


Exporting Contact Info for your Pocket PC

Step 1:

Exporting From Servant Keeper®

1. Open Membership Pro
2. Click the **"Groups Keeper"** button from the toolbar 
3. Decide which group you want to use for the export and double-click on it.
4. Click on the **"Advanced"** button at the bottom of the screen and click **"Export Results"** and choose **"ASCII File"**
5. In the **"Export Results to"** dialog window in the **"Save in:"** field, use the drop down arrow to choose the location that you want to save your file.
6. Next name the export file in the **"File name:"** field. And click the **"Save"** button to save the export to the selected location.

Step 2:

Importing and Syncing With Microsoft Outlook®

1. Go to the **"File"** menu and choose **"Import and Export"**.
2. In the "import and Export Wizard" window choose **"Import from other program or file"**.
3. Click **"Next"**.
4. In the **"Import a File"** click **"Comma separated values (Windows)"** and click **"Next"**.
5. Click on the **"Browse"** button.
6. Browse to the folder where you saved your export file exported from Servant Keeper and double-click the file.
7. Click **"Next"**
8. Under **"Select a destination folder"** choose **"Contacts"** and then click **"Next"**
9. Click on the **"Map Custom Fields"** button.
10. From the column on the left, drag each field you want to map to the field name in the right hand column you want to map it to. Repeat this step until all fields are mapped that you want to import.
11. Click on **"OK"**
12. Click **"Finish"** to start the import. Depending on the size of the import file and how many fields you mapped this import process may take a minute.
13. Using Microsoft ActiveSync, sync with your Pocket PC and the new Outlook contacts will be added to your Pocket PC contact list.