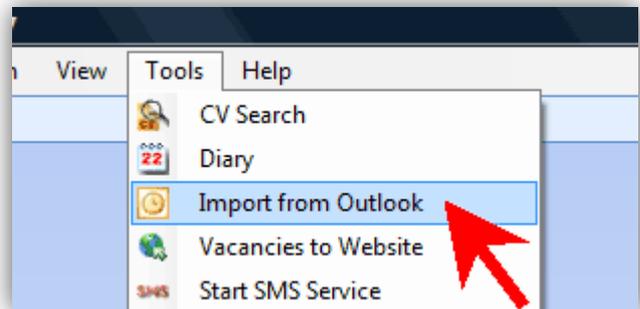


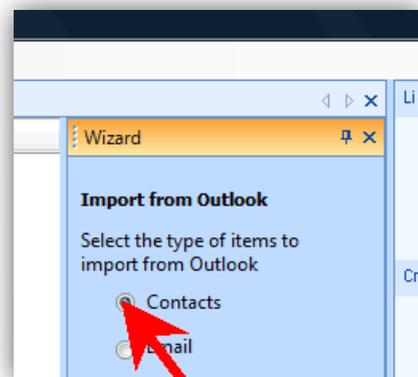
How do I import contacts from Outlook?

If you have contacts stored within Microsoft Outlook that you wish to import into Recruit Studio, you can do so from within Recruit Studio.

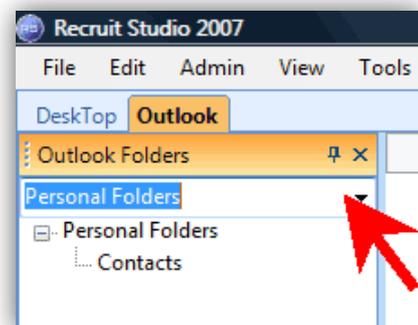
1. Open Recruit Studio and from the Main Menu choose 'Import from Outlook'.



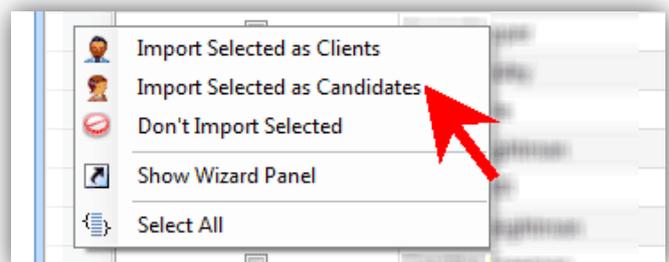
2. Select 'Contacts' on the wizard.



3. Your Contacts folders within Outlook will be displayed. *You may need to select the 'Personal folders' option at the top of the left hand panel.*



4. Select the appropriate folder and the contacts will be displayed in the main panel.
5. Highlight a contact to import and right-click. From the menu choose whether they are clients or candidates. If you wish you can select all the contacts. The entry in the 'Import As' column will change from 'Don't import' to the option you chose.



6. When you have finished selecting contacts, click the 'Import' button on the blue panel.