



Step-by-Step Instructions: Import from Outlook

1. To **Upload Contact from Outlook**, start from your **Recruiter Dashboard**
 2. From your **Dashboard** click the **ADD CONTACTS** button. The **Add contacts** page will appear.
 3. Next, select the **Basic import** link. This link will take you to the **Basic import** page.
 4. Select the **Pick from Outlook** link. A pop-up box of your Outlook contacts will appear.
 5. Select which **individuals** or **distribution group** you'd like to add.
 6. Click the **OK** button. Those names and email addresses will appear on the **Basic import** page.
 7. Next, select a **Job Function and Folder** from the **Categorize** boxes. This is optional but recommended to organize and keep track of your contacts. If a folder does not already exist, you may choose to create one by clicking **Add a folder** and adding a folder name.
 8. Determine **Contact visibility**.
 - **My contacts** means these contacts will only be visible to you;
 - **Shared contacts** means these contacts are visible to all recruiters at your company; or
 - **Both** which means they will be visible to both you and your colleagues. Select one.
 9. If you are importing company employees be sure to select the **Employee** check box.
 10. Click the **Add contacts** button. The **Contacts added confirmation** page will appear. That's it! You're done!
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