



Export Email Addresses and Import into Outlook

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Overview

This document explains how to export email information from the program to import into Outlook or another email program.

Step 1. Export File to Import

1. In PROMAS, go to File, Export Utility
2. Click dropdown arrow in Export Type.
3. Choose PDA Owner / Tenant / Unit / Vendor Address (unit has owner email).
4. Enter any Restrict To or Limit to Category information.
5. Click Compile.
6. A message will display giving you the name and location of the file.
7. Use Step 2A for Outlook Express or Step 2B for Outlook.

Step 2a. Import Email Addresses into Outlook Express

1. In Outlook Express, go to File, Import.
2. Select Other Address Book.
3. Choose Text File (Comma Separated Values) and click Import.
4. Screen displays with Choose a file import. Use the Browse button to find the file created in PROMAS above. Click Next.
5. A screen displays to Map the fields you wish to import. Select the Text Field by marking the checkbox – you will then be able to choose which field that should map to in the Address Book.
6. Click Finish.

Step 2b. Import Email Addresses into Outlook

1. In Outlook go to File and click Import and Export.
2. Click Schedule+ or Import from another program or file.
3. Click Next.
4. Select Comma Separated Values (Windows).
5. Click Next.
6. Click on Browse – select the file that contains the names and email address you wish to import (created in section A above) – click okay.
7. Under options select do not import duplicate items click next.
8. Select destination folder – select Contacts – click next.
9. Mark checkbox next to Import “filename.csv” into the contacts folder.
10. Map Custom Fields – on the left hand side you will see the info you wish to import – the right hand side shows the fields. On the left - click on a client’s name and drag to the right – dropping in on the word name. Continue to drag and drop all items on the left to the appropriate field on the right.
11. Click on OK.
12. You are back at the import screen. Click on Finish. All your contacts will now appear in Outlook.