

How To “Merge” Outlook Contacts

Outlook does not have a Merge Contact function and merges are not officially supported, but there is a way to do it.

- **PICK** a set of duplicate contacts that you want to merge.
 - One of these contacts will have to act as the **PRIMARY** contact while the others act as **SECONDARY** contacts
 - The **PRIMARY** contact should be the one that is the most complete or the one in which the contact's name is spelled correctly.
- Open **PRIMARY** contact
 - **SELECT** and **COPY** contact name
- **Open** one of the **SECONDARY** contacts
 - **SELECT** and **PASTE** the contact name
- **SAVE** and close
- **RIGHT CLICK** the **SECONDARY** contact and **COPY**
- **CLICK** on the **SECONDARY** contact and **DELETE** it
- **CLICK** in an empty area to the right of the contacts
- **PASTE**
 - Dialog Box opens allowing you to update an existing contact (the **PRIMARY** Contact)
 - The information that will be added to the primary contact is displayed in orange