

Import Groups to Outlook from GroupWise

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

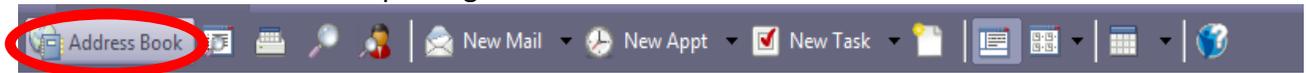
1. Export Groups from GroupWise
2. Import Groups into Outlook

Notes

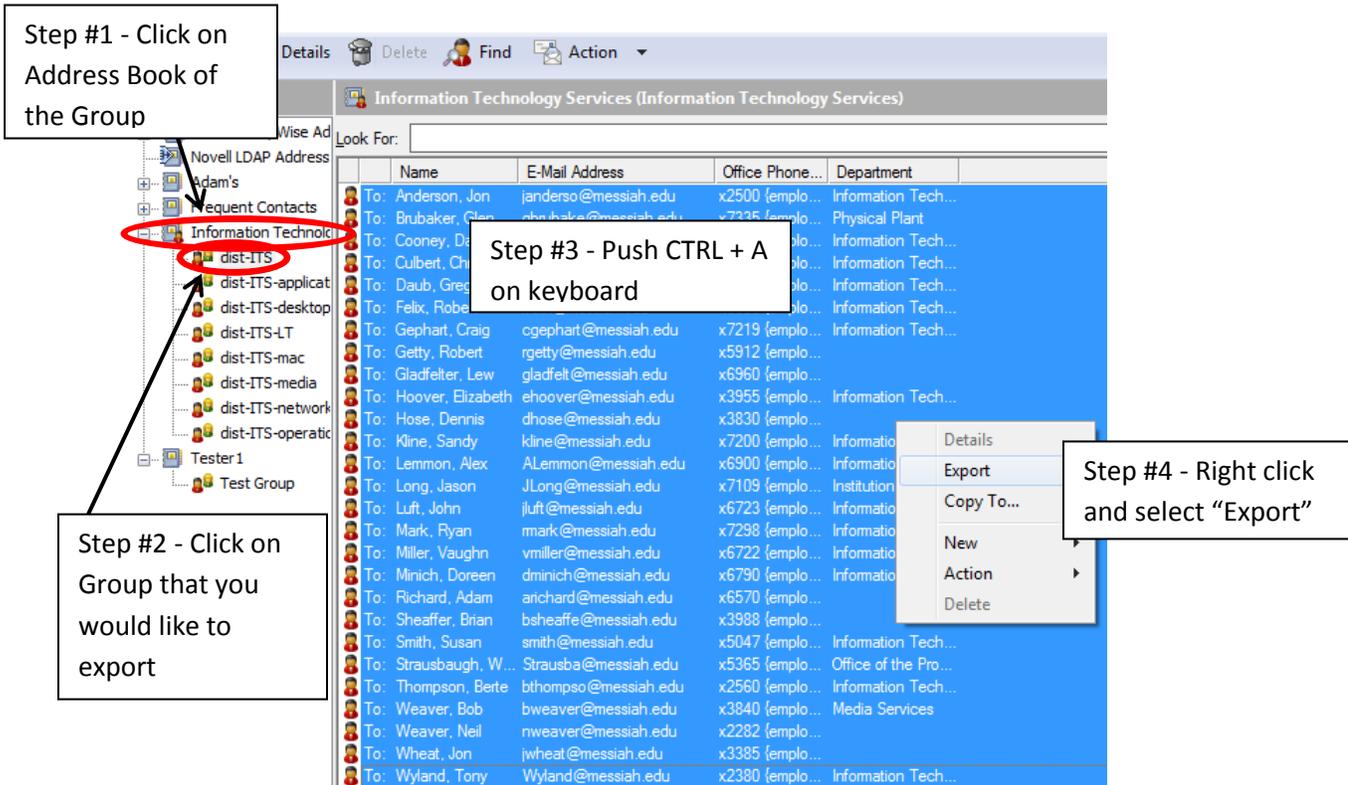
1. Outlook may ask to install add-ins throughout this process, Allow them to install as needed, by clicking OK****
2. If your group has under 15 members it may be more efficient just to recreate the group in Outlook as opposed to using this documentation to export from GroupWise then import into Outlook. 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**.



Step #1 - Click on Address Book of the Group

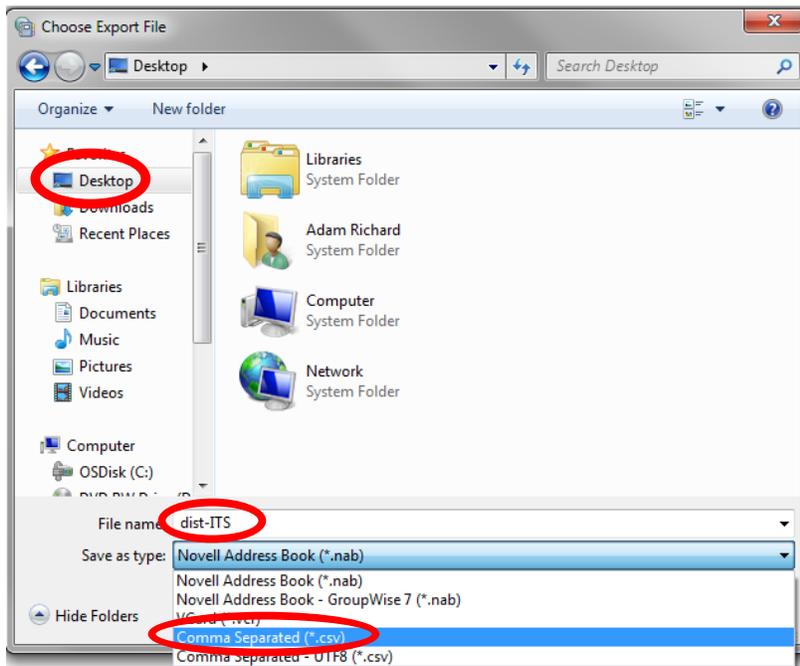
Step #2 - Click on Group that you would like to export

Step #3 - Push CTRL + A on keyboard

Step #4 - Right click and select "Export"

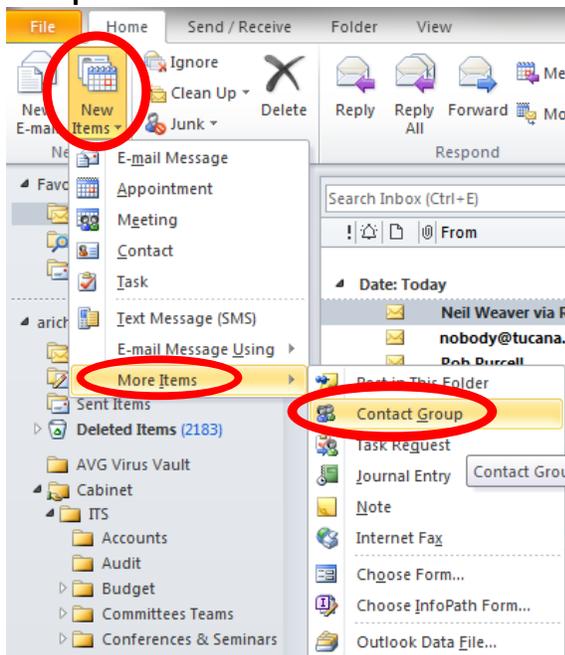
Name	E-Mail Address	Office Phone...	Department
To: Anderson, Jon	janderso@messiah.edu	x2500 {emplo...	Information Tech...
To: Brubaker, Glen	gbrubake@messiah.edu	x7235 {emplo...	Physical Plant
To: Cooney, Dan	dcooney@messiah.edu	x7235 {emplo...	Information Tech...
To: Culbert, Ch...	cculbert@messiah.edu	x7235 {emplo...	Information Tech...
To: Daub, Greg	gdaub@messiah.edu	x7235 {emplo...	Information Tech...
To: Felix, Robe...	rfelix@messiah.edu	x7235 {emplo...	Information Tech...
To: Gephart, Craig	cgephart@messiah.edu	x7219 {emplo...	Information Tech...
To: Getty, Robert	rgetty@messiah.edu	x5912 {emplo...	Information Tech...
To: Gladfelter, Lew	lgladfelt@messiah.edu	x6960 {emplo...	Information Tech...
To: Hoover, Elizabeth	ehoover@messiah.edu	x3955 {emplo...	Information Tech...
To: Hose, Dennis	dhose@messiah.edu	x3830 {emplo...	Information Tech...
To: Kline, Sandy	skline@messiah.edu	x7200 {emplo...	Information Tech...
To: Lemmon, Alex	ALemmon@messiah.edu	x6900 {emplo...	Information Tech...
To: Long, Jason	JLong@messiah.edu	x7109 {emplo...	Institution...
To: Luft, John	jluft@messiah.edu	x6723 {emplo...	Information Tech...
To: Mark, Ryan	mark@messiah.edu	x7298 {emplo...	Information Tech...
To: Miller, Vaughn	vmiller@messiah.edu	x6722 {emplo...	Information Tech...
To: Minich, Doreen	dminich@messiah.edu	x6790 {emplo...	Information Tech...
To: Richard, Adam	arichard@messiah.edu	x6570 {emplo...	Information Tech...
To: Sheaffer, Brian	bsheaffe@messiah.edu	x3988 {emplo...	Information Tech...
To: Smith, Susan	smith@messiah.edu	x5047 {emplo...	Information Tech...
To: Strausbaugh, W...	Strausba@messiah.edu	x5365 {emplo...	Office of the Pro...
To: Thompson, Berte	bthompso@messiah.edu	x2560 {emplo...	Information Tech...
To: Weaver, Bob	bweaver@messiah.edu	x3840 {emplo...	Media Services
To: Weaver, Neil	nweaver@messiah.edu	x2282 {emplo...	Information Tech...
To: Wheat, Jon	jwheat@messiah.edu	x3385 {emplo...	Information Tech...
To: Wyland, Tony	Wyland@messiah.edu	x2380 {emplo...	Information Tech...

- 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.

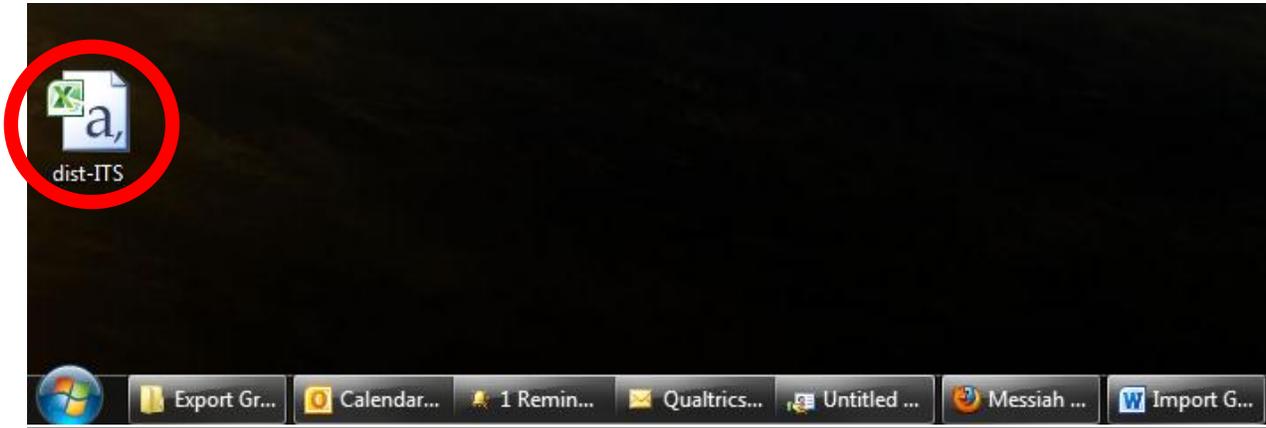


Import Groups into Outlook

- Open Outlook 2010
 - Must have Office 2010 installed
 - Directions on how to install Office 2010: <http://blogs.messiah.edu/its/?p=1706>
- To Create a new contact group click on **New Items** then click on **More Items** then lastly on **Contact Group**



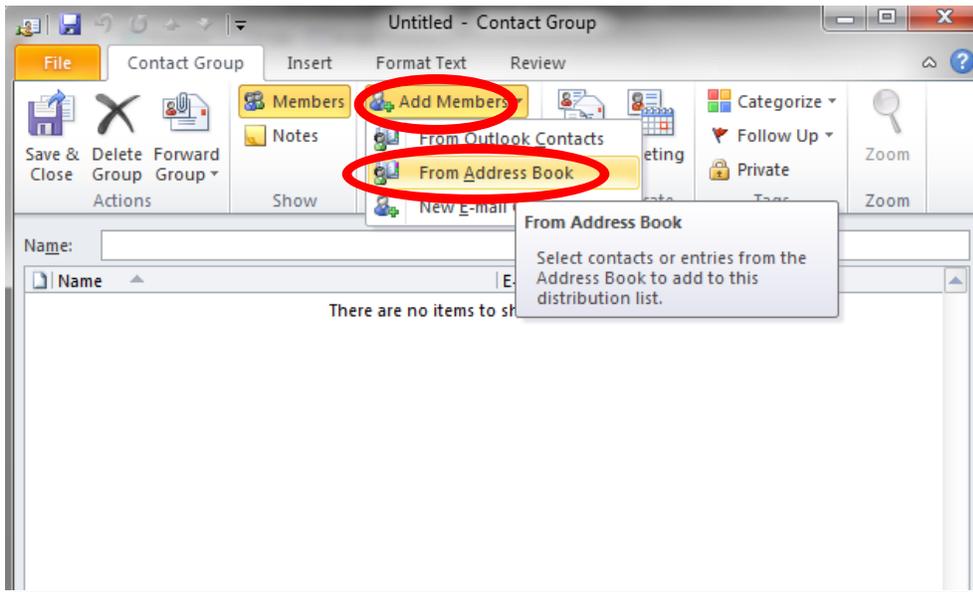
- Next, go out to your Desktop and open the Group that you exported from GroupWise (i.e. dist-its). This will open up the group in Microsoft Excel.



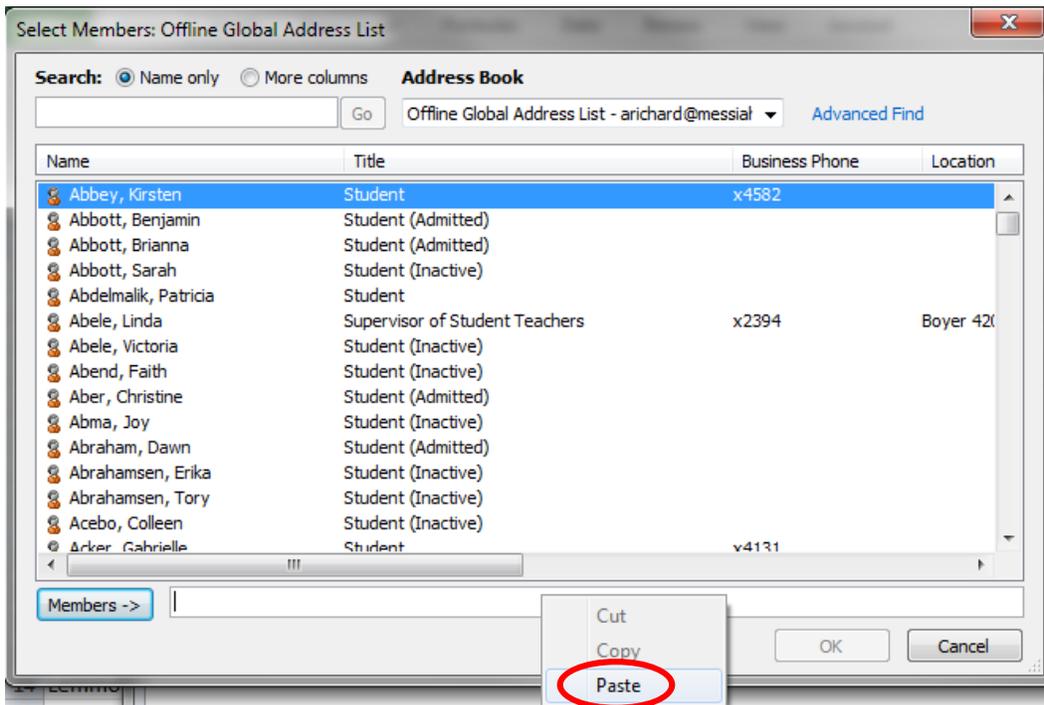
- After Excel opens you should see your group member's names, email addresses as well as other information in columns. Highlight all the email addresses in the email address column and then right click and select **Copy**.

	A	B	C	D	E	F	G	
1	Name	First Nam	Middle N	Last Name	Prefix	Suffix	E-Mail Address	
2	Anderson, Jon			Anderson			janderso@me	MC-DON
3	Brubaker, Glen			Brubaker			gbrubake@m	MC-DON
4	Cooney, D Dave			Cooney			dcooney@me	MC-DON
5	Culbert, C Chris			Culbert			cculbert@me	MC-DON
6	Daub, Gre Gregory			Daub			gdaub@mess	MC-DON
7	Felix, Rob Robert			Felix			rfelix@messi	MC-DON
8	Gephart, C Craig			Gephart			cgephart@me	MC-DON
9	Getty, Rok Robert			Getty			rgetty@messi	MC-DON
10	Gladfelte, Lew			Gladfelte			gladfelt@me	MC-DON
11	Hoover, El Elizabeth			Hoover			ehoover@me	MC-DON
12	Hose, Der Dennis			Hose			dhose@mess	MC-DON
13	Kline, San Sandy			Kline			kline@messia	MC-DON
14	Lemmon, Alex			Lemmon			ALemmon@n	MC-DON
15	Long, Jaso Jason			Long			JLong@messi	MC-DON
16	Luft, John John			Luft			jluft@messia	MC-DON
17	Mark, Rya Ryan			Mark			rmark@messi	MC-DON
18	Miller, Va Vaughn			Miller			vmiller@mes	MC-DON
19	Minich, D Doreen			Minich			dminich@me	MC-DON
20	Richard, A Adam			Richard		HelpDesk	arichard@me	MC-DON
21	Sheaffer, Brian			Sheaffer			bsheaffe@me	MC-DON
22	Smith, Su Susan			Smith		HelpDesk	smith@messi	MC-DON
23	Strausbau, William			Strausbaugh			Strausba@me	MC-DON
24	Thompso, Berte			Thompson			bthompso@m	MC-DON
25	Weaver, E Bob			Weaver			bweaver@me	MC-DON
26	Weaver, N Neil			Weaver			nweaver@me	MC-DON
27	Wheat, Jo Jon			Wheat			jwheat@mess	MC-DON
28	Wyland, T Tony			Wyland			Wyland@mes	MC-DON

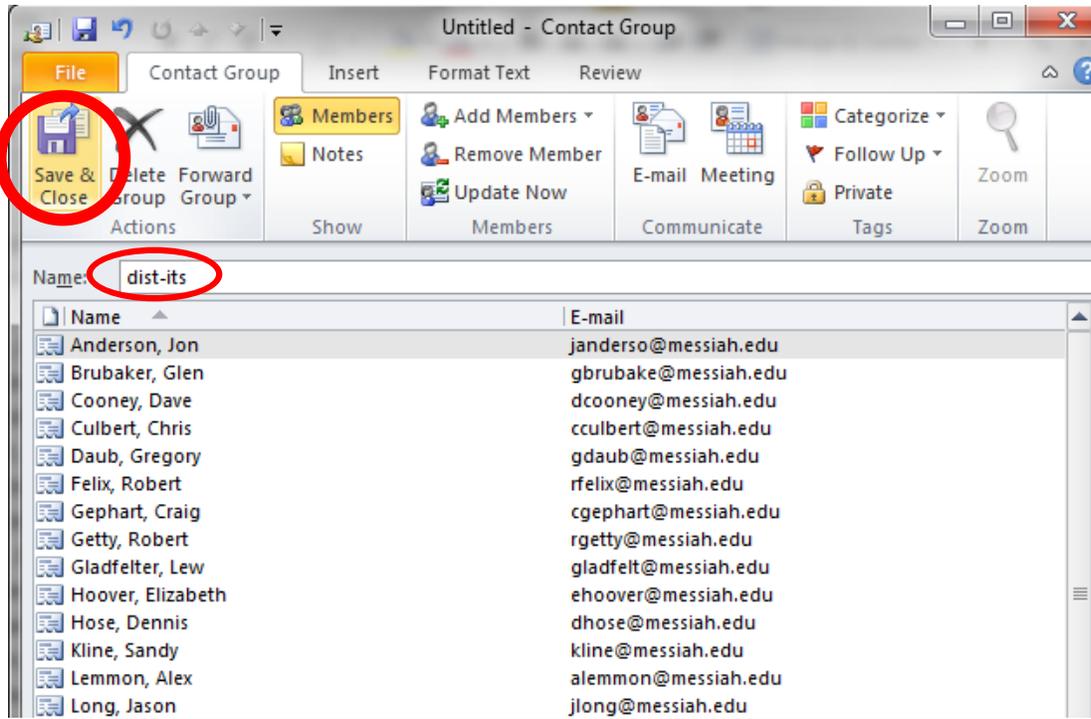
5. Within the Contact Group, click on **Add Members**, then click on **From Address Book**. This will open a window where you can add members to this group. Leave this window open and proceed to the next step.



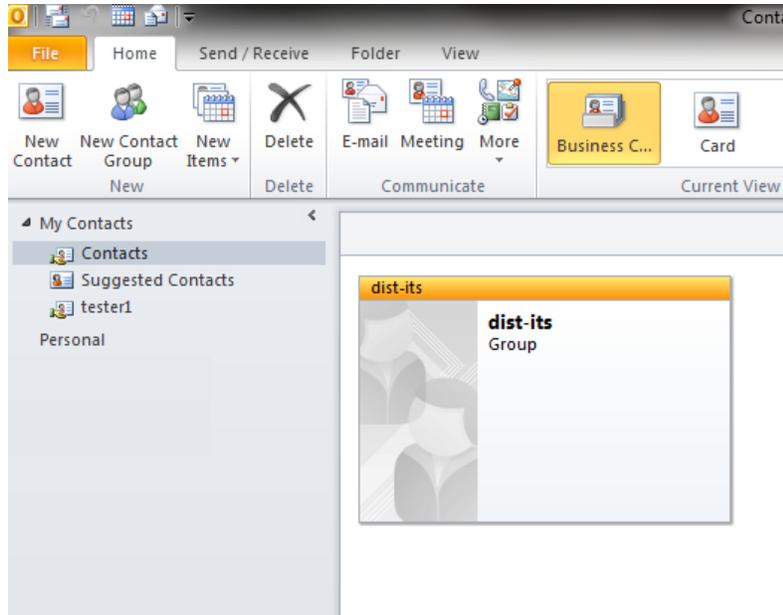
6. Now that these items have been copied go back to Outlook add members dialog box and right click in the bottom box right next to where it says Members-> and select **Paste**. Then Click on **OK**.



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.