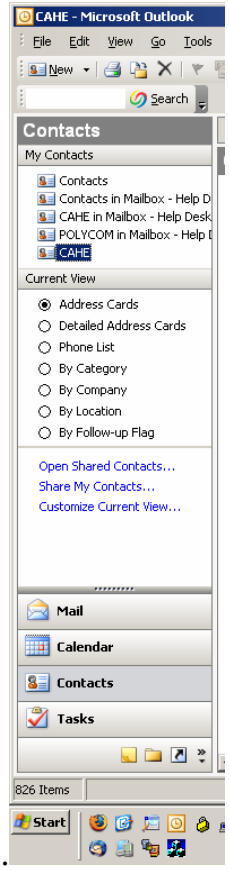
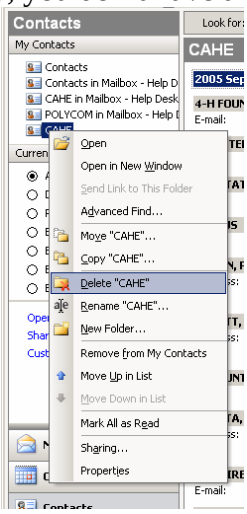
How to Import a CAHE.PST file into Microsoft Outlook

1. It is important to put the “cahe.pst” file somewhere where it can easily be found. You will typically download it from a server in Las Cruces and save it somewhere on your hard disk. You will likely be asked when you want the file saved and I suggest either on your desktop or in the “My Documents” folder so you can find it during the import.
2. Open Microsoft Office Outlook. If you have an older version of the CAHE address book, you will need to delete it before you import the new one. To do this, click on the “Contacts” tab on the lower left side of your Outlook window to show the Contacts page. You will want to be at the Contacts page whether you have an old CAHE address list or not, so that the instructions that follow make more sense. 

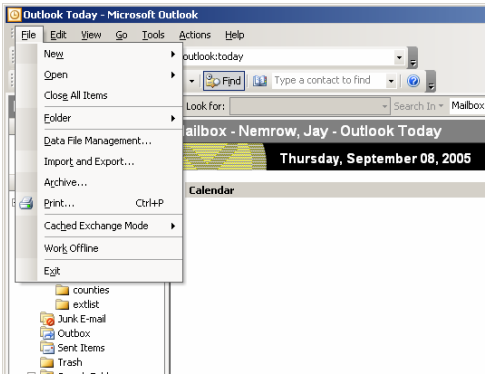
At the top right side of that page, you will see the list of contact lists. Right click on the CAHE list and choose the ‘Delete

"CAHE"' selection. If CAHE is not listed, you don't have an old CAHE address



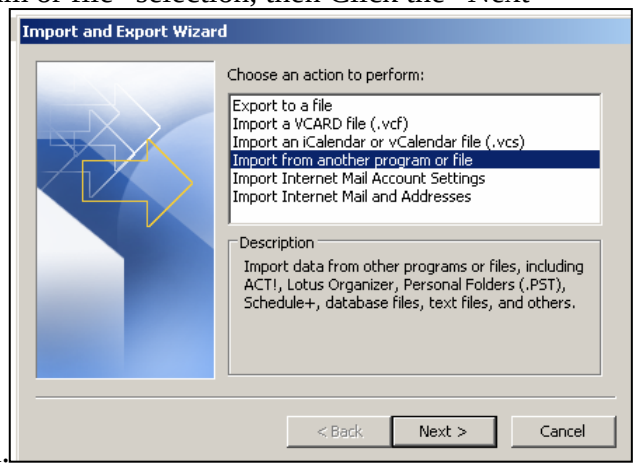
list in Outlook and you can skip to Step 3.

3. Select "File" from the menu bar, and Click on "Import and Export". If you cannot see "Import and Export" on the drop-down menu, wait a few seconds and



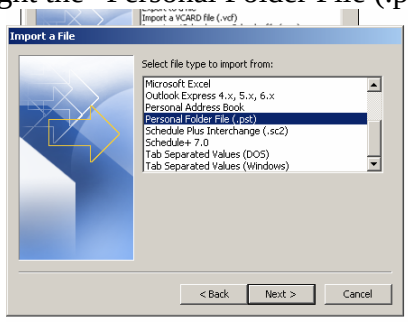
the menu will expand so you can see it.

4. In the "Import and Export Wizard" window, Highlight the "Import from another program or file" selection, then Click the "Next"

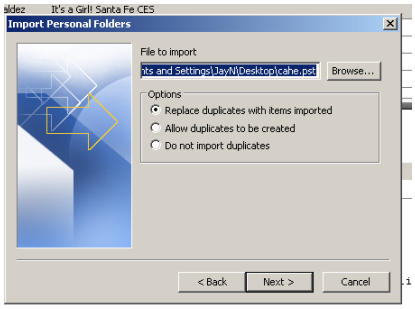


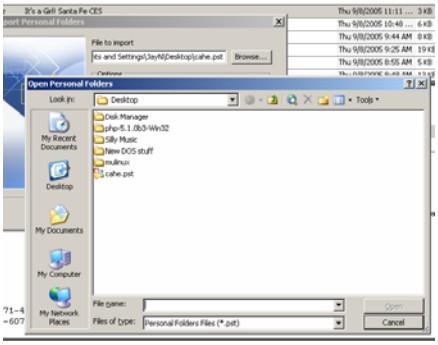
button.

5. In the “Import a File” window, Highlight the “Personal Folder File (.pst)” selection, and Click the “Next” button.

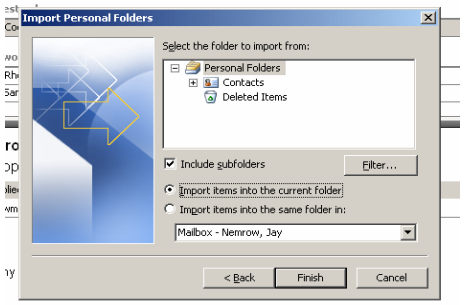


6. In the “Import Personal Files” window, Click on the “Browse” button, which will open the “Open Personal Folders” window. In this window, you need to locate and Highlight the “cahe.pst” file you want to import, then Click the “Open” button. The “Open Personal Folders” window will disappear and focus will return to the “Import Personal Folders” window. Click on the “Next” button.

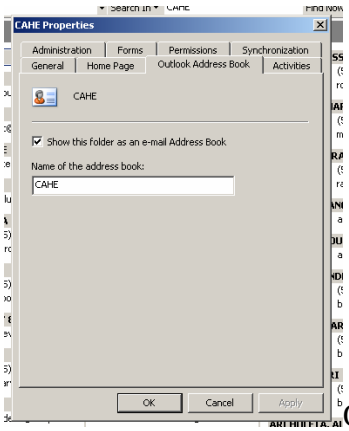




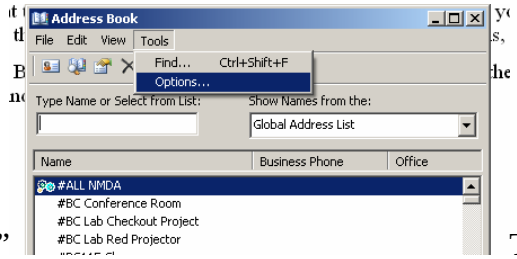
7. A dialog box will appear asking for a password. If you were not told the password before, you may contact the CAHE Technology Help Desk at 646-3305 and they can give it to you. I have found that you have to enter the password twice for the dialog box to go away.
8. In the “Import Personal Folders” window, Highlight “Personal Folders.” Be sure the “Import items into the current folder” selection is selected, then Click on the “Finish” button.

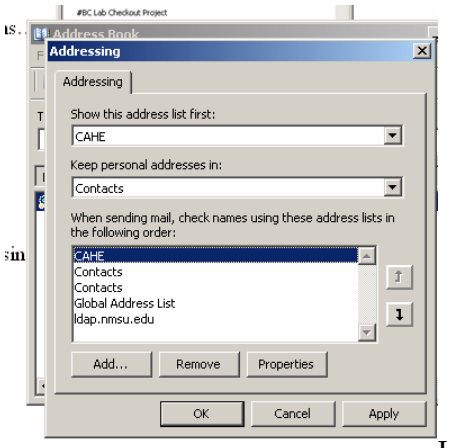


9. You will receive a warning about the current folder. Just answer “Yes” and the address list will be imported. Now, you should see “CAHE” in your list under My Contacts on the Contact page.
10. Most people want the CAHE address book to be referred to first when you are trying to find an address. To do this, right click on “CAHE” in My Contacts and Click on the Properties Selection. The CAHE Properties window will appear.



Click on the Outlook Address Book tab and make sure the checkbox next to "Show this folder as an e-mail Address Book" is checked. Click on the "OK" button.

11. Now that the CAHE Contact List will show in your Address Book, you must tell Outlook that you want to use it for looking up addresses. To do this, click on the Address Book button on the main tool bar . This will give you the Address Book window. Click on "Tools" on the menu bar of this window and select "Options…" 

This will give you the Addressing window. 

Under "Show this address list first:", you will want to choose CAHE. Under "Keep Personal Addresses in:", you will want to choose Contacts. The longer list at the bottom lets you put all of your address lists in order of how you want them searched for an email address. Usually, you will want CAHE at the top of the list and Contacts second. This way, when you are looking for an email address, CAHE addresses will be found first, followed by those you have added yourself. You can change the order of items here by highlighting an item and using the up or down buttons just to the right of the list to move that item up or down. When everything is right, click on the "OK" button.

12. You are finished!!