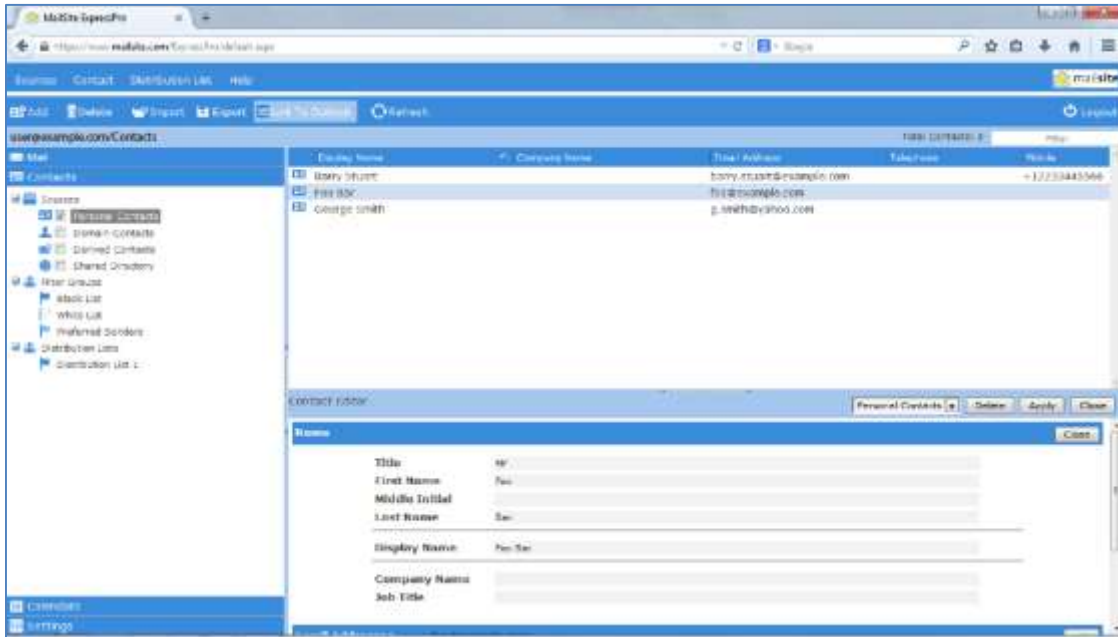


Linking to Outlook 2013 Contacts

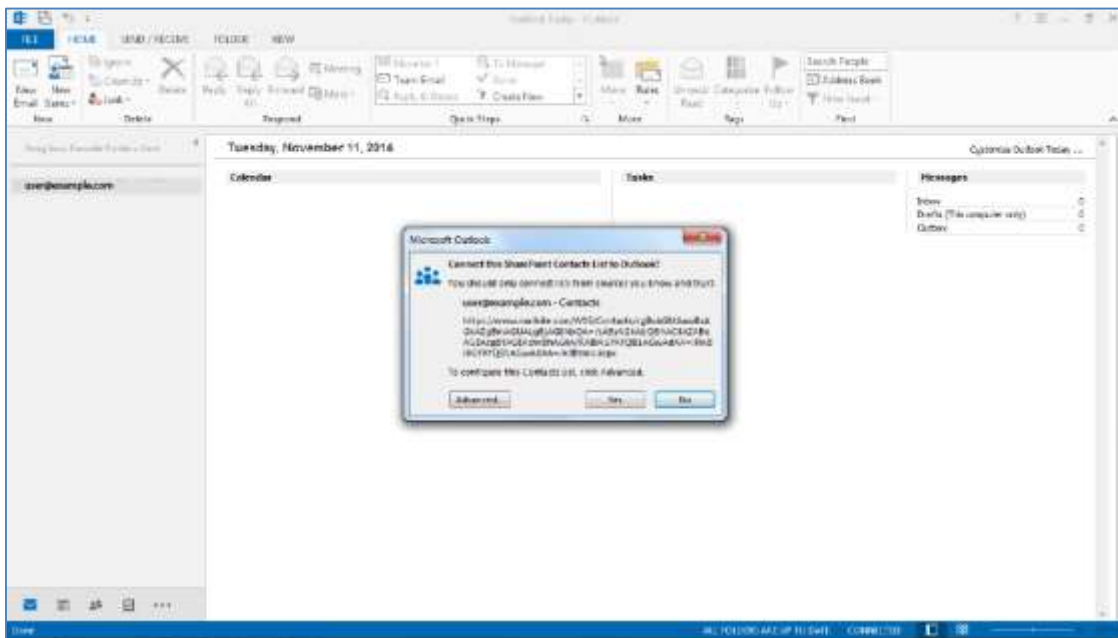
This document describes how to link MailSite ExpressPro with Outlook 2013 to provide fully synchronized contacts. The data is located on the MailSite server, therefore contacts can be maintained and synchronized from any location.

CONTACTS

In MailSite ExpressPro go to the Contacts section and in the Main Menu click the 'Link to Outlook' button.



Click 'Yes' to the dialog in Outlook 2013. You will be prompted to enter your full ExpressPro username (user@example.com) and password. After a send and receive you should see all your contacts listed in Outlook.





IMPORTING LOCAL OUTLOOK CONTACTS TO THE LINKED CONTACT LIST

Highlight the selected contacts in your local Outlook Contact list to copy to the MailSite linked Contact list. Copy these then right click and paste these into the MailSite Contact list.

Or, Highlight and drag and drop the contacts from list to list.

