# Importing WinSearch People into Outlook Contacts

You can also bring WinSearch people into Outlook for reasons such as updating your PDA. Getting the people into Outlook as contact records is handled by WSOutlook. Getting them from Outlook to your PDA is between you and the PDA manufacturer.

To transfer WinSearch people into your Outlook contacts:

1. Click the Import Contacts From Database toolbar button ( ).

2. Select the people to import:

   - On the Import By Selected Person tab, type the last name and choose LOOKUP. You can also limit the list to a specific staff rep, category or status entry using the appropriate drop-down boxes before clicking LOOKUP. You can also use SHIFT and CTRL to select multiple rows.

   - On the Import By Saved List, select the saved list from the entries of your public and private saved lists as well as public saved lists if the check box is selected. This option adds everyone who is in the Saved List.

3. Click OK in the Lookup and Select Desired Records dialog box.

4. Choose OK to the confirmation prompt that you want to add the people in the saved list to the specified database.

5. Choose YES to open the persons form for the person you have just added or No to close the form for that person. You see this prompt if you are adding only one person.

6. SYSADM can set WinSearch up to record an automatic activity for people transferred to Outlook this way.

Once linked, as the person changes in WinSearch or in Outlook, they can have their information updated in the other program by synchronizing Outlook with WinSearch as described later.

If WSOutlook identifies the person as a duplicate, you will see a dialog box asking what to do. You can choose to add the person as a new Outlook contact anyway or to replace that Outlook contact with that WinSearch person. If you replace the person's information, their old Outlook contact record is moved to the WSConflicts Contacts folder.
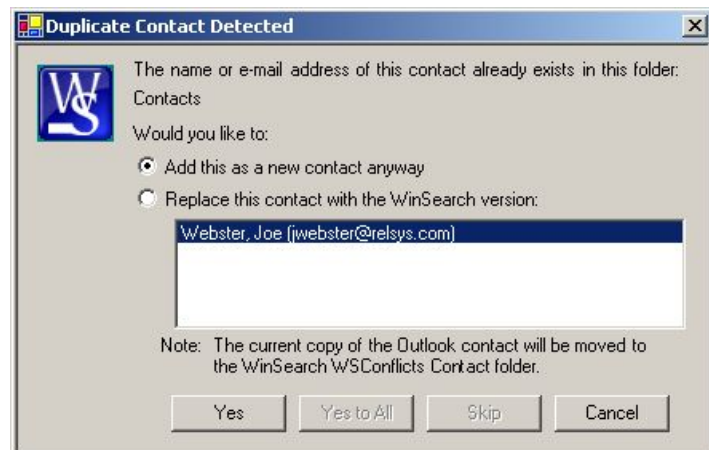
WinSearch people are also transferred to Outlook if you have a WinSearch activity linked to a WinSearch person where the activity transfers into an Outlook appointment.

Outlook and WinSearch have some entries in common and other entries that are unique to one or the other. Thus, bringing a person from WinSearch into Outlook only shows those entries in WinSearch that are common between the two. Other ones are not. This means that if a person has more than three email addresses, only the first three are brought into WinSearch. Also, due to how Outlook decides which entries to display, you may not see the correct phone numbers and/or emails until you close and reopen Outlook after importing WinSearch people.

Here is a usage suggestion: Take all of the people that you have synchronized between Outlook and WinSearch and put them into a saved list. If you ever need to rebuild those Outlook contacts, you can import them all at once.