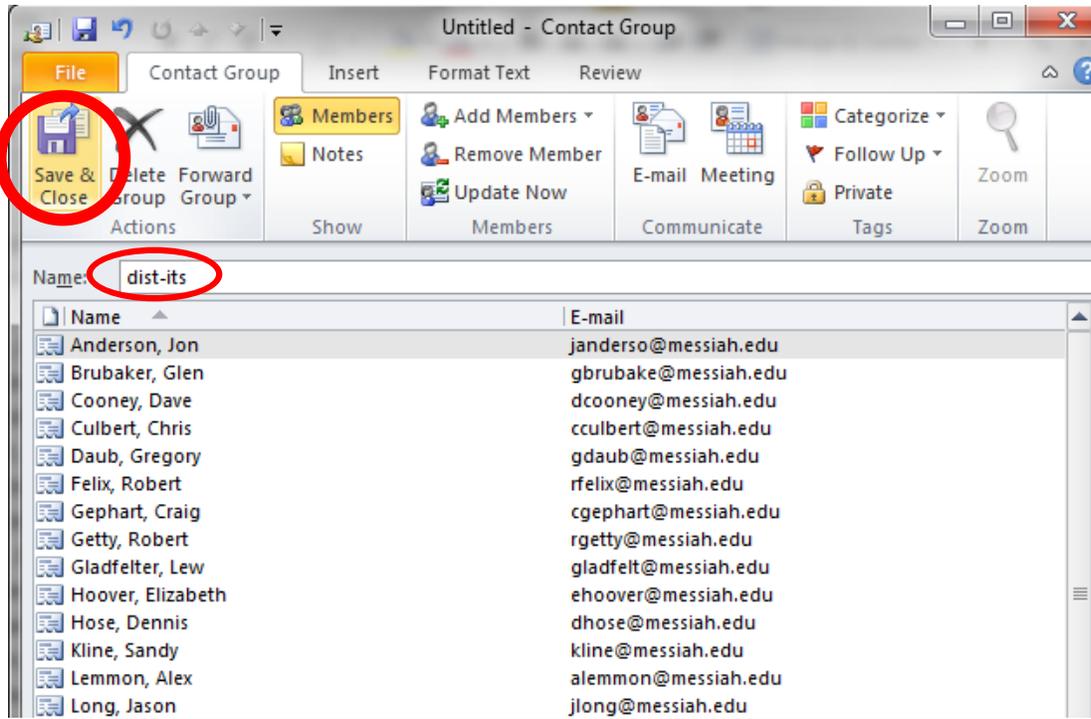


8. Congratulations!!! Your group has now been imported into Outlook.
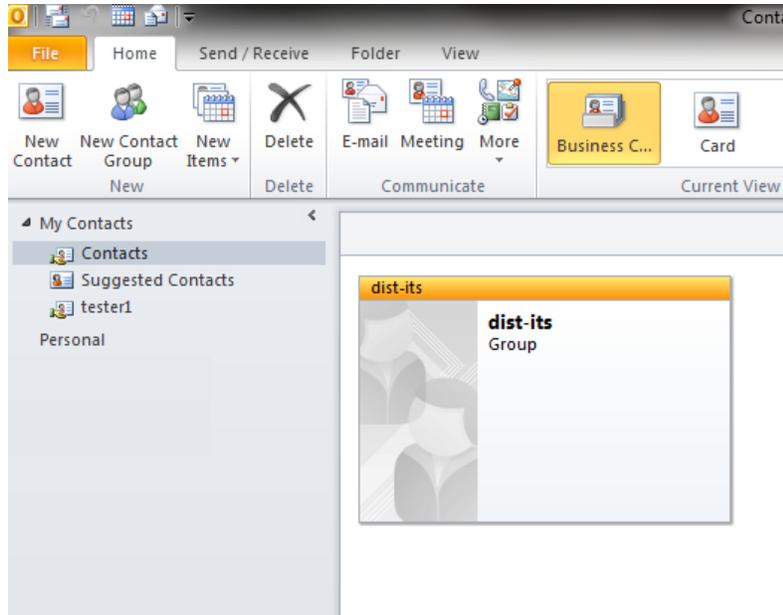


You will need to process through these steps for each group that you want to import.  As mentioned above in the notes section if you have groups that are less than 15 members it may be more efficient to create the group manually using the tutorial listed above in the notes section.