

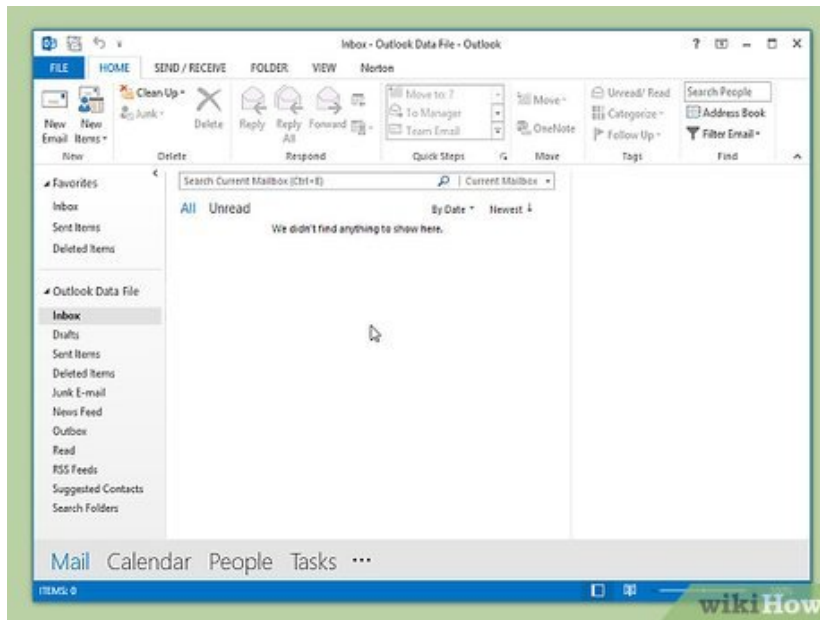
# How to Convert Vcard Contacts to Microsoft Outlook Format

Two different methods to convert and import vCard contacts to MS Outlook (.pst) format. The first one allows single VCF file to get merged with Outlook .pst file. The second approach to convert vCard is by use of a batch conversion...

Method 1 of 2:

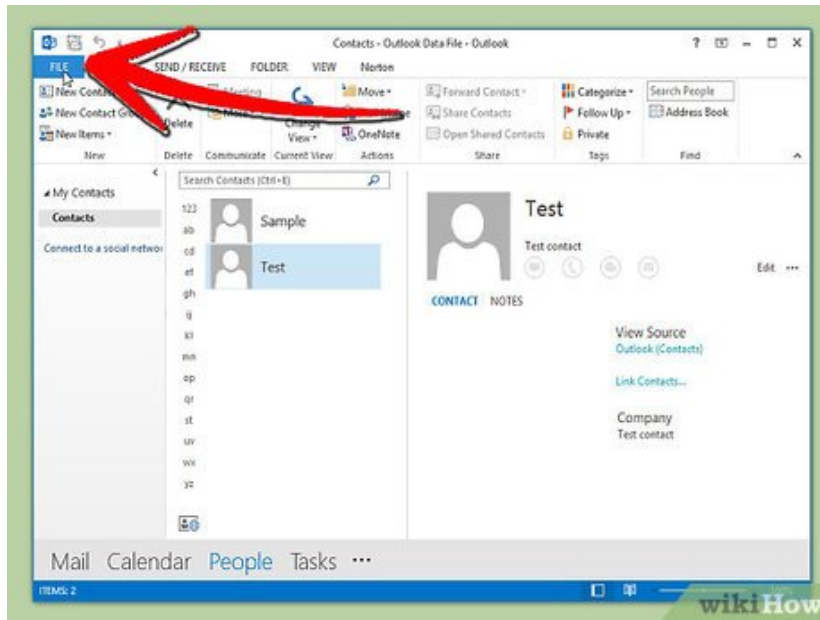
## Option 1: To convert single vCard contact using Microsoft Outlook Email Client

1.



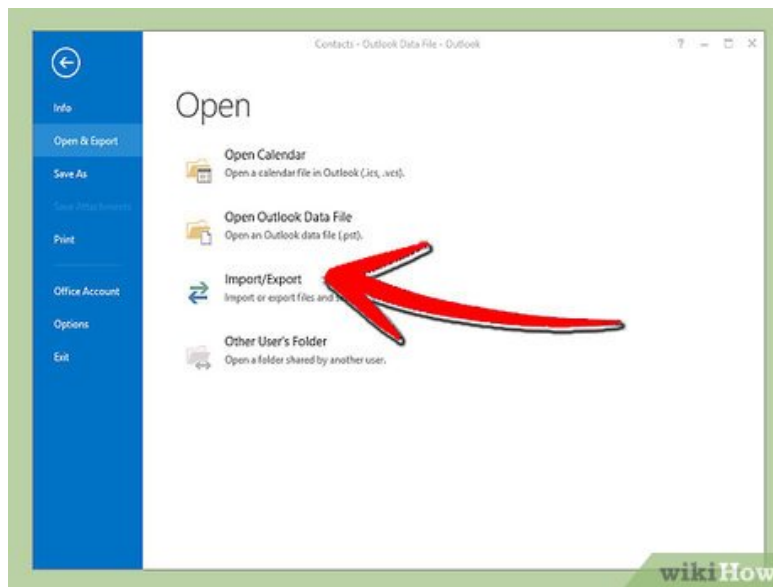
**Open Your Microsoft Outlook Application.**

2.

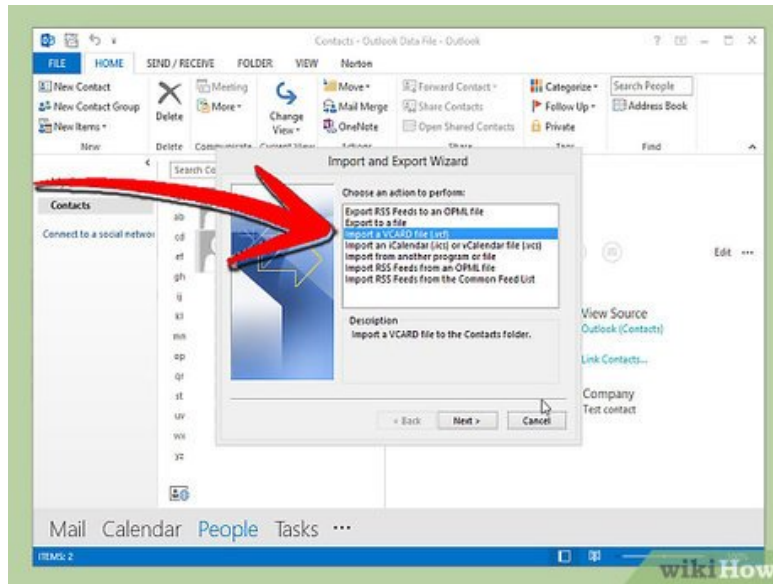


**Go to File Menu.** In the drop down you will find different options:

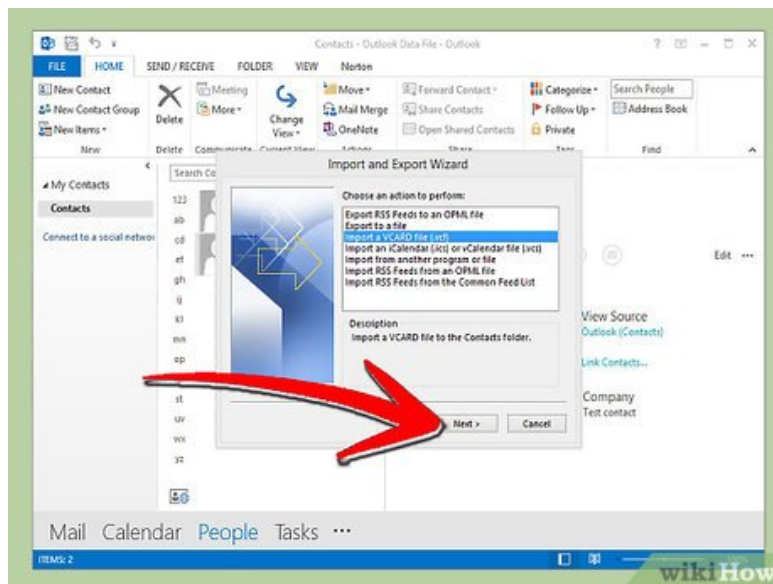
1. Click on "Import and Export".

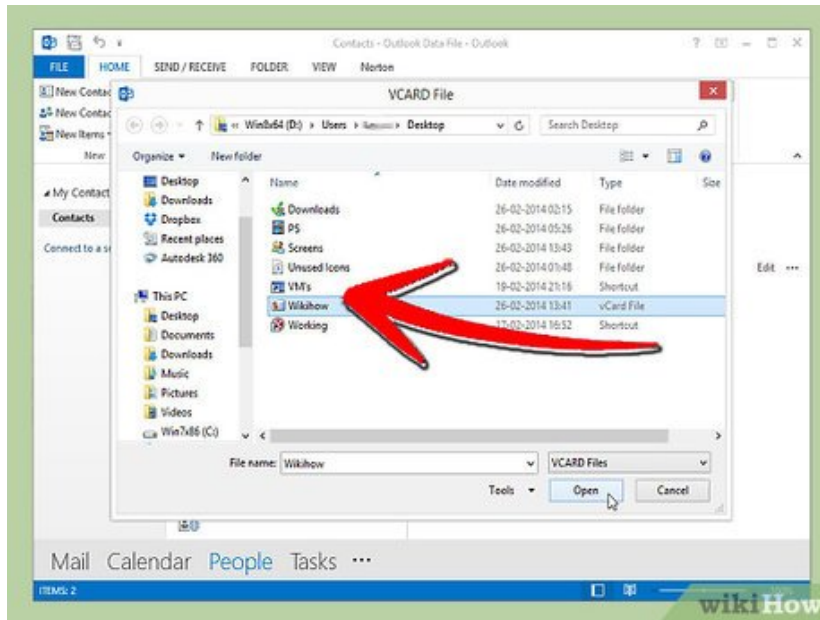


2. In the Import and Export Wizard, choose "Import a VCARD file(.vcf)" .



3. Now click "Next".



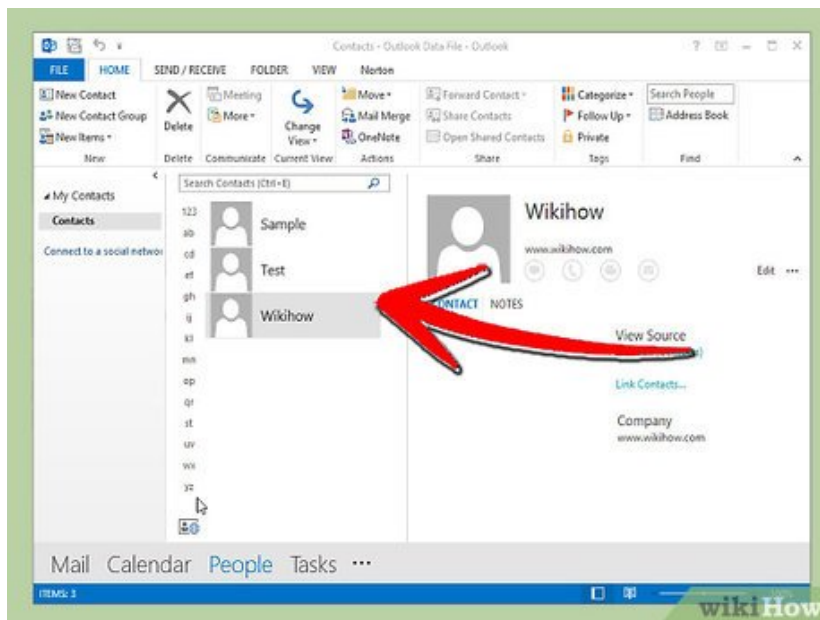


3.

A new screen will pop-up, go to the location where you have saved the vCard file, Select and finally click on "Open".

4. Your vCard has been successfully converted into Outlook PST format. Now Go to "Contacts" to view the newly added contact detail.

1. The above mentioned method will only let you transfer Single vCard detail in Outlook Email Client.



Method 2 of 2:

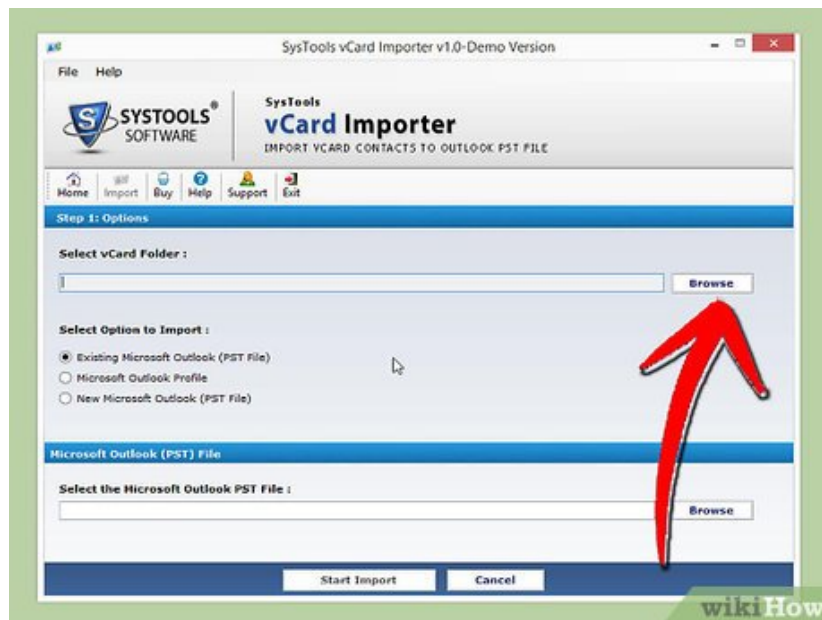
**Option 2: To convert Multiple vCard contacts to Outlook using the (.vcf) to (.pst) converter software**

1.



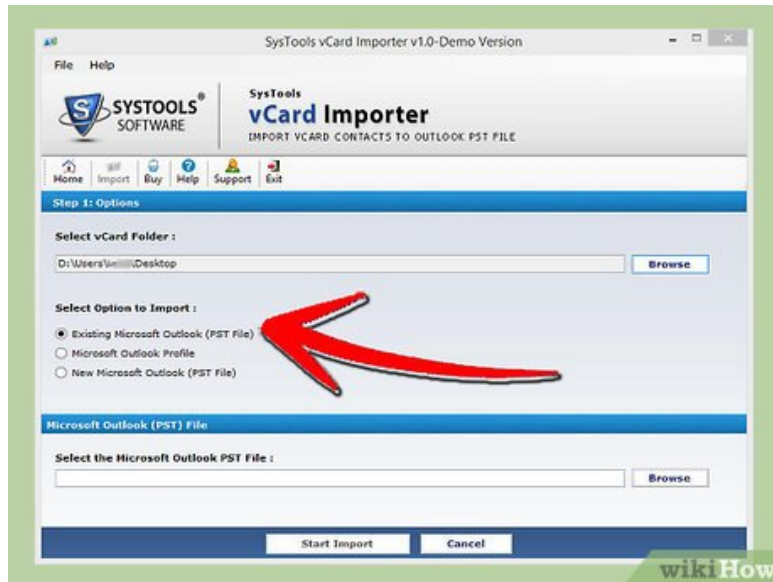
## Download and install vCard Importer software

2.

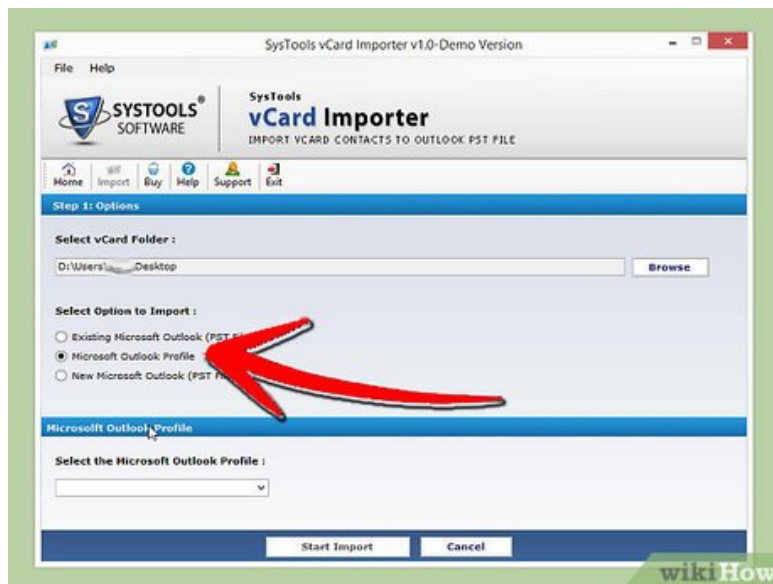


Now browse to that folder where you have saved the vCard contacts file.

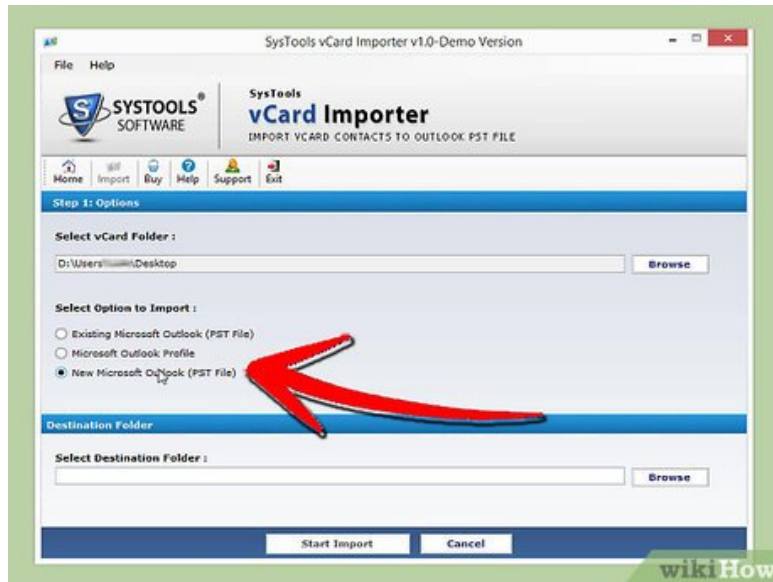
3. In "Select Option to Import" specify your choice based on your need :
  1. **Existing Microsoft Outlook (PST) File.** Select this if only one Outlook profile is configured in your Outlook Email Client.



2. **Microsoft Outlook Profile.** Select this option if multiple Profiles exists in Outlook Email Client.

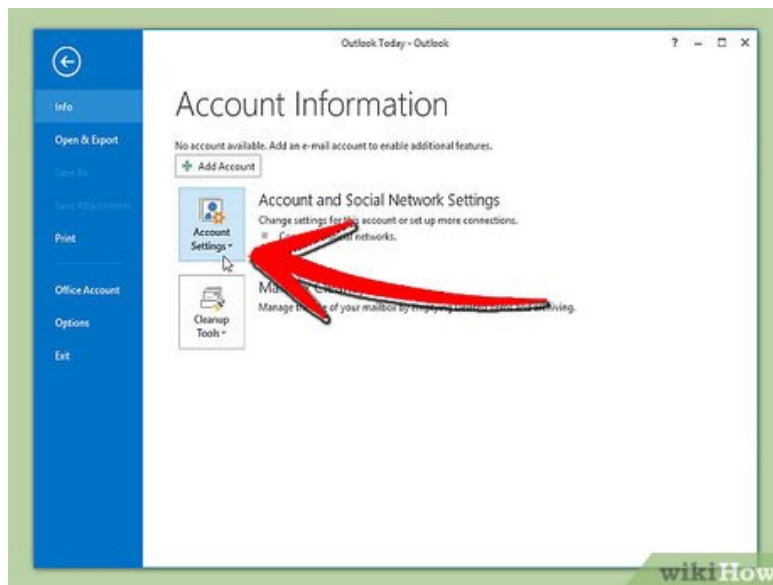


3. **New Microsoft Outlook (PST) File.** Select this method only if you want to save the converted vCard contacts to location you specified and use that file when you desire.

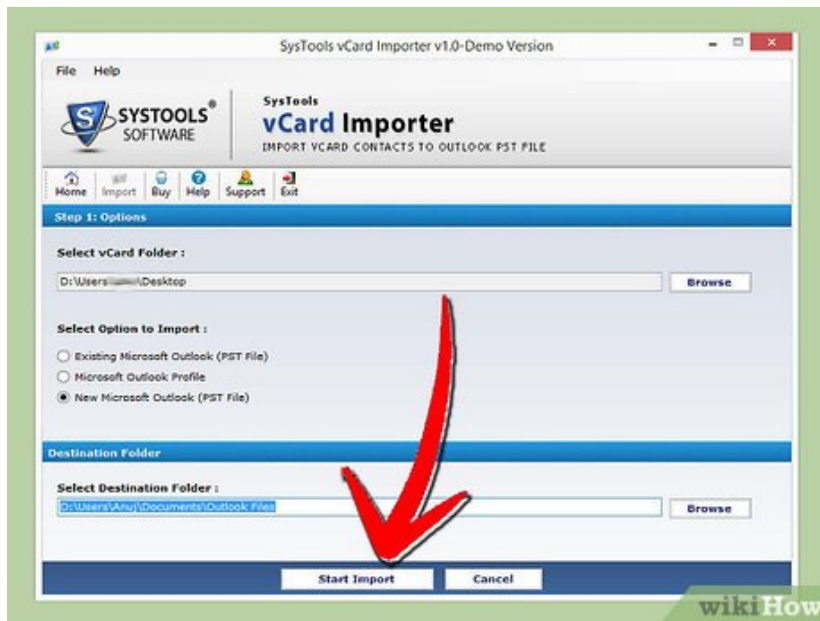
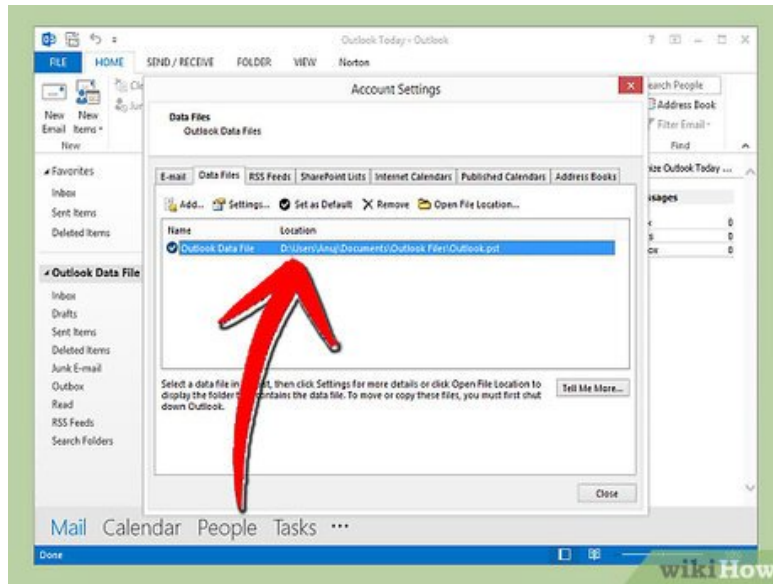


4. **The default location where Outlook PST files are saved is C:\Documents and Settings\admin\Local Settings\Application Data\Microsoft\Outlook**, but to be sure :

1. Go to Tools=> Account Setting



2. In Account Setting Click "Data Files", look in personal folder that is the default location where your Outlook PST files are saved.



Once you done with all the input, Click on "Start Import" button to proceed for the conversion process.

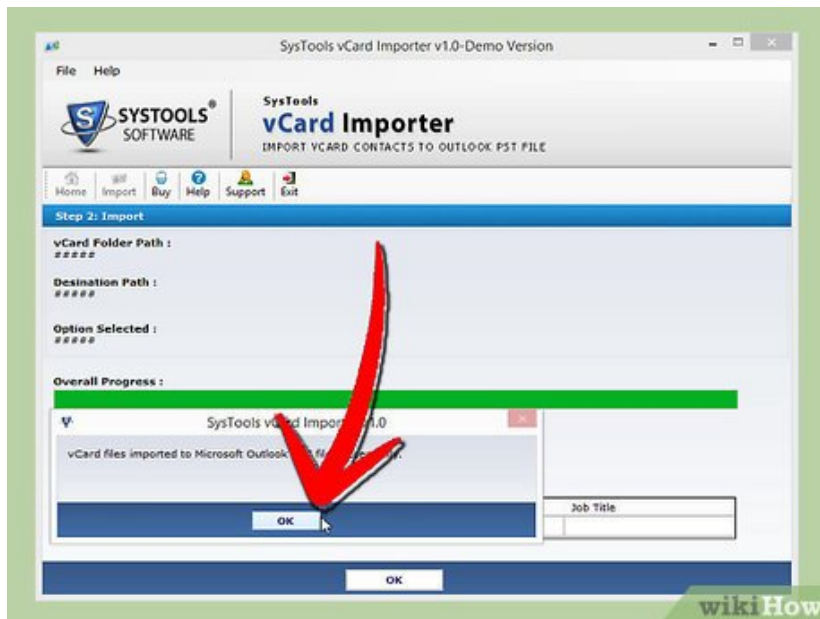
6.



As soon as the conversion process gets completed the software will prompt user with a detailed list of the whole vCard to Outlook conversion process. Once you thoroughly checked the output you can click on "Ok".

7. The batch conversion of the vCard contacts is completed and you can close the application.

1. With the help of this method you will be able to convert multiple vCard contacts in your MS Outlook email client.



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