

Uploading the Contact List from Outlook

You can pre-fill StratusMLS Contact records with information from your Outlook or Outlook Express address book. Export the address book as a text file in comma separated values format (.CSV), and then upload the file to StratusMLS Contacts.

NOTE: If your contact data is available in another email program, you may be able to use Outlook as a conduit for uploading the information to StratusMLS Contacts. Import the file into Outlook, then export the data from Outlook's email program for upload to StratusMLS.

If you select fields for your export file that do not exist in the StratusMLS Contact record, Stratus excludes those fields.

CAUTION: When exporting your contacts list from Outlook or Outlook Express make sure you select all fields corresponding to those in StratusMLS Contacts record. For example, StratusMLS Contacts expects a '*first name*' field and a '*last name*' field. The list you upload must have the names in separate fields. (If you upload a list without separate fields but with a '*name*' field containing both first and last name, the list uploads; however, the first and last name fields are blank.)

[To Upload A List of Contacts](#)


1. Select the **Contacts** tab at the top of any TMLS page.
2. Click **Upload/Download Contacts (Outlook)**.
3. At **Contact List Options**, click **Upload Contact List**.
4. Click **Browse**.
5. Locate the file containing your contact data. (It must have the file extension .CSV.) Then click **Open**.
6. Click **Continue**.
7. StratusMLS displays the Import Log, identifying the number of contacts uploaded and any problems encountered in the uploading process. Click **Back to Contacts**. StratusMLS displays the Contacts menu page.

NOTE: upon completing the upload you can perform a [Contacts Search](#) to confirm the data transfer.

Downloading Contacts for Outlook

You can download all of your StratusMLS contacts for use in Outlook or Outlook Express. The fields that Outlook expects are downloaded, in the order required.

To Download all Contacts for Outlook

1. Select the **Contacts** tab at the top of any StratusMLS page.
2. Click **Upload/Download Contacts (Outlook)**.
3. At **Contact List Options**, click **Download Contact List**.
4. At the Download Contact List panel, click **Download contact list**.
5. If prompted to Open or Save, click **Save**. TMLS displays the Save As dialog box. Designate a location to save this file.
6. Rename the file, or use the default, contacts.csv.
7. Click **Save**.
8. Your system may prompt that the download is complete. If it does, click  or **Close**.