Importing a Personal Address Book from Beyond Mail to Outlook 2003

By Chris Jay

This technique for importing a personal address book into Outlook involves saving the addresses to a text file, from Beyond Mail; importing the text file into Microsoft Access; and importing the Access table into the Outlook Contacts list.

1. Open Beyond Mail, and choose Tools/Address Book from the menu.
2. Under Select an Address Book, choose Personal Address Book.
3. Click the Advanced button.
4. Select Export Personal Address Book to a .BDF file.
5. Click Apply.
6. For Save in:, Select the user’s My Documents folder.
7. For File Name, type PAB.BDF.
8. Click Save.
9. Click OK.
10. If the ‘Address Book Advanced Features’ window is still open, click Cancel to close it.
11. Click OK to close the Address Book, then close out of Beyond Mail.
12. Open Windows Explorer and rename the file PAB.BDF to PAB.TXT.
13. Open Microsoft Access.
14. Choose Blank Access Database, and click OK, to create a new Access database.
15. For Save in:, Select the user’s My Documents folder.
16. Change File Name: to PAB.
17. Click Create.
18. From the menu, choose File/Get External Data/Import…
19. For Look in: select the user’s My Documents folder.
20. Change Files of Type: to Text Files.
21. Select the text file PAB, and click Import.
22. Click Next
23. Under Choose the Delimiter, make sure Comma is selected.
24. For Text Qualifier, select the double quote (“)
25. Click Next
26. Make sure In a New Table is selected.
27. Click on Field2, and name it ‘Name’.
28. Click on Field4, and name it ‘E-mail’.
29. Click Next
30. Select No Primary Key, and click Next.
31. Make sure Import to Table: specifies PAB, and click Finish.
32. Click OK
33. Open the table PAB (by double-clicking on it).
34. Sort the table ascending by E-mail (click in the E-mail column, and click the A🡪Z button.
35. Delete rows in the table that do not have internet addresses in the E-mail column. Note that most internet addresses start with Internet[, but some start with SMTP.
36. Click in the E-mail column and press Ctrl+H, for Replace.
37. For Find What:, type Internet[[]. Leave Replace With: blank.
38. Change Match: to Any Part of Field.
39. Click Replace All, and click Yes to continue.
40. Change Find What: to <
41. Click Replace All, and click Yes to continue.
42. Change Find What: to >
43. Click Replace All, and click Yes to continue.
44. Change Find What: to []]
45. Click Replace All, and click Yes to continue.
46. Look through the e-mail addresses to verify that they look valid. Change any that start with SMTP to have just the e-mail address.
47. Close the table PAB (click No if it asks you if you want to save changes to the design).
48. Close the database.
49. Open Microsoft Outlook 2003.
50. Click Contacts to show the list of contacts.
51. From the menu, choose File/Import and Export…
52. Select ‘Import from another program or file’ and click Next.
53. Select Microsoft Access and click Next.
54. Click Browse…
55. In Look in:, make sure the user’s My Documents folder is selected.
56. Select the Access database, PAB, and click OK.
57. Click Next
58. For Destination Folder:, make sure Contacts is selected.
59. Click Next
60. Click Finish. The contacts should be imported into the Contacts folder in Outlook 2003.