Moving Outlook Contacts to Exchange Server

Outlook contacts can be moved to the Exchange once a user’s account is established in Exchange. After Contacts are moved, they can be accessed from OWA; https://owa.wm.edu. Also, if a user has a mobile device using Active Sync, contacts will also sync to the mobile device.

1. Select **Contacts**.

2. Select the **Contacts folder** that has “Personal Folders” next to it.

3. Select a contact in the contacts folder and press **Ctrl A** to select all. Press **Ctrl X** to cut contacts.

4. Select the Contact folder that has the User’s email address next to it. This will be the contacts folder located on the Exchange Server.

5. Once the folder is selected press **Ctrl V** to paste the contacts. Once copied you should now see the contacts.
Set the Exchange Contacts to be Main Contacts folder in the Address Book

1. Make sure the Home Tab is selected and choose Address Book located on the right side of the Ribbon.

2. Once the Address Book is open, select Tools, then Options.

3. Choose the radio button next to “Start with contact folders”.

4. Under “When opening the address book, show this address list first:” Select the Second listing of Contacts. (This should be the Exchange contacts)

5. Test the settings, by starting a New email and clicking the To… button.
6. You should see the contacts you just moved as the default list to display.