

## Web Mail: Import/export address book

How do I import or export my addressbook to/from the webbased mail client?

Log into the Web Mail as you normally would to use it.

- Click on Addressbook

- Click on Import/Export To Import you use the top section. You will want to select the file type to import from, we recommend csv files as they are the most friendly but it will import from several different formats. Click on the browse button to locate the file you want to import, then click the import button.

On the bottom is the Export feature. It only exports in .csv (Common Separated Values). You'll want to save that somewhere on your harddrive. Remember where you save it as you will need it to import to whatever program you intend to import to.