



## Microsoft Outlook Data Export Guide

**Cont3xt** is a web-based text messaging **publishing** service.

The majority of Cont3xt business users will hold and manage their customer data using internal programs such as Microsoft Outlook, Microsoft Access databases, spreadsheets or Customer Relationship Management (CRM) systems such as salesforce.com.

We have designed Cont3xt so that all the customer data sorting and filtering is done using your current internal systems. Once you have created the dataset that you want to use for your campaign, you will upload a data file (.CSV file) of all the mobile numbers and personal data that you want to include in your message.

Whatever system you use to hold your customer data, will be able to export your dataset as a .CSV file.

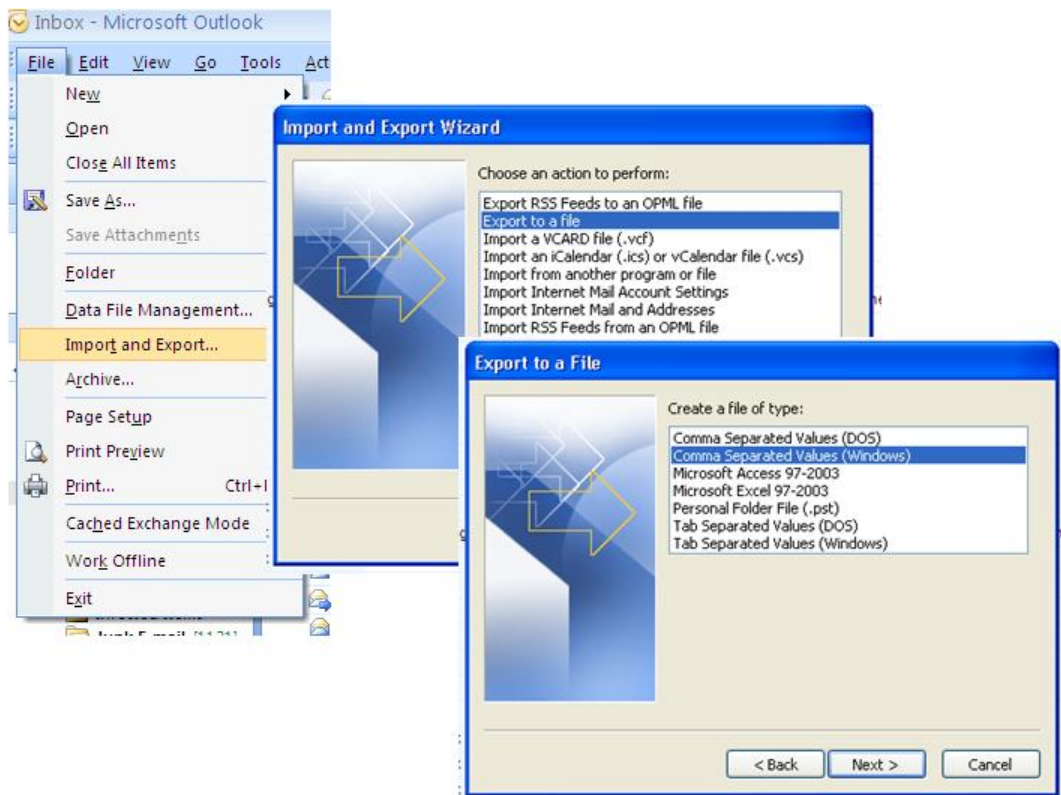
This Guide has been written to help you export and filter your data from **Microsoft Outlook** for upload into your Cont3xt account.

Even if you use a different program from Microsoft Outlook, you may find that the process is similar to create your contact data .CSV file.

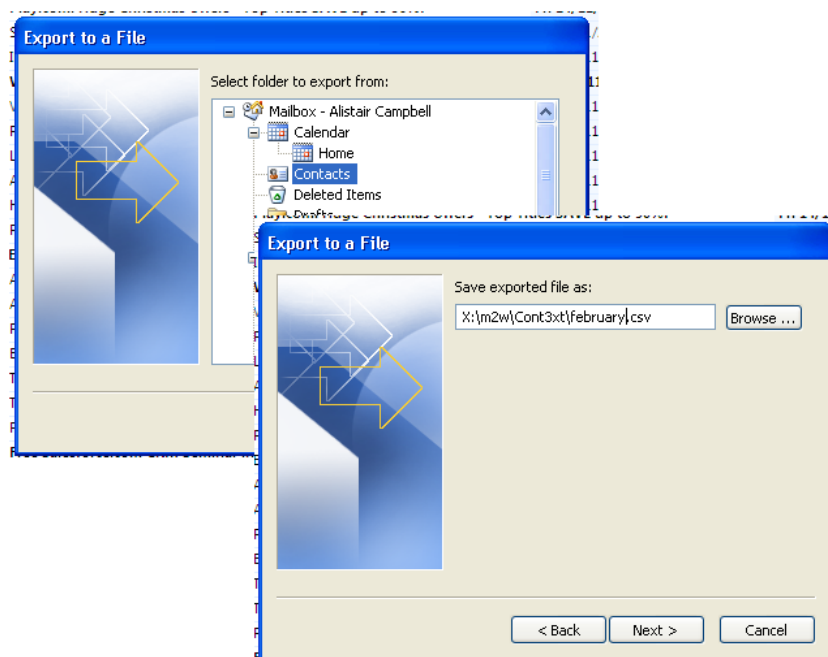
Microsoft Outlook has a **File Import and Export...** Wizard that walks you through the steps of exporting Microsoft Outlook **Contacts** as a .CSV file.

## Exporting your contact data from Microsoft Outlook

Start the process by selecting **File / Import and Export...** and then selecting the **Export to a file** and the **Comma Separated Values (Windows)** options.

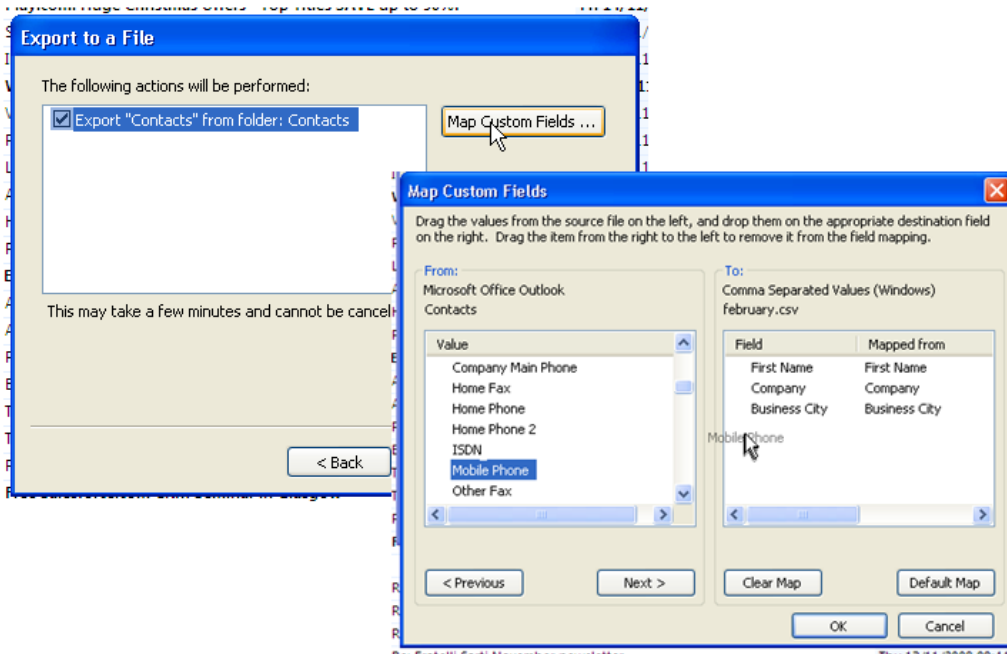


Select your **Contacts** folder and then create a data **file name** and save it to your computer as a **.CSV file**.

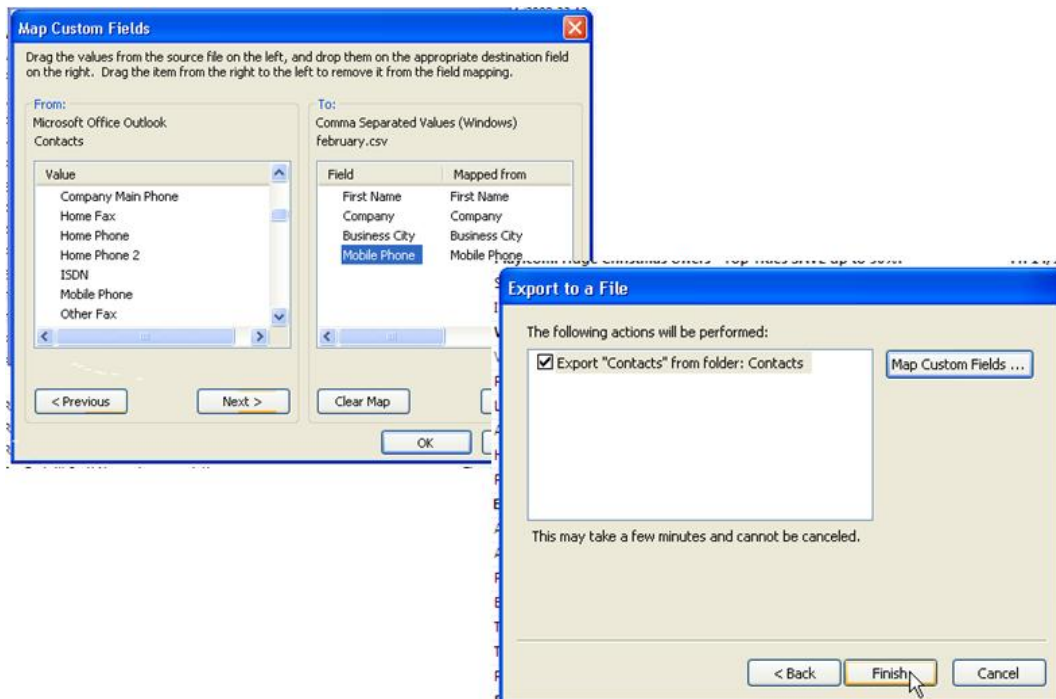


Because there is no need to export the whole of your Contacts data, you should **select only the data fields** that you need for your text message campaign.

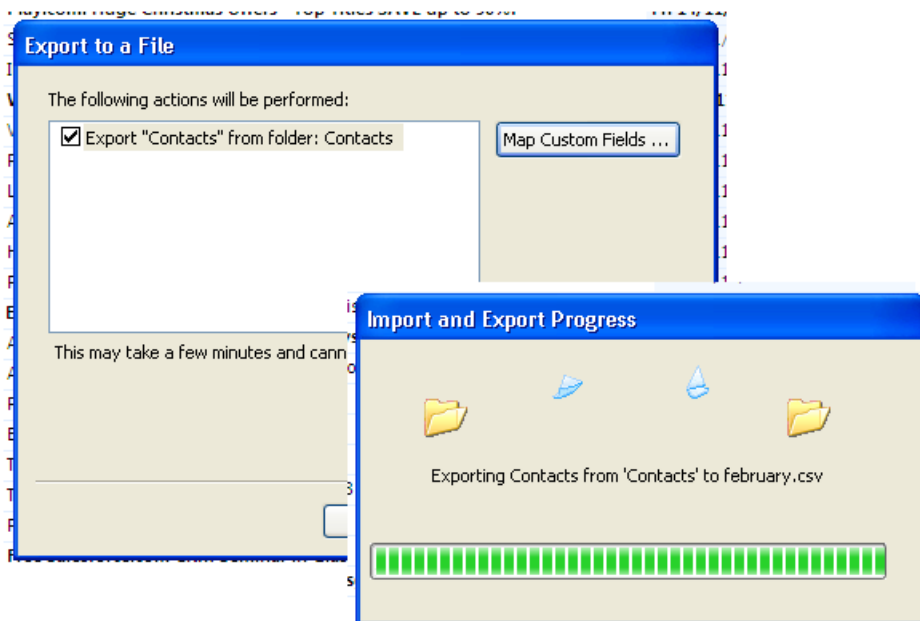
In the **Export to a File** window, select the **Map Custom Fields...** button and in the **Map Custom Fields** window drag across only the fields that you need for your message campaign.



When you are satisfied that you have the correct data fields for your campaign, select the **OK** button and in the **Export to a File** window select **Finish** to complete the data export.



Your contact data will now be exported and saved to your computer in the named file.

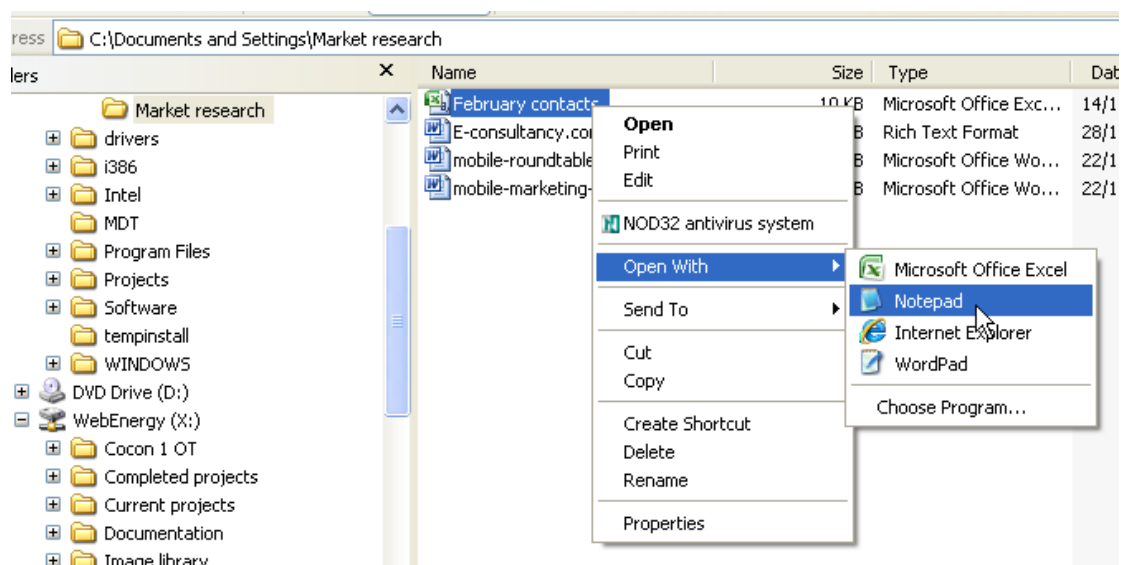


### Please verify your contact data before uploading it to Cont3xt.

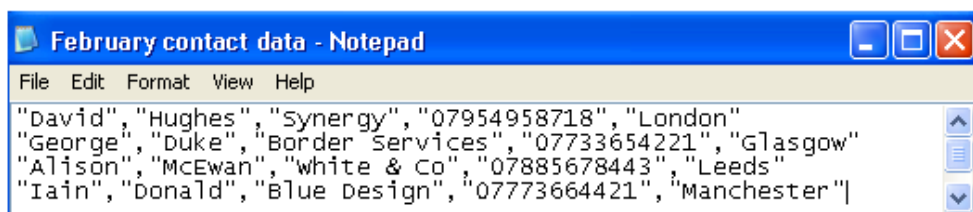
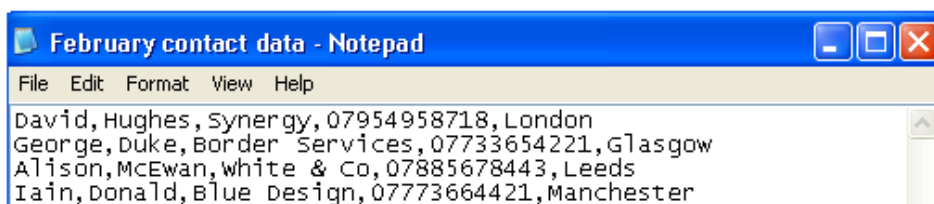
To avoid any mistakes or non-deliveries of messages, it is always best practice to verify your .CSV data before uploading it to Cont3xt.

It is best to **avoid using Microsoft Excel** to view the .CSV data file because Microsoft Excel normally removes the '0' at the start of the phone numbers because it treats mobile phone numbers as a numeric field that may be used in calculations.

If you use Windows Explorer to view your .CSV data file, **right-click the file** and select **Open With** and then **Notepad**.



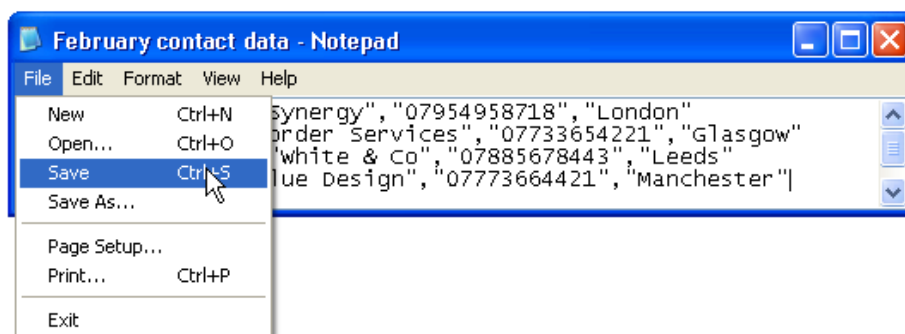
Your data set should either have the data separated by commas (,) or quotation marks (“)



**It is important to ensure that your mobile phone numbers all start with either 0 or 44.**

Sometimes when mobile phone numbers are stored or exported from a software program, the program can often remove the **0** at the beginning of the number in the same way as Excel does.

Add the **0** to any mobile numbers that have it missing and then select **File / Save** to save the .CSV file data.



You are now ready to upload this contact data into Cont3xt and publish your next campaign.

**END**