

Outlook 2007 contacts import to Outlook 365 procedure

Hi, am a French Canadian user and was tackling with the same issue between exporting Outlook 2007 contacts and importing them into Outlook 365.

Here is what did works for me. I did that for two French Canadian friends with different Outlook email accounts.

- 1- In Outlook 365, create a new contact on an empty Outlook 365 contacts
- 2- Export the Outlook 365 contacts to a CSV delimited (double quotes) file
 - a. Name it Outlook365.csv
- 3- In Outlook 2007, export the contacts to a CSV delimited (double quotes) files
 - a. Name it Outlook2007.csv
- 4- Import the Outlook 2007 exported csv file (Outlook2007.csv) into Access 365
- 5- Create an Access query to eliminate the first column record number
- 6- Export the newly created query to a TXT(CSV) file. Be sure that you have selected
 - a. 1 comma , 2 double quotes " , 3 dot .
 - b. Name it Outlook2007Access.csv

ContactsHeleneForumRegional3 Requête Spécification d'exportation

Format du fichier : Délimité Longueur fixe

Séparateur de champs : 1 ,

Délimiteur de texte : 2 "

Langue : Français

Page de codes : Europe occidentale (Windows)

Dates, heures et nombres

Ordre de date : AMJ

Délimiteur de date : -

Délimiteur d'heure : :

Années (quatre chiffres)

Zéros non significatifs

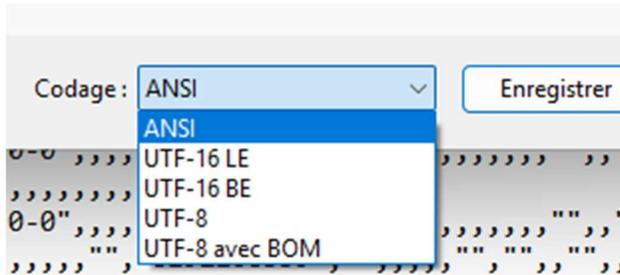
Symbole décimal : 3 .

Informations sur le champ :

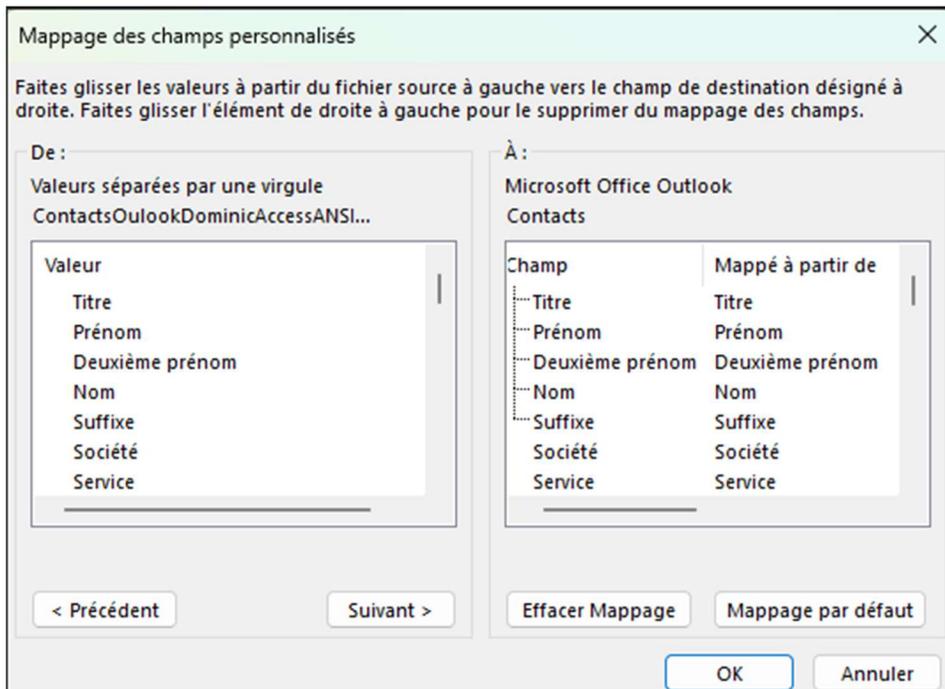
Nom du champ				
Champ1				
Champ2				
Champ3				
Champ4				
Champ5				
Champ6				
Champ7				
Champ8				
Champ9				

- 7- Using Windows 11 notepad, open the Outlook365.csv file and the newly created Outlook2007Access.csv

- a. Copy into clipboard the first header row from the Outlook365.csv from "Titre" to..."Utilisateur 4" there are 93 columns
 - b. Note. If you ended up with the columns number on the first row, remove it. The first row needs to include the header names starting with "Titre"
 - c. Replace the first row of Outlook2007Access.csv by what you have into the clipboard (first header row from the Outlook365.csv)
- 8- Within notepad, "save as" the Outlook2007Access.csv to a new name Outlook2007ExtendedANSI.csv. Use the "ANSI" code



- 9- Import the Outlook2007ExtendedANSI.csv into Outlook 365 classic and the mapping will correspond



- 10- You should see all your contacts into Outlook 365 with the extended characters which each field correctly responding.
- 11- End of procedure

