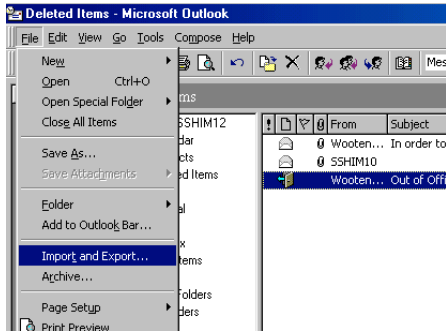


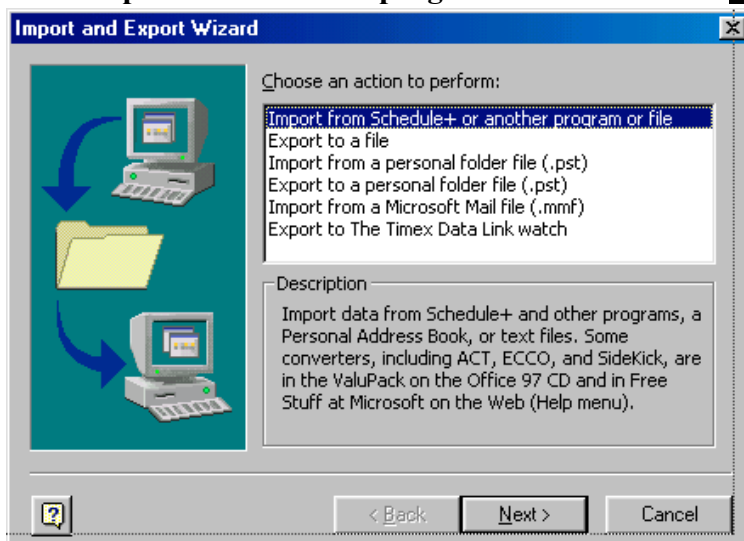
In order to get the full benefits of Outlook, you should convert your Personal Address Book to an Outlook Contacts folder. Outlook contacts are fully integrated into Outlook, providing flexibility and customization that is not available in the Personal Address Book. For example, you can associate birthdays, several types of phone numbers, anniversaries, and other custom information with your contacts. You can also sort, filter, and view your contacts in customized ways, for example, by last name first, or by some attribute, such as postal code. And of course, you can also print your view using the customizable printing provided by Outlook.

Convert the Personal Address Book to a Contact folder

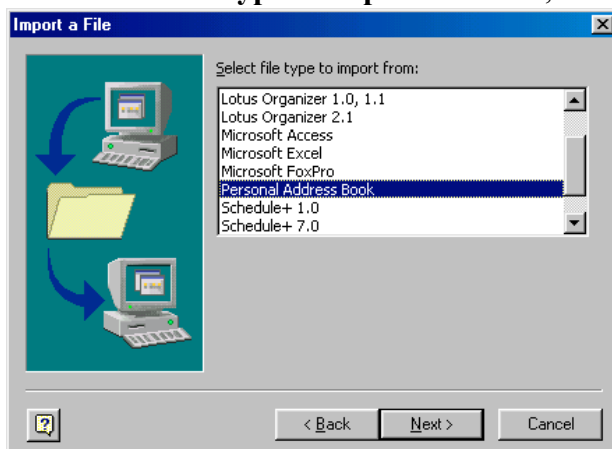
1. On the **File** menu, click **Import and Export**



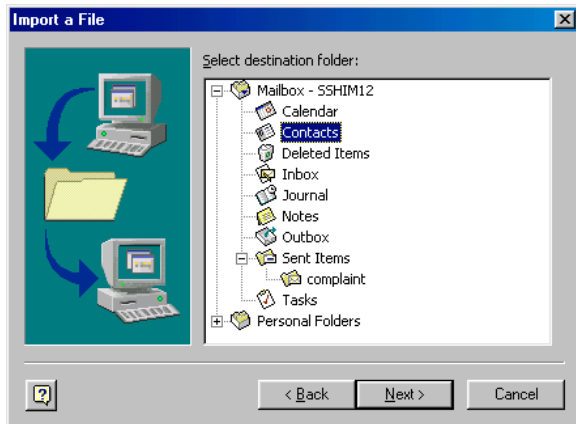
2. In the **Choose an action to perform** list...
3. Click **Import from another program or file**. Click the **Next** Button



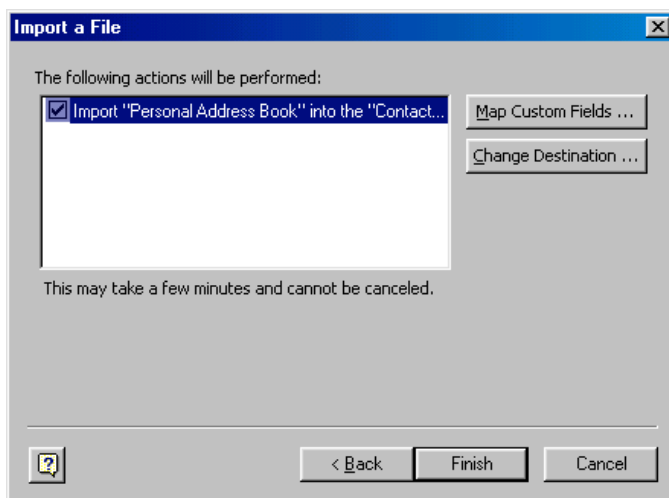
4. In the **Select file type to import from** list, click **Personal Address Book**.



5. In the **Select a Destination Folder**, select Contacts



6. In **The Following actions will be performed** list, check that it is correct and click on Finish



Issues/Tasks List:

- ☞ After performing this task delete the Personal Address book from Tools/Services
- ☞ In Microsoft Outlook 97, importing a Personal Address Book (PAB) that contains a Personal Distribution List (PDL) may generate duplicate Contact records.
 - a. MS Resolution: Delete the duplicate Contacts after importing your PAB, or include only entries not found in your PAB list in the PDL. If the PDL entries are located in other than the PAB, such as another Contact list or a Global Address Book, no duplicates will occur.
- ☞ After the Personal Address Book has been deleted the user will need to create a Personal Distribution list (group) differently.

How to simulate (create) a distribution list without using a PAB

[Article Q187960](#) OR Solution II below [Q187960](#) (recommended)

To create an Outlook template to use as a distribution list, follow these steps:

1. On the Compose menu, click New Mail Message.
2. Type the e-mail addresses, or copy and paste the addresses from a document, into the To, Cc, or Bcc box.
3. On the File menu, click Save As.
4. Click Outlook Template (*.oft) in the Save As Type list, type a unique name in the File Name box, and click Save. The default location for Outlook templates is: C:\Program Files\Microsoft Office\Templates\Outlook
5. Close your open message without saving changes.

