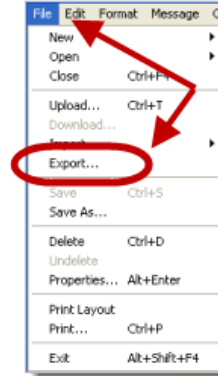
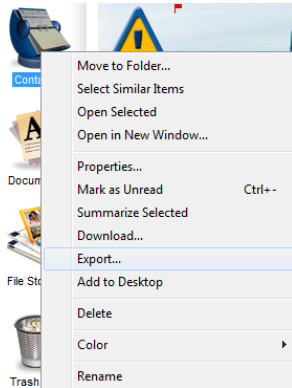




Moving your Contacts to Outlook

1. Log into your first class account and select your contacts by using the right click button on your mouse. This is your personal address book only. And only individual contacts move Mail lists will not be copied over.



or open using File Export.

2. Click on the Export option and then click on the following options.

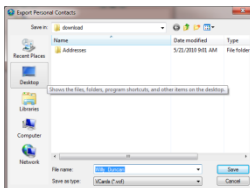


Select "All contacts" and "For use with Outlook" and then click "OK"

a.

When you click **Okay** the program will ask you where to place the file and you need to remember where you park this file since you will be uploading it to your Outlook account.

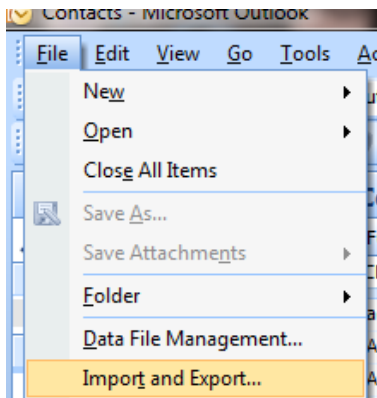
3. Select where you will park the contacts file so it will be easy to find when you upload it to Outlook.



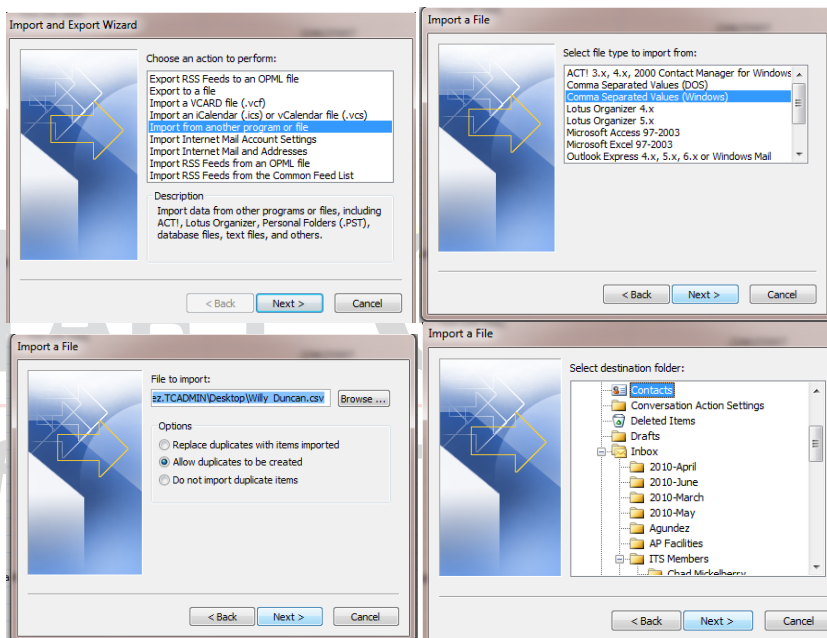
This is what the file icon look like.

This is a .csv file.

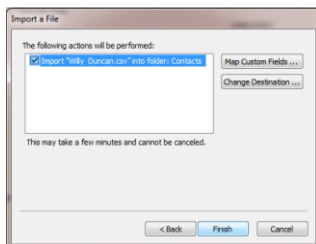
4. Next log on to your new TaftCollege.edu account and upload your contacts.
5. Select "Contacts" and then from the "File" menu select "Import" file.



6. You must show Outlook where to pull your csv file from and the format.



7. Select the contacts folder in outlook to import your file to.



Click on Finished and you are done.

For any help or if you have questions please call help desk.