Importing and Exporting Email Address books

OUTLOOK

- Go to your **Contacts** page
- Click on **File**
- Click on *Import and Export*
- Choose *Export to a File*, then click *Next*
- Choose *Comma Separated Values (Windows)*, then click *Next*
- Select **Contacts**, then click *Next*
- Choose *File Name and Location*, then click *Next*
- Make sure there is a check in the box next to *Export Contacts from the Contacts Folder?*
- Then click *Finish*
- You should now have a **.csv** file saved on your computer
- Import your address book into your **Email Headquarters** on the Race for Autism Kintera website

How to Import Your Outlook contacts

- On the Race for Autism Kintera Website, **Login** to your personal headquarters (my pages)
- Click on **Email** tab
- On the bar under the tab, click on the *Address Book Import* link
- Choose the source from where you have exported: *Use Microsoft Outlook (.CSV file)* option for Microsoft Outlook, then click *Next*
- Browse for file that you saved when exporting, click *Open* and then *Next*
- Choose your fields (First Name, Last Name, Email Address), then click *Continue*
- Once the list has been imported, click on *Send Email* link (on the bar under the tab)
- You can now edit your address book and begin sending emails.

OUTLOOK EXPRESS
How to Export Your Outlook Express Address Book

- Open Outlook Express
- Click on **File**
- Scroll down to **Export**, a new window will open
- Choose *Address Book*
- Click on *Text File (Comma Separated Values)*, then click *Export*
- In the **CSV Export** box, click *Browse*
- Save the file with a name you will remember in a location you will find it, then click *Next*
- In the **Select the fields you wish to export** box, remove check marks by all fields except First Name, Last Name and E-mail Address fields
- Close the box
- You should now have a **.csv** file saved on your computer

How to Import Your Outlook Express contacts

- On the Race for Autism Kintera website, *Login* to your **personal HQ** (my pages)

- Click on **Email** tab
- On the bar under the tab, click on the *Address Book Import* link
- Choose the source from where you have exported: Use *Comma Separated Values (.CSV file)* option for Outlook Express, then click *Next*
- Browse for file that you saved when exporting, click *Open* and then *Next*
- Choose your fields (First Name, Last Name, Email Address), then click *Continue*
- Once the list has been imported, click on *Send Email* link (on the bar under the tab)
- You can now edit your address book and begin sending emails

YAHOO How to Export Your Yahoo Address Book

- Login to your yahoo account and click **Addresses**
- Click on **Import/Export** on the upper right
- Choose *Export Now* next to Yahoo! CSV
- Select *Save* in the File Download box
- In the *Save As* box choose a location and name for your file, then click *Save*
- You should now have a **.csv** file saved on your computer

How to Import Your Yahoo Address Book

- On the Race for Autism Kintera website, *Login* to your **personal HQ** (my pages)
- Click on **Email** tab
- On the bar under the tab, click on the *Address Book Import* link
- Choose the source from where you have exported: Use *Yahoo (.CSV file) option* for Yahoo, then click *Next*
- Browse for file that you saved when exporting, click *Open* and then *Next*
- Choose your fields (First Name, Last Name, Email Address), then click *Continue*
- Once the list has been imported, click on *Send Email* link (on the bar under the tab)
- You can now edit your address book and begin sending emails

OTHER PROVIDERS How to Export Your Address Book (General Directions)

- Login to your email
- Look for an Export option on the menu or in the address book area of the software
- Export the file into **CSV** format
- Select *Save* option
- In the *Save As* box choose a location and name for your file, then click *Save*
- You should now have a **.csv** file saved on your computer
- *Please Note:* These are general directions, and not specific to any email provider. If you are still having difficulties with sending emails, please contact your local Arthritis Foundation office. They will be more than happy to help!

How to Import Your Address Book (General Directions

- On the Race for Autism Kintera website, *Login* to your **personal HQ** (my pages)
- Click on **Email** tab
- On the bar under the tab, click on *Address Book Import* link
- Choose the source from where you have exported: Use **Comma Separated Values (.CSV file)** option for Other Service Providers, then click *Next*
- Browse for file that you saved when exporting, click *Open* and then *Next*
- Choose your fields (First Name, Last Name, Email Address), then click *Continue*

Once the list has been imported, click on *Send Email* link (on the bar under the tab) You can now edit your address book and begin sending emails