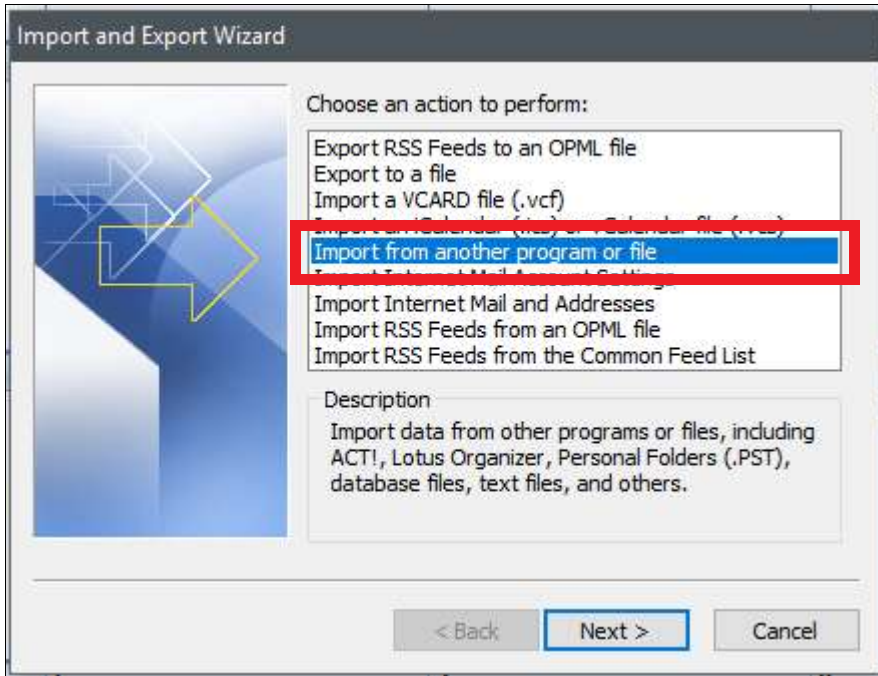
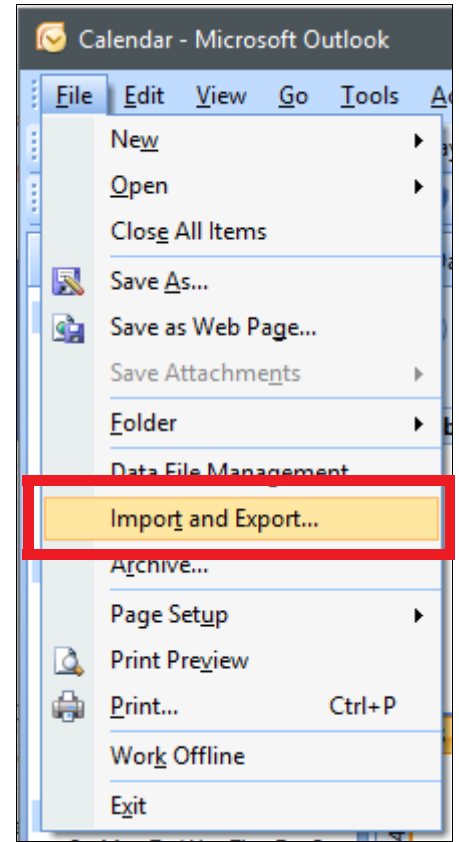
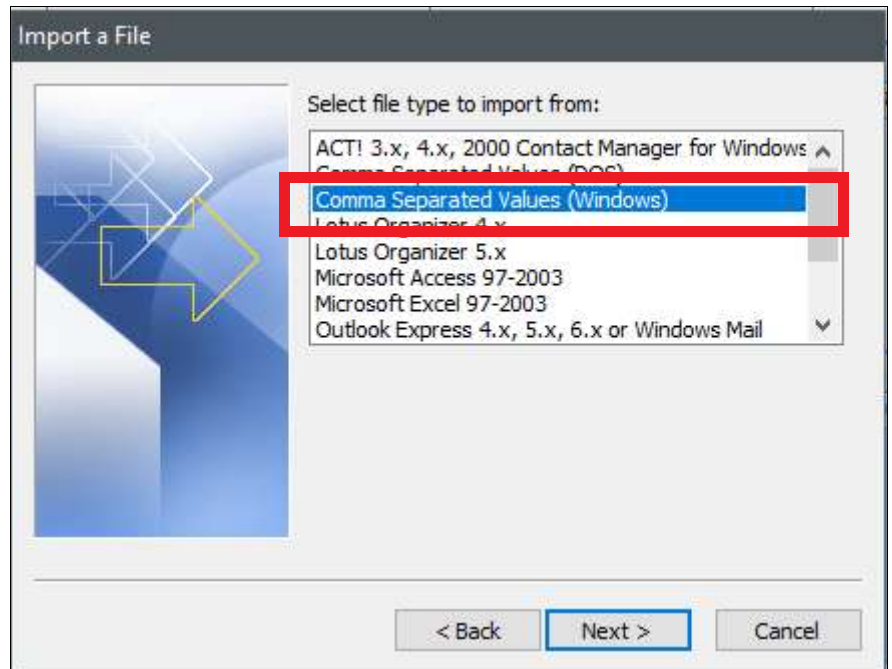


Instructions for Transferring Data to Outlook 2007 and Later -----

1. Open Microsoft Outlook on your Computer (Not web-based Outlook)
2. Click "FILE" at the top left of Outlook
3. Click "Import and Export"
4. Click 'Import from another program or file' and then click "NEXT"



5. Select "Comma Separated Values (Windows)" then click "NEXT"



Instructions for Transferring Data to Outlook 2007 and Later -----

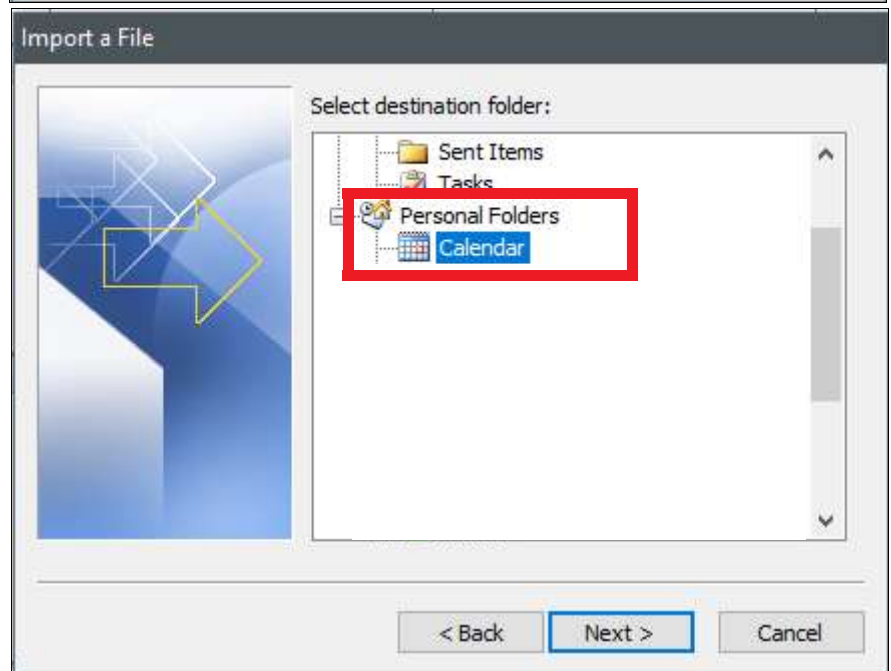
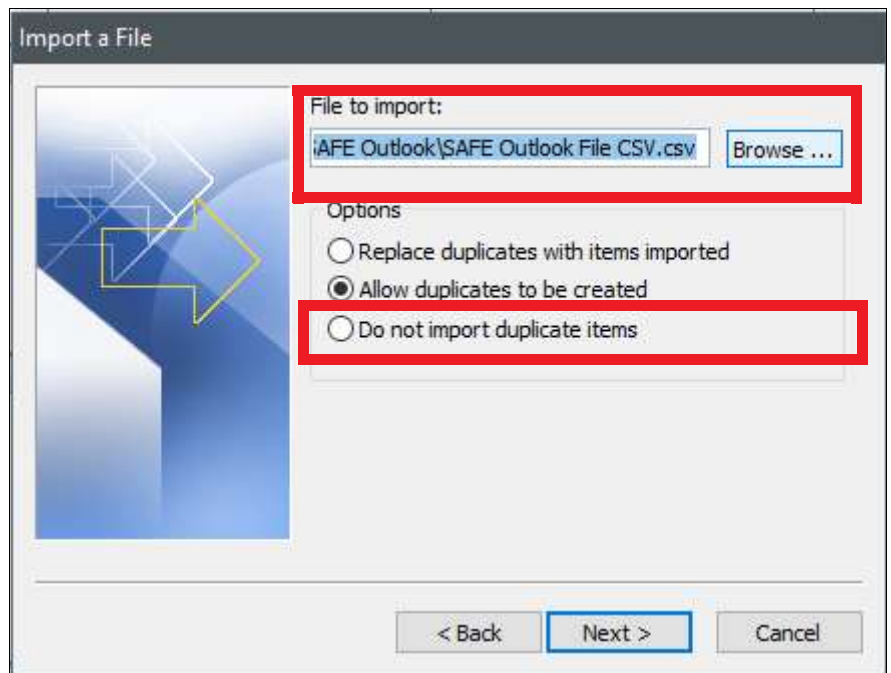
6. Click "Browse" and find the folder named "SAFE Outlook" located in your "C:" drive or "My PC\C" drive and open it.

Double-Click on the file named "SAFE Outlook File CSV". This will attach the file and Outlook will remember the location each time you do an import.

If you are importing the same or a modified file and have duplicates, select the "Do not import duplicate items" option before clicking Next.

Click "NEXT" to continue.

7. Select the "Calendar" in your Personal Folders OR any other calendar you have custom created on the destination box. Click "NEXT" to continue.



Instructions for Transferring Data to Outlook 2007 and Later -----

8. Check the box that says
"Import "SAFE Outlook File CSV.csv" into
folder: Cale..."

9. Click "Map Custom Fields" if you want to
make sure it is linking to the corret fields.
You should not have to do this because we
have matches the field names from SAFE to
the field names in Outlook.

10. Click "OK" (if manually mapping)
and \ or then "Finish"

This will import your data to your Outlook
Calendar and you should see your
appointments on the days they were
scheduled or assigned.

Contact us if you have any issues.

www.thesafeprogram.com

