

## Importing contacts to your new Webmail from the old Webmail

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1. Log into your old email account
2. Go to Address Book and Contacts.
3. In the upper right hand corner there is an Export button
4. Click on "export to csv"
5. Save to desktop
6. Log in to new Webmail
7. Go to Address
8. Scroll down to import contacts
9. Browse
10. Locate file on desktop
11. Click Import
12. Make sure that the heading for email is above the email addresses.
13. Make sure that the "do not use" is above any other column besides the name
14. Click finish.