

## 1 Outlook FritzBox Add-In

In Outlook, you can fill in a large number of data fields for contacts, whereas in the FritzBox, only a few data fields are available for contacts (see [Table 1](#)). It therefore makes sense to manage contacts primarily in Outlook. However, it is certainly often the case that you want to enter a new contact while making a call with a device connected to the FritzBox and then transfer it to Outlook later.

[Table 1](#) compares the contact data relevant for import and export from Outlook and the FritzBox:

Outlook Fields	FritzBox Fields	Remarks
Title	Name	The name of the FritzBox contact can consist of a first name, optionally one or more middle names and the last name. Optionally, the title can also be placed in front of it.
First and Middle Names		
Last Name		
Home Phone	Private	
Mobile Phone	Mobile	
Business Phone (2)	Business	
not available	Speed Dial	will not be considered
Photo	Photo	will not be considered

Table 1: Contact Data Outlook-Fritzbox

The Outlook-FritzBox-Addin can be used in classic Outlook to export contacts from an Outlook contacts folder to an XML file or import them from an XML file to an Outlook contacts folder. This XML file corresponds to the format used by the FritzBox to back up and restore address books. The FritzBox address book restore function overwrites existing entries. The FritzBox does not offer a function for adding contacts from a file to an existing address book. Nevertheless, you can use the FritzBox backup and restore function and this add-in to perform the following types of contact exchange between Outlook and the Fritzbox:

- Export (back up) all contacts from an existing FritzBox address book.  
[Here](#) you can find detailed instructions how to do this.
- Import the exported FritzBox contacts into an Outlook folder.  
All existing contacts in the Outlook folder will be retained. Duplicate contacts will be merged. [Here](#) you can find detailed instructions how to do this.
- Export all contacts from an Outlook folder.  
[Here](#) you can find detailed instructions how to do this.
- Import (restore) exported contacts into a FritzBox address book.  
This will overwrite an existing FritzBox address book. [Here](#) you can find detailed instructions how to do this.
- Merge all contacts of an Outlook folder with the existing contacts in an XML file.  
This allows you to merge previously saved FritzBox contacts with the contacts of one or more Outlook folders. Duplicate contacts will be merged. [Here](#) you can find detailed instructions how to do this.

The import and export functions of the add-in basically merge duplicate contacts. Contacts with the same full name are considered duplicates. The full name of a FritzBox contact consists of the first name and last name. Multiple middle names are possible. Optionally, the title can also be added before the name. All these name parts are separated by spaces.

Falls ein Kontakt keinen Vornamen hat, ist es sinnvoll, die Anrede als Teil des vollen Namen zu verwenden. Damit das Addin die Anrede beim Import erkennt und beim Export verwendet, muss eine entsprechende Option in der Oberfläche angekreuzt werden. Außerdem müssen folgende Konventionen beachtet werden:

A title is recognized in the full name of a FritzBox contact if the following conditions apply:

- The full name consists of at least two words separated by spaces.
- The first word either contains no more than two characters or ends with a period.

Examples of recognized titles are: "Ms", "Mr", "Dr.", and "Prof." in the following full names: "Ms Meier", "Mr Anton Huber", "Dr. Schiwago", and "Prof. Ernesto Hirnbeiss."

The add-in can only be installed in Outlook 2016 or Outlook 2012. The "new" Outlook and Outlook on the web are not supported.

[KubiConsult](#) wishes you good success in importing and exporting FritzBox contacts!

If you would like to download this document as a PDF file, click [here](#).

Please feel free to send us your comments and questions using the [Send feedback](#) links.

## 1.1 Update History

[Table 2](#) shows the update history of the Outlook FritzBox Add-In.

Version	Windows Release	Document Revision	Description
1.0	2025-09-01	2025-09-01	First release for Office 12 and Office 16.

*Table 2: Update History of Outlook FritzBox Add-In*

## 1.2 Privacy Policy

- Personal information
  - No personal data is collected.
  - Outlook contacts and FritzBox contacts are processed as described only.
- Use of information
  - Outlook contacts and FritzBox contacts are not shared and not stored outside the input and output media used.

## 2 How to?

### 2.1 Installation of the Add-In

Wird noch ergänzt!

### 2.2 Export (Back up) FritzBox Contacts

To export (back up) the contacts in a FritzBox address book, proceed as follows:

- Open the FritzBox app in your browser at "fritz.box" and log in with your password.
- Click on "Telephony" in the left-hand table of contents and then on "Phone Book".
- Click on the tab with the name of the phone book you want to export.
- Click on the "Backup" button at the end of the contact list.
- Click on "Save as" and select a folder in which to save the XML file. You can also change the default file name if you wish. In any case, make a note of the location of the file for future use.

### 2.3 Import in Outlook

To import the contacts from a FritzBox XML file into Outlook, proceed as follows:

- Open Outlook and activate the Contacts view. Under the Start tab, you should see the "[FritzBox Import-Export](#)" section. If not, you must first [install](#) the add-in.
- Click on "[Contacts Import](#)".
- The [import dialog](#) will appear. The default contacts folder is already selected in the [combo box](#). If you want to import into a different folder, you can change the selection using the drop-down button on the right. All contacts folders that have the Outlook attribute "Show in Address Book" are displayed. If the folder you want to import contacts to is not listed there either, you can check the "[Show all contact folders](#)" option. This will also display internal Outlook contact folders.
- Click "[Browse](#)" to locate and select the FritzBox XML file you want to import using the file selection dialog.
- Click "[Start import](#)" to start the import.
- The [import dialog](#) disappears temporarily and the [process view](#) appears. All imported contacts are listed in the [log messages list box](#).
- Click "[Close](#)" to return to the [import dialog](#).
- You can also close the [import dialog](#) if you do not want to perform any further imports.
- Now you can view the contacts folder in Outlook where you imported the contacts. If it was already open, you must close it and then reopen it to display the imported contacts.

### 2.4 Export Outlook Contacts

To export the contacts from an Outlook contacts folder, proceed as follows:

- Open Outlook and activate the Contacts view. Under the Start tab, you should see the "[FritzBox Import-Export](#)" section. If not, you must first [install](#) the add-in.

- Click on "[Contacts Export](#)".
- The [export dialog](#) will appear. The default contacts folder is already selected in the [combo box](#). If you want to export from a different folder, you can change the selection using the drop-down button on the right. All contacts folders that have the Outlook attribute "Show in Address Book" are displayed. If the folder you want to import contacts to is not listed there either, you can check the "[Show all contact folders](#)" option. This will also display internal Outlook contact folders.
- If you do not want to use the default output file, click "[Browse](#)" to locate and select the output file using the file selection dialog.
- Click "[Start export](#)" to start the export.
- If the selected FritzBox XML file already exists, you will be asked whether you want to merge the contacts in the file or overwrite the file. If you select "Merge", the contacts from the file will be imported and exported together with the Outlook contacts to the same file.
- The [export dialog](#) disappears temporarily and the [process view](#) appears. All exported contacts are listed in the [log messages list box](#).
- Click "[Close](#)" to return to the [export dialog](#).
- You can also close the [export dialog](#) if you do not want to perform any further exports.
- Now you can import the output file into the FritzBox as described [here](#).

## 2.5 Import (Restore) in FritzBox

To import (restore) the contacts from a FritzBox XML file into a FritzBox address book, proceed as follows:

- Open the FritzBox app in your browser at "fritz.box" and log in with your password.
- Click on "Telephony" in the left-hand table of contents and then on "Phone Book".
- Create a new phone book or click on the tab with the name of the existing phone book you want to import to (restore). **Please note that when restoring the address book, all existing contacts will be overwritten.**
- Click on the "Restore" button at the end of the contact list.
- Select the file you want to import.
- Click "Apply" and then "To phone book" to view the imported contacts.

### 3 User Interface

The user interface of the Outlook FritzBox Add-In is integrated into the Outlook ribbon:

- [Outlook Ribbon](#)
  - [Import Dialog](#)
  - [Export Dialog](#)
  - [Process View](#)

#### 3.1 Outlook Contact Ribbon

[Figure 1](#) shows the ribbon of the Outlook contact view.

When you click any circled number in the picture below, the browser will scroll to the explanation of the numbered item. To return to the picture, click the back button of the browser.

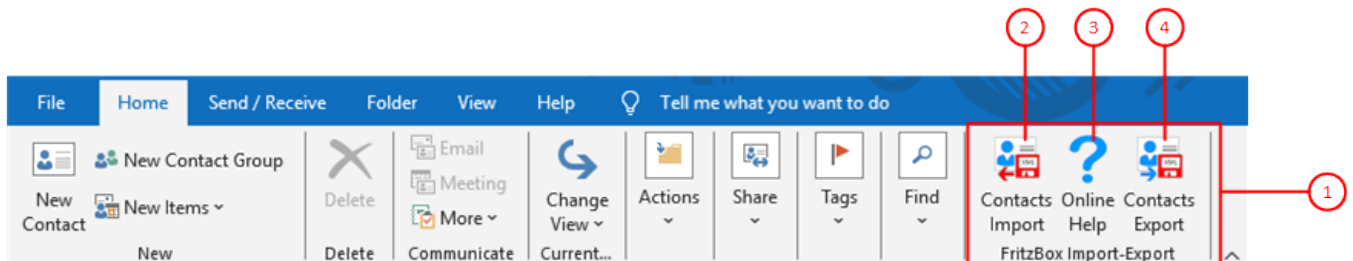


Figure 1: Ribbon of the Outlook Contact View

1. Outlook-FritzBox-Addin  
The menu section of the add-in contains the following three commands:
2. Contacts Import  
Click this button if you want to import FritzBox contacts from an XML file.
3. Online Help  
Click this button if you want to view the online help with all information about the add-in.
4. Contacts Export  
Click this button if you want to export Outlook contacts to an XML file. If the XML file already contains contacts, you can either overwrite them or merge the contacts to be exported with the existing ones.

##### 3.1.1 Import Dialog

[Figure 2](#) shows the import dialog of the add-in.

When you click any circled number in the picture below, the browser will scroll to the explanation of the numbered item. To return to the picture, click the back button of the browser.

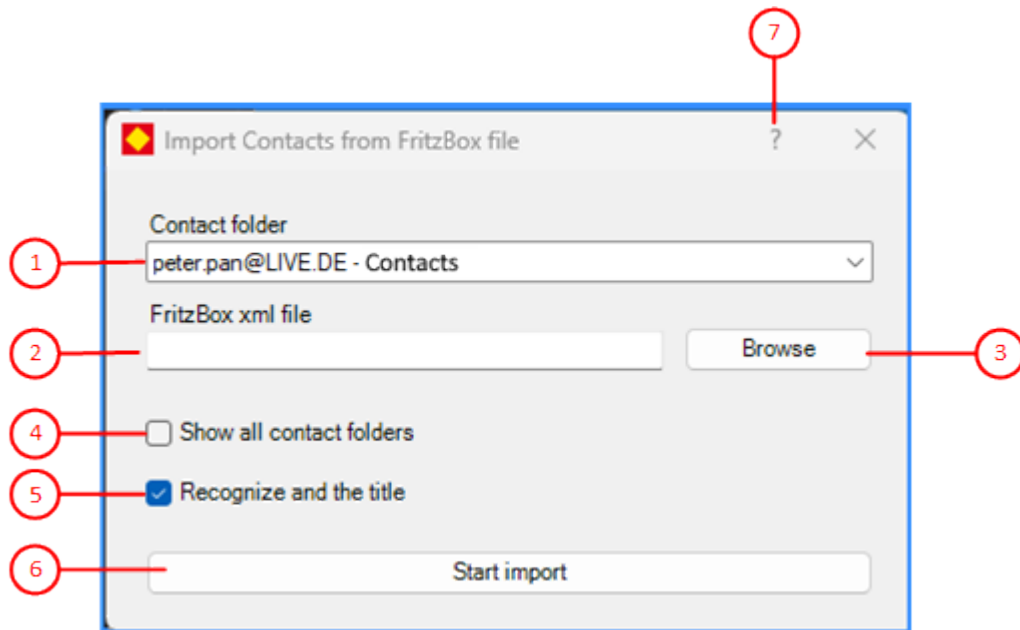


Figure 2: Import Dialog

1. Contacts folder combo box  
Here you can select the Outlook folder into which you want to import contacts. The default contacts folder is already selected. If you click on the drop-down button on the right-hand side, all contacts folders that have the Outlook attribute "Show in Address Book" will be displayed. If the folder into which you want to import contacts is not listed, you can check the "[Show all contact folders](#)" option. This will also display internal Outlook contact folders.
2. FritzBox XML file  
Here you can enter the path to the XML file or select it using the "[Browse](#)" button.
3. Browse  
Click this button if you want to use the file selection dialog to find the input file for import.
4. Show all contact folders  
Select this option if you want internal contact folders to be displayed in the expanded [contacts folder combo box](#).
5. Recognize and use the title  
Select this option if you want the title in the name to be recognized when importing FritzBox contacts and saved as such in Outlook. In addition, the title of an Outlook contact is used as a prefix for the FritzBox contact name during export. The rules for recognizing a title in the name of a FritzBox contact can be found [here](#).
6. Start import  
Click this button to start importing the FritzBox contacts from the XML file. This dialog box will then disappear temporarily and the [processing view](#) will appear.
7. Online help  
Click this button if you want to view detailed information about the dialog.

### 3.1.2 Export Dialog

[Figure 3](#) shows the export dialog of the add-in.

When you click any circled number in the picture below, the browser will scroll to the explanation of the numbered item. To return to the picture, click the back button of the browser.

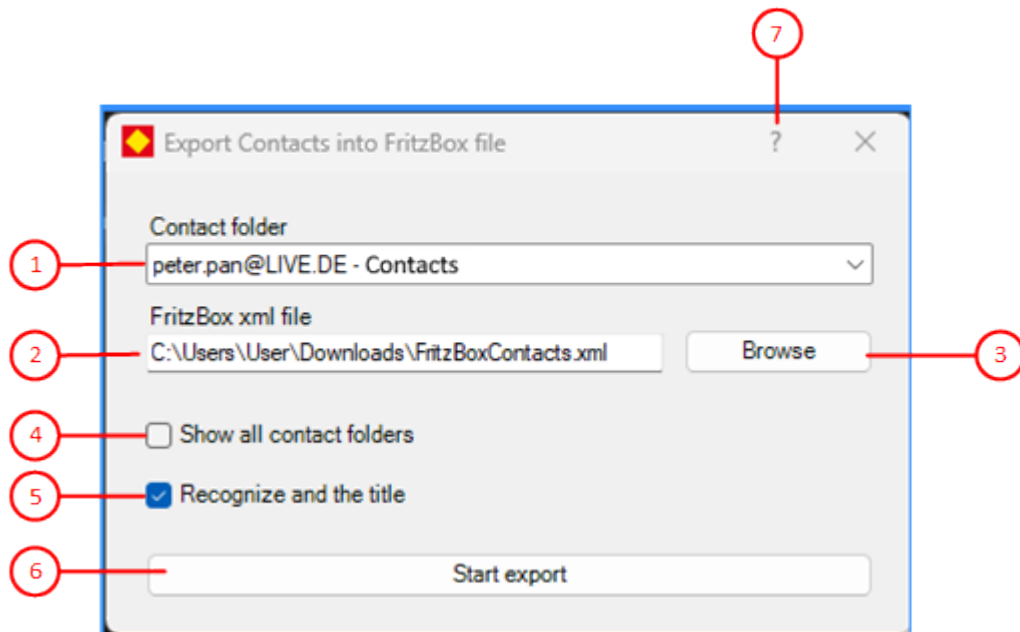


Figure 3: Export Dialog

1. Contacts folder combo box  
Here you can select the Outlook folder from which you want to export all contacts. The default contacts folder is already selected. If you click on the drop-down button on the right-hand side, all contacts folders that have the Outlook attribute "Show in Address Book" will be displayed. If the folder from which you want to export contacts is not listed, you can check the "[Show all contact folders](#)" option. This will also display internal Outlook contact folders.
2. FritzBox XML file  
Here you can enter the path to the XML file or select it using the "[Browse](#)" button.
3. Browse  
Click this button if you want to use the file selection dialog to define an output file for export. The default file name "FritzBoxKontakte.xml" is preset. However, you can also change it.
4. Show all contact folders  
Select this option if you want internal contact folders to be displayed in the expanded [contacts folder combo box](#).
5. Recognize and use the title  
Select this option if you want the title in the name to be recognized when importing FritzBox contacts and saved as such in Outlook. In addition, the title of an Outlook contact is used as a prefix for the FritzBox contact name during export. The rules for recognizing a title in the name of a FritzBox contact can be found [here](#).
6. Start export  
Click this button to start exporting Outlook contacts to the XML file. If the output file already exists, you will be asked whether you want to merge the existing FritzBox contacts with the Outlook contacts or whether you want to overwrite the file. This dialog box will then disappear temporarily and the [processing view](#) will appear.
7. Online help  
Click this button if you want to view detailed information about the dialog.

## 3.1.3 Process View

[Figure 4](#) shows the process view of the add-in.

When you click any circled number in the picture below, the browser will scroll to the explanation of the numbered item. To return to the picture, click the back button of the browser.

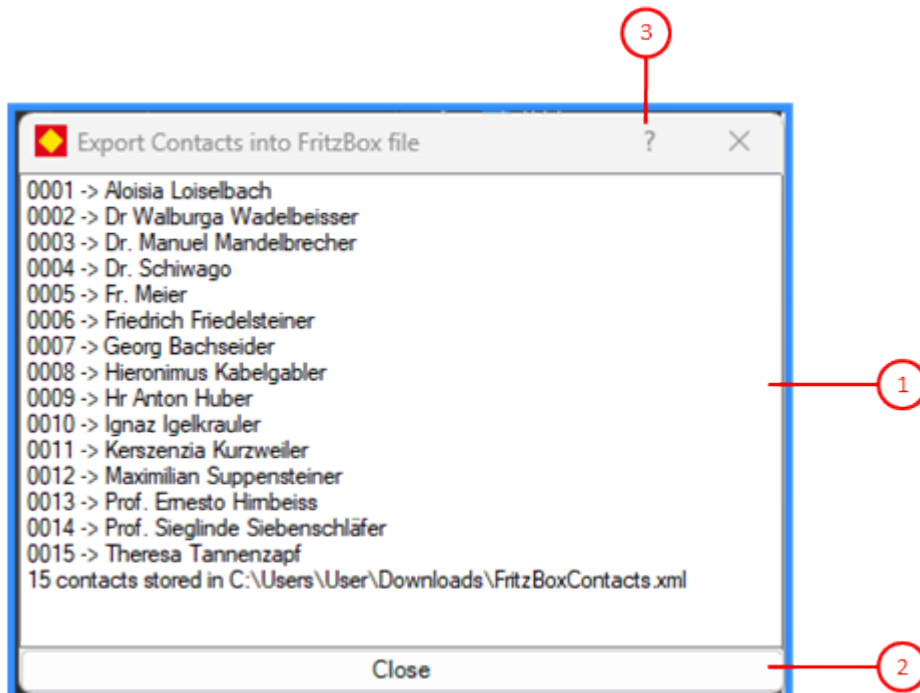


Figure 4: Process View

1. Log messages listbox  
In addition to a completion message and any error messages, the exported or imported contacts are displayed here with a sequence number, a processing indicator, and the full name of the contact. The following processing indicators are used:  
 <- Contact was imported.  
 -> Contact was exported.  
 <> Imported contact has been merged with existing contact. This happens when two contacts have the same full FritzBox contact name. Only the data from the imported contact that is not empty is transferred.
2. Close  
When you click this button, the process view disappears and the import or export dialog box reappears.
3. Online help  
Click this button if you want to view detailed information about the view.