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# **Mass Syncing Contacts From Outlook to Sugar**

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## Overview

Once you have installed Sugar's Plug-In for Outlook, you can use the plug-in to sync your Outlook contacts to Sugar.

## Steps to Complete

1. In Outlook, select the Contacts tab.
2. Select "Outlook Data Files" in the Current View section to view contacts in vCard format.
3. Hold down the control (Ctrl) key and select the contacts you want or hold down the shift key to select a range of contacts.
4. Click Mark to Sync.
5. Click Sync to Sugar.

Outlook checks its connection to Sugar and begins the process of synchronizing the records. During the synchronization process, a dialog box displays a count of records processed. When the process is over, the dialog box closes and synchronization is complete. You can now view the contacts in the Sugar's Contacts module.

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