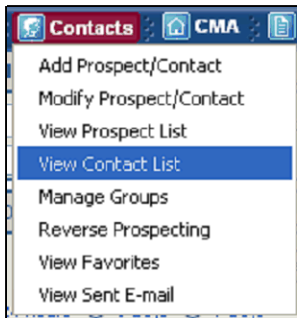




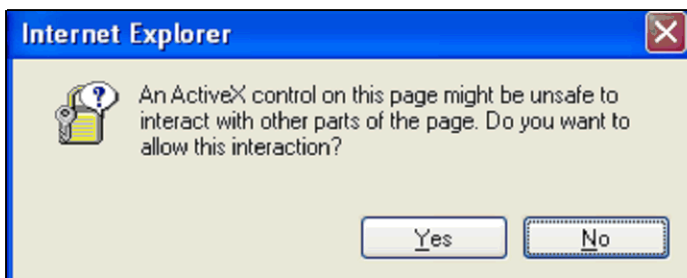
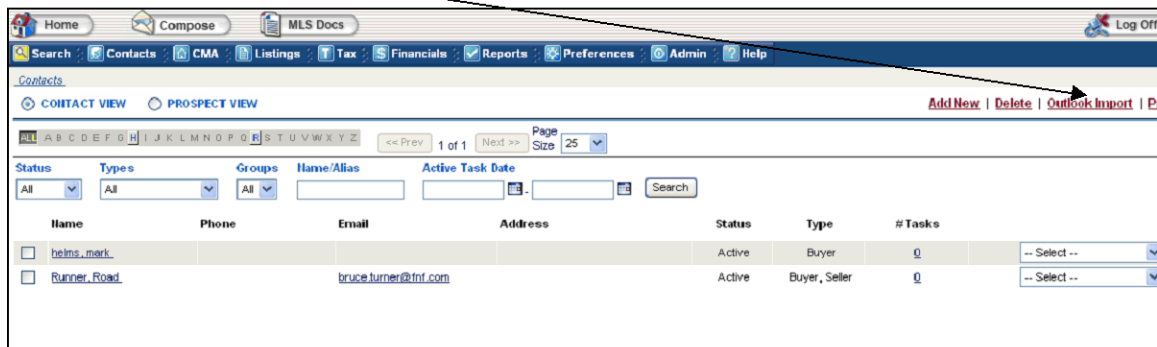
## Importing your Outlook Contacts to Paragon

Paragon allows you to import your Outlook contacts into Paragon's contact list. This month's Tips and Tricks will walk you through the import process.

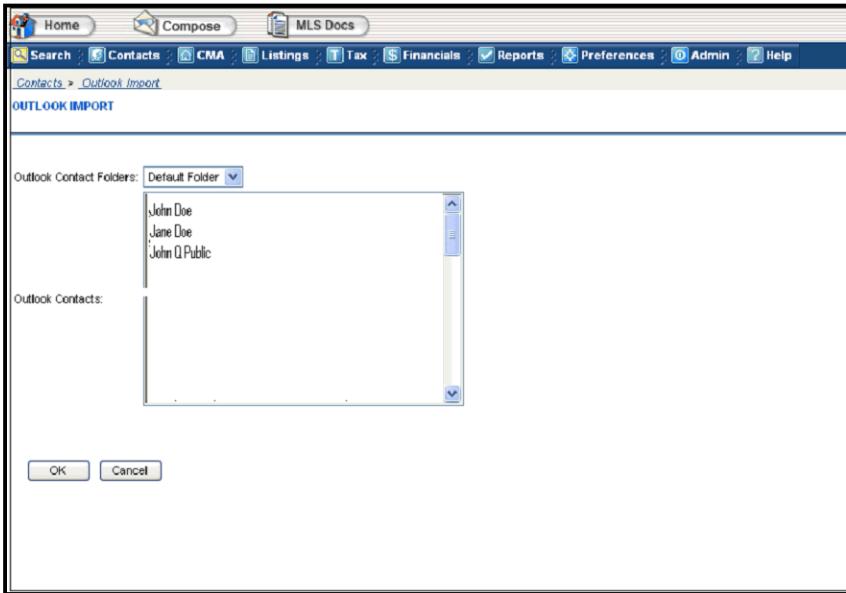


To import contacts open your Contact manager window in Outlook. Leave Outlook open and open a web browser and login to Paragon. Open the Contact List through Contacts>View Contact List.

On the upper right, click on the "Outlook Import" link in the upper right corner.

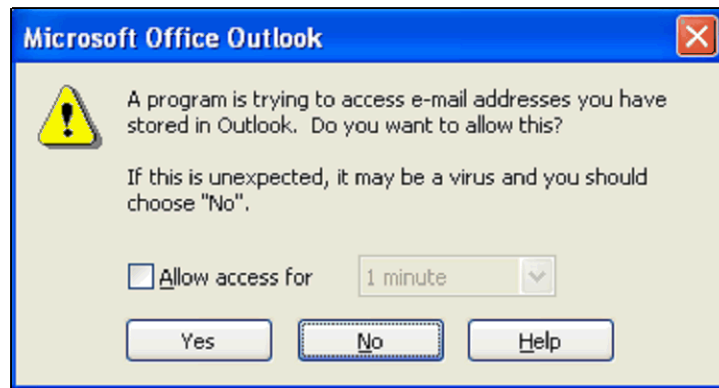


After clicking on the "Outlook Import" link, Internet Explorer might warn you that "An Active X control on this page might be unsafe to interact with other parts of the page. Do you want to allow this interaction?" go ahead and click "YES".



Now you should be looking at the export page and your contacts in Outlook should be listed there. If you have more than one Outlook Contact folder, make sure the drop down box is on the correct contact folder, highlight the contact you want, and select "OK".

After selecting "OK" some versions of Outlook will come up with the following warning, if you get this warning, check allow access, then change to 5 minutes, and click "YES".



Now your Outlook contacts should be imported into Paragon contacts.

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### **FNIS MLS Systems Division**

*If you have a suggestion for Tips & Tricks, please email [mlsinfo@fnis.com](mailto:mlsinfo@fnis.com) or call 800.468.6221.*

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