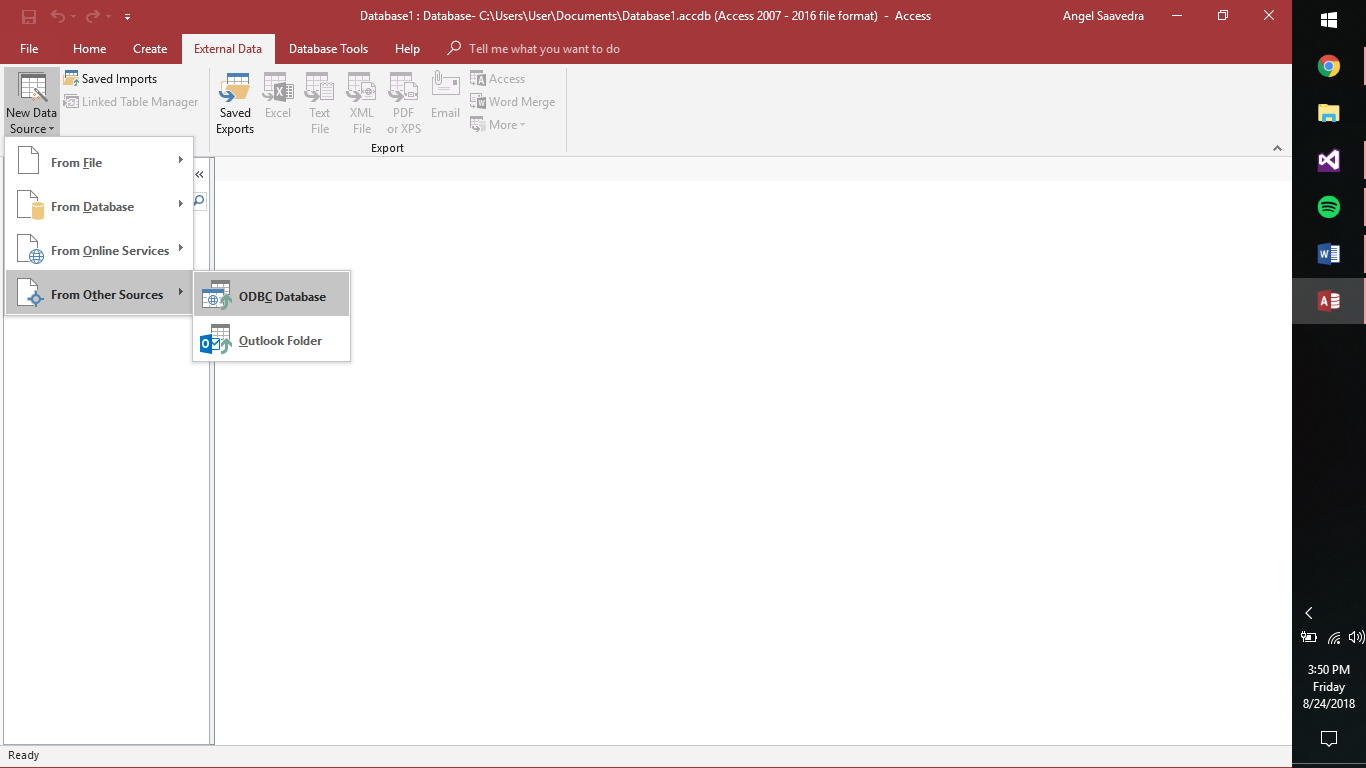
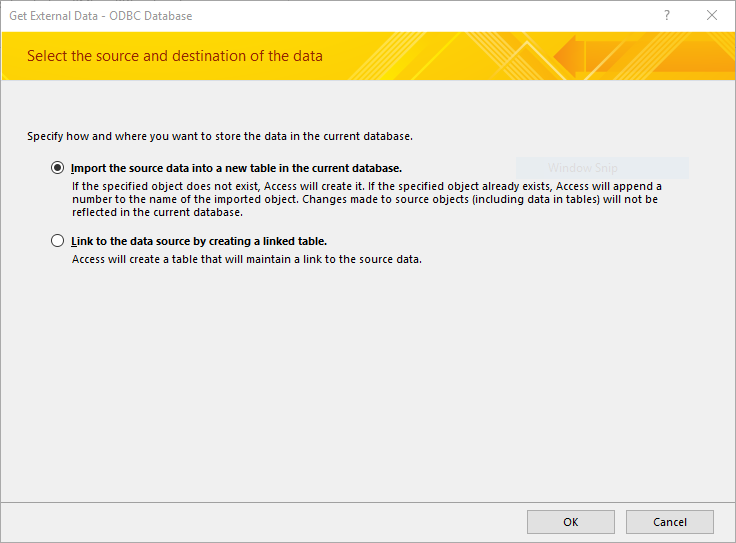
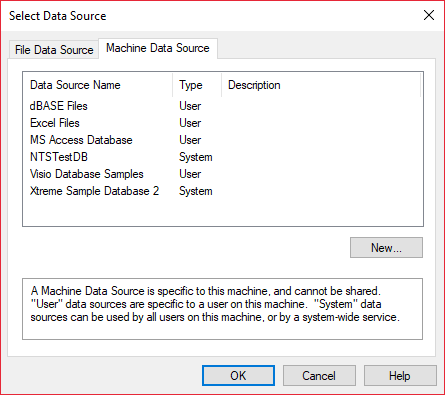
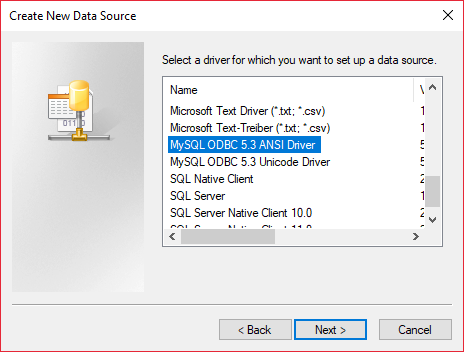
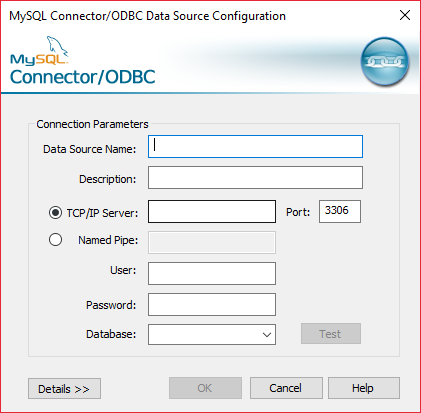
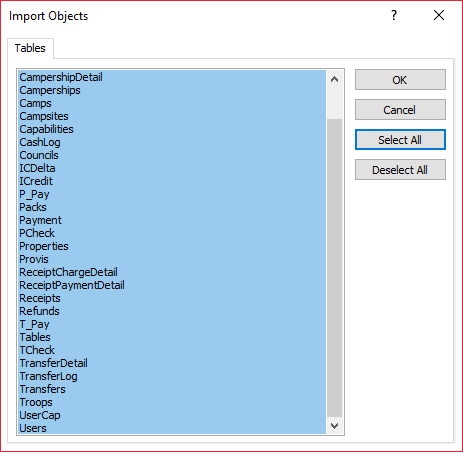
How to Import current MySQL database to Access

1. Create a new Access database and name it accordingly
2. Once opened, under the “External Data” tab click on “New Data Source”
3. Under “From Other Sources” click on “ODBC Database”   
      
   
4. In the “Get External Data” window click OK
5. In the “Select Data Source” window, select the “Machine Data Source” tab
6. If your database is already listed, continue to Step 14.
7. Click on “New…” and you should get a “Create New Data Source” popup window
8. Make sure “User Data Source” is checked then select “Next”
9. Under the Driver list look for MySQL ODBC Driver (or something similar it)
   * If there is no driver of this type, follow this link and download Connector/ODBC MSI Installer: <https://dev.mysql.com/downloads/connector/odbc/> ( You may need to reset your computer for it to appear)



1. Click “Next” then “Finish” and a new popup should appear
2. Name “Data Source Name” to a name you will remember
3. Add the following credentials to the connector then click “Test”
   * TCP/IP Server: 132.148.194.121
   * User: YawgoogAdmin
   * Password: 12345
   * Database: Yawgoog
4. If a Connection Successful window pops up, close it, then click OK.
   * If unsuccessful, check if credentials are inserted correctly otherwise contact your IT provider
5. Select your database then click OK
6. In the “Import Objects” window click on “Select All” then OK



1. Wait for the pop-up to finish importing the data (this may take some time)
2. On Completion hit Close
3. You have now imported and backed up the MySQL table onto an Access file