

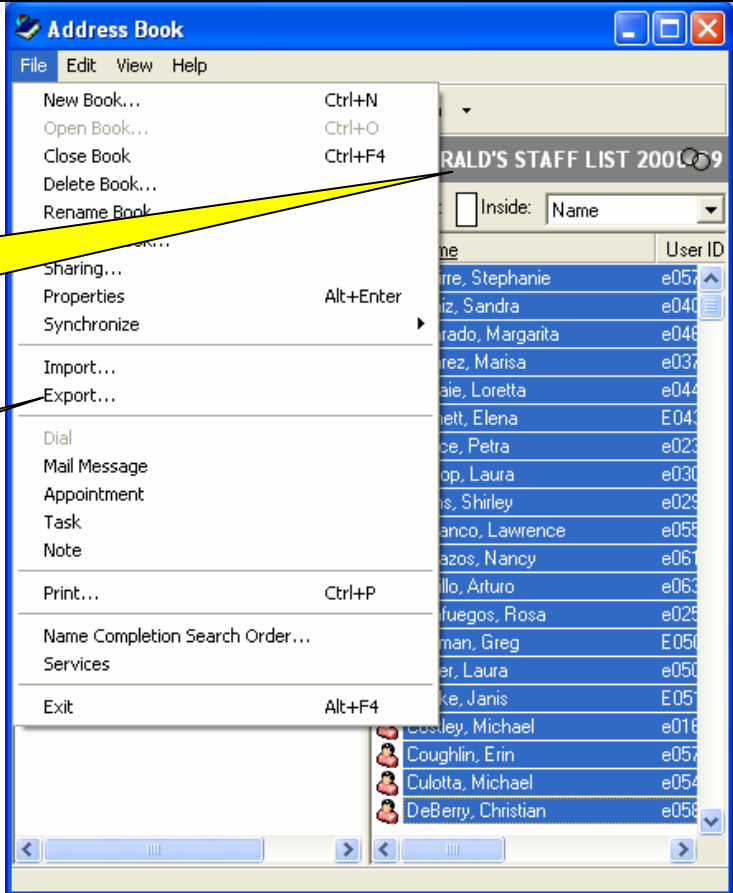
# IMPORTING GROUPWISE ADDRESS BOOK DATA INTO EXCEL

1. OPEN ADDRESS BOOK TO BE COPIED AND SELECT ALL >CTRL A

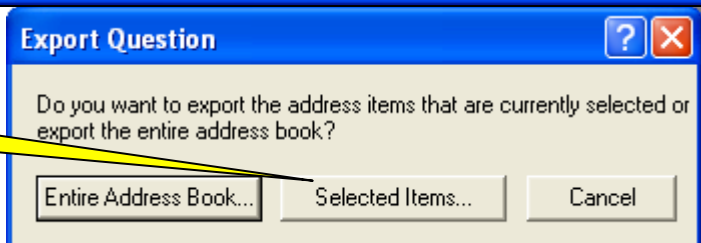
2. File > Export

1. OPEN ADDRESS BOOK TO BE COPIED AND SELECT ALL >CTRL A

2. File > Export

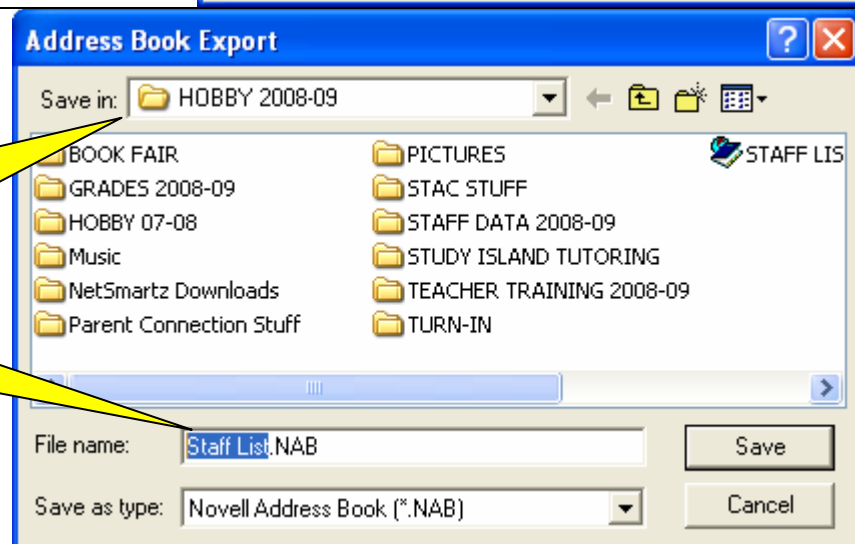


3. Choose "Selected Items".



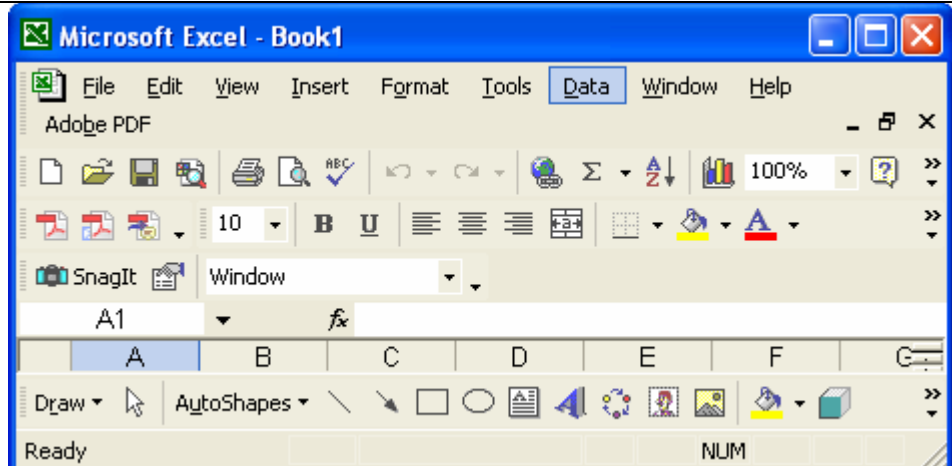
4. Select where you want to Export the address book &

Rename the address book.



5. Open Excel and select

Data >  
Import External Data >  
Import Data >



6. Select Data Source

File of type:  
**All Files**

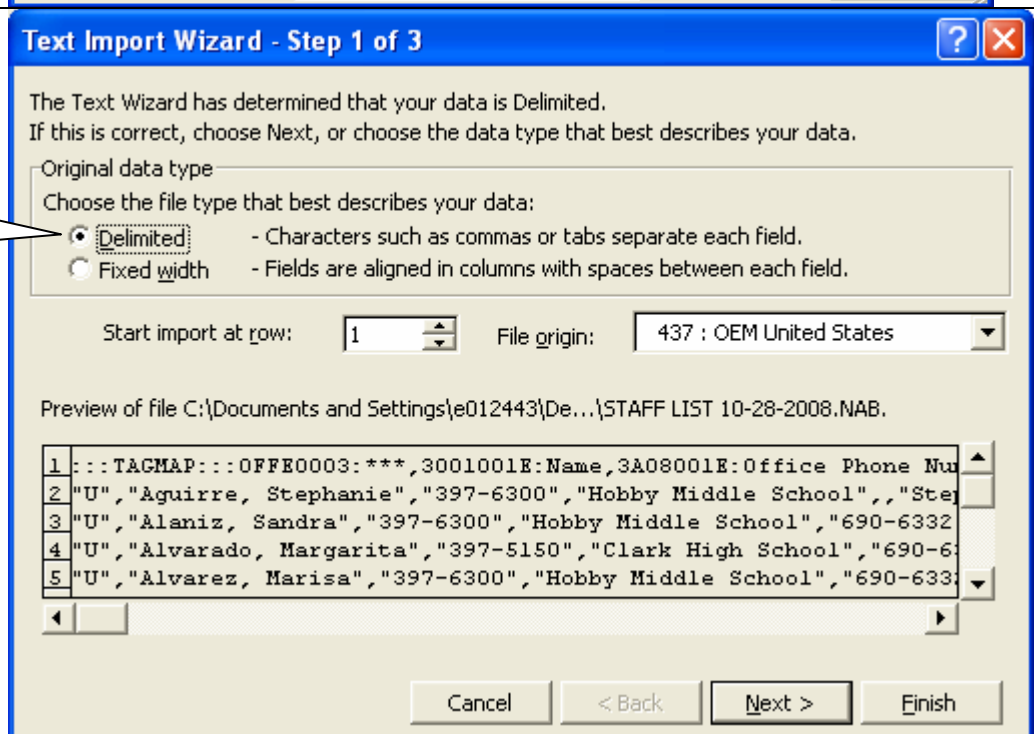
Example:  
Staff List 10-28-2008 is a  
GroupWise book.



7. Choose "Delimited" and  
"Next" and then "Finish"  
and "OK".

Choose  
**"Delimited"**

8. Delete any unwanted  
columns from the Excel  
spreadsheet and resize as  
needed.



8. Select Delimiter-**Comma** and then select "**Next**".

Select Delimiter-**"Comma"**

Select "**Next**" and then "**Finish**".

