

## Importing Contacts into Microsoft Outlook

You can import data provided on *Casino City's Gaming Business Directory CD* and data downloaded from the GBDonline.com website into the Contacts area of Outlook. This section outlines the data import process for Outlook 2000 (version 9.0).

First you should select the data you wish to import into Outlook. If you only wish to import a portion of the contacts contained in one of the *Gaming Business Directory* files you must first use a tool other than Outlook to create a file that includes just the contacts you want to import. If you want to import a portion of the GamingProperty, GamingPropertyContacts, PropertyOwners or PropertyOwnerContacts tables, then we recommend using the GBDonline.com website to select and download the appropriate information. Using GBDonline.com you can easily select contacts based on a variety of criteria including geographic location, department, and type of gaming facility.

Once you have *Gaming Business Directory* data ready to import into Outlook you should select the Outlook folder into which the contacts are to be imported. If you want to create a new folder to hold the contacts, right-click on the parent folder that should contain the new folder and select the New Folder menu item. Enter the name for the new folder, select "Contact Items" from the "Folder Contains" dropdown menu, and click OK.

You use the Outlook import wizard to add contacts to a contacts folder. Use the Outlook menu system to select File > Import and Export. Select "Import from another program or file" as the action to perform and click Next. Then select "Comma Separated Values (Windows)" as the file type to import from and click Next. Provide the file name of the file to import, check "Allow duplicates to be created," and click Next. Note that if you use the Browse button to select the file to import you will need to enter \*.\* in the file name input area for Outlook to display the complete list of files in the currently selected directory. On the next screen select the destination folder and click Next.

Click "Map Custom Fields" to open the "Map Custom Fields" screen that shows available *Gaming Business Directory* columns on the left and Outlook contact fields on the right. Table 5 shows the names of the *Gaming Business Directory* Columns and the corresponding Outlook fields. Expand the Outlook Name, Business Address, Other Address and E-mail Outlook fields to reveal their component fields. Map *Gaming Business Directory* columns to the corresponding Outlook fields by dragging the *Gaming Business Directory* column names over the matching Outlook field names.

The mappings shown in Table 5 are suggested mappings. In some cases you may want to alter the mappings if the suggested use does not match your normal use of the fields. For example, the Phone and Email provided for *Gaming Business Directory* contacts are for the company, and not for the individual contact. If you normally keep personal phone or e-mail addresses in the Outlook Business Phone and E-mail > E-mail Address fields then saving company information in these fields may be inappropriate.

You must decide if you would rather import the TitleLong column or the more compact Title column into Outlook as the Job Title field. We generally recommend using the shorter Title column. Please note that the columns shown in the table are not present in all *Gaming Business*

*Directory* files. For example, the Responsibilities column is not present in the Suppliers and SupplierContacts tables.

You can also import additional columns listed in Appendix A, that are not shown in Table 5 below, into Outlook. Generally, additional columns should be mapped to Outlook’s user defined fields. You should import any columns that will be useful to you in your interaction with the contacts you are importing.

Once you have completed the field mappings, click OK and then click Finish. Outlook will import the contacts.

**Table 5: Mapping *Gaming Business Directory* Columns to Microsoft Outlook Fields**

<b>Microsoft Outlook Field</b>	<b>Column Name</b>
Name > Title	Salutation
Name > First Name	FirstName
Name > Middle Name	MiddleName
Name > Last Name	LastName
Name > Suffix	NameSuffix
Company	Company
Department	Responsibilities
Job Title	Title or TitleLong
Business Address > Business Street	Address1
Business Address > Business Street 2	Address2
Business Address > Business Street 3	Address3
Business Address > Business City	City
Business Address > Business State	State
Business Address > Business Postal Code	PostalCode
Business Address > Business Country	Country
Other Address > Other Street	PhysicalAddress1
Other Address > Other Street 2	PhysicalAddress2
Other Address > Other City	PhysicalCity
Other Address > Other State	PhysicalState
Other Address > Other Postal Code	PhysicalPostalCode
Other Address > Other Country	PhysicalCountry
Business Fax	Fax
Business Phone	Phone
Business Phone 2	TollFree
E-mail > E-mail Address	Email
Web Page	WebSite