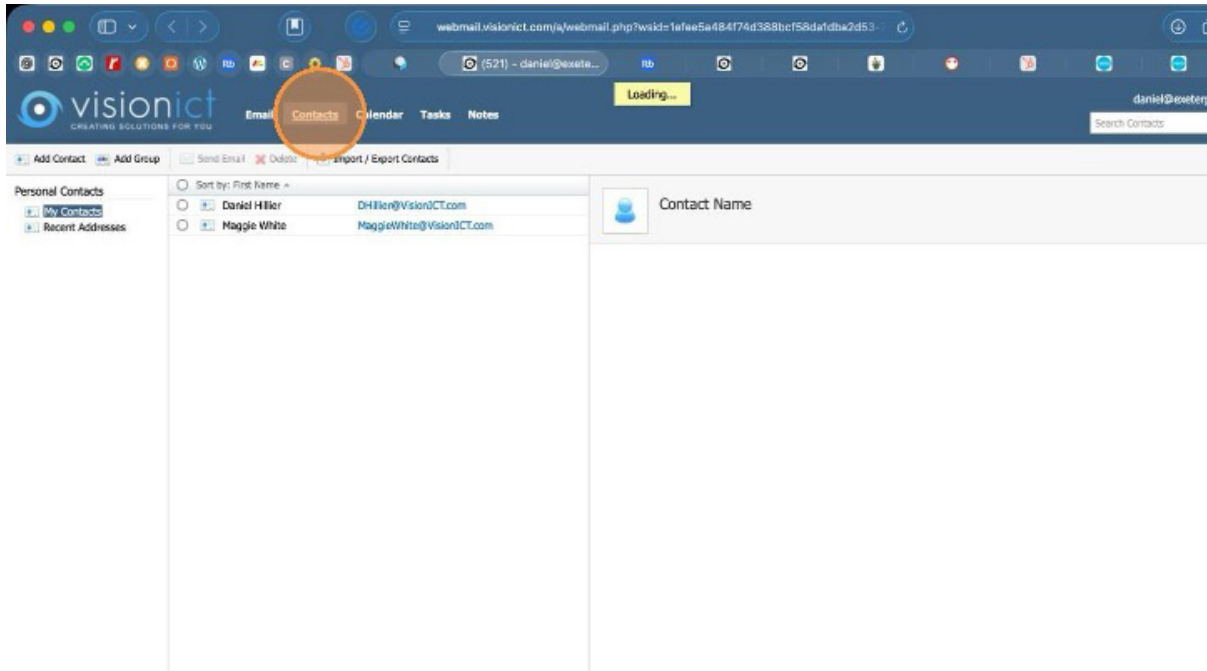


Importing and Exporting Contacts in Webmail

This guide explains how to export your existing contacts and then import them into your new webmail account. Follow the steps below in order to ensure your contacts are transferred correctly.

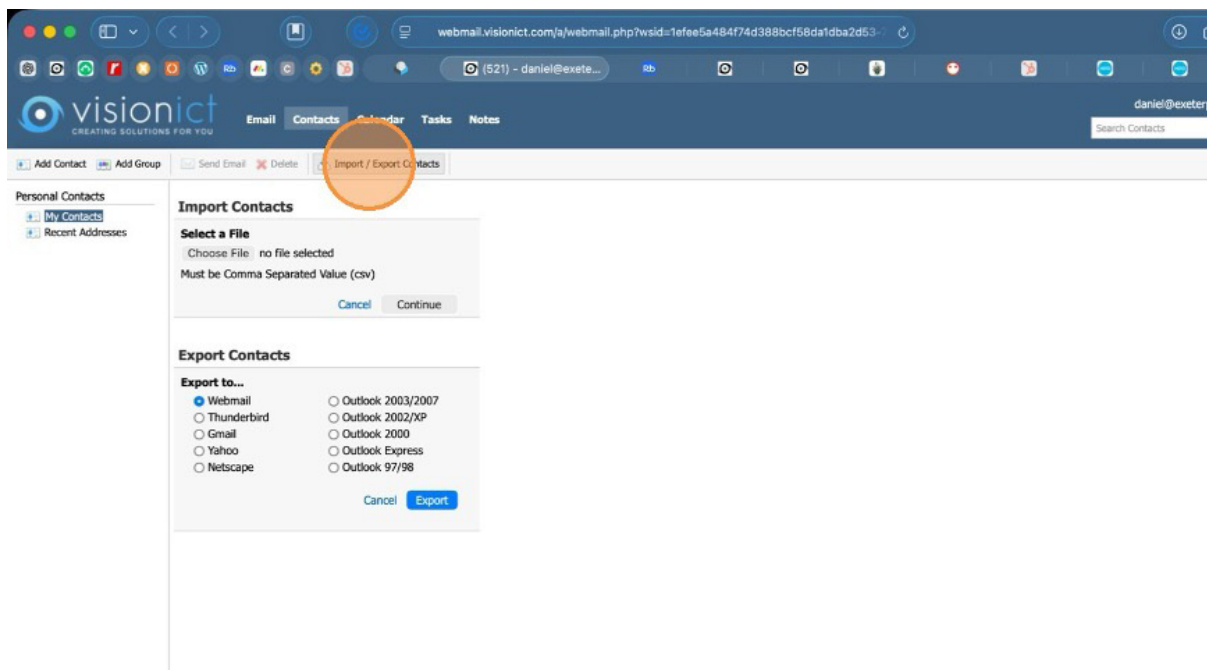
Step 1 - Navigate to Contacts

— Go to the **Contacts** section in your current webmail system.



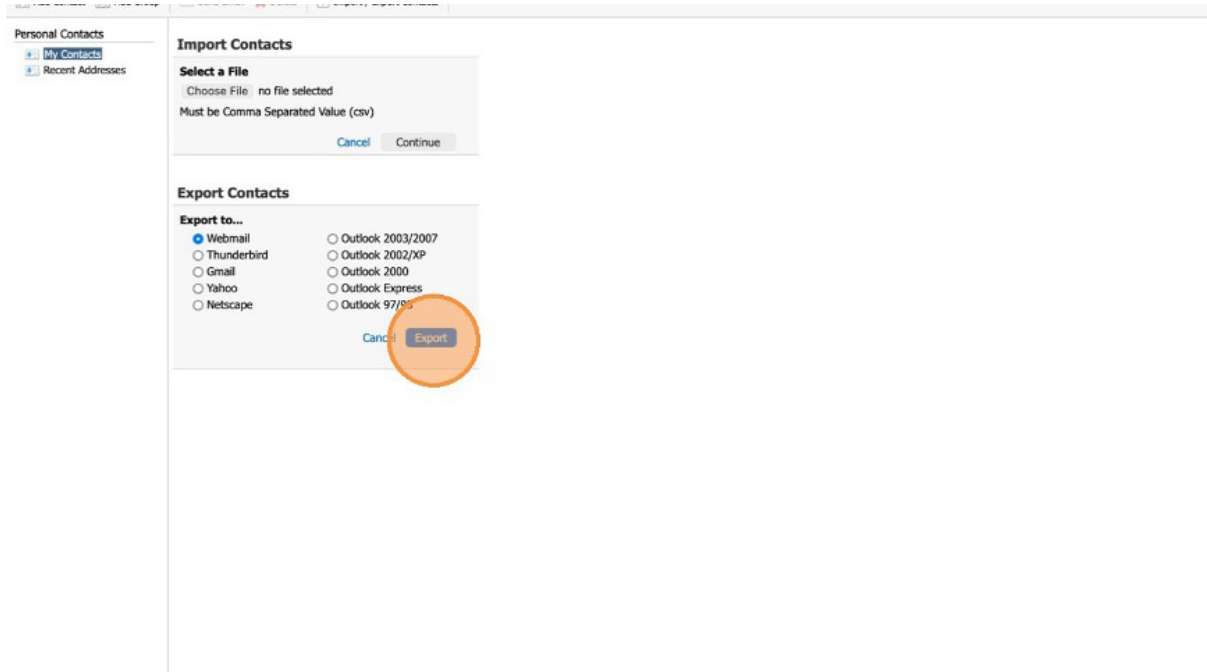
Step 2 - Open Import / Export

— Click on **Import / Export** Contacts to view your options.



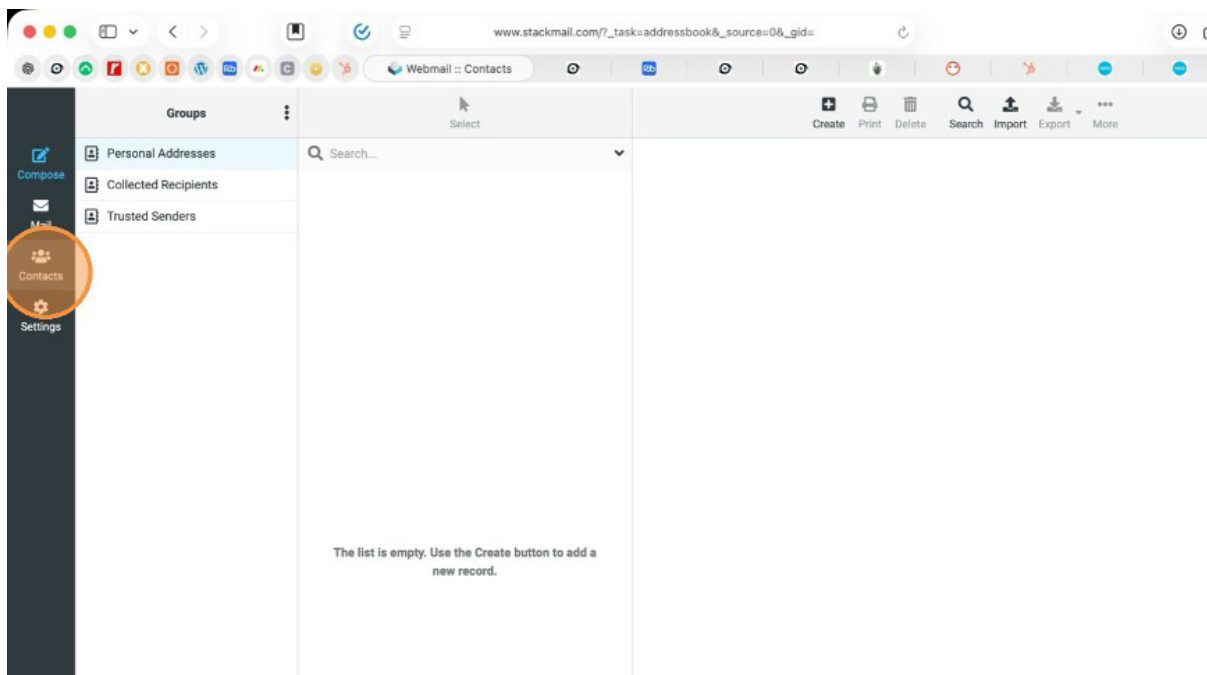
Step 3 - Export Contacts

- Click **Export** to download your contacts file (CSV format). Save this file somewhere easy to find.



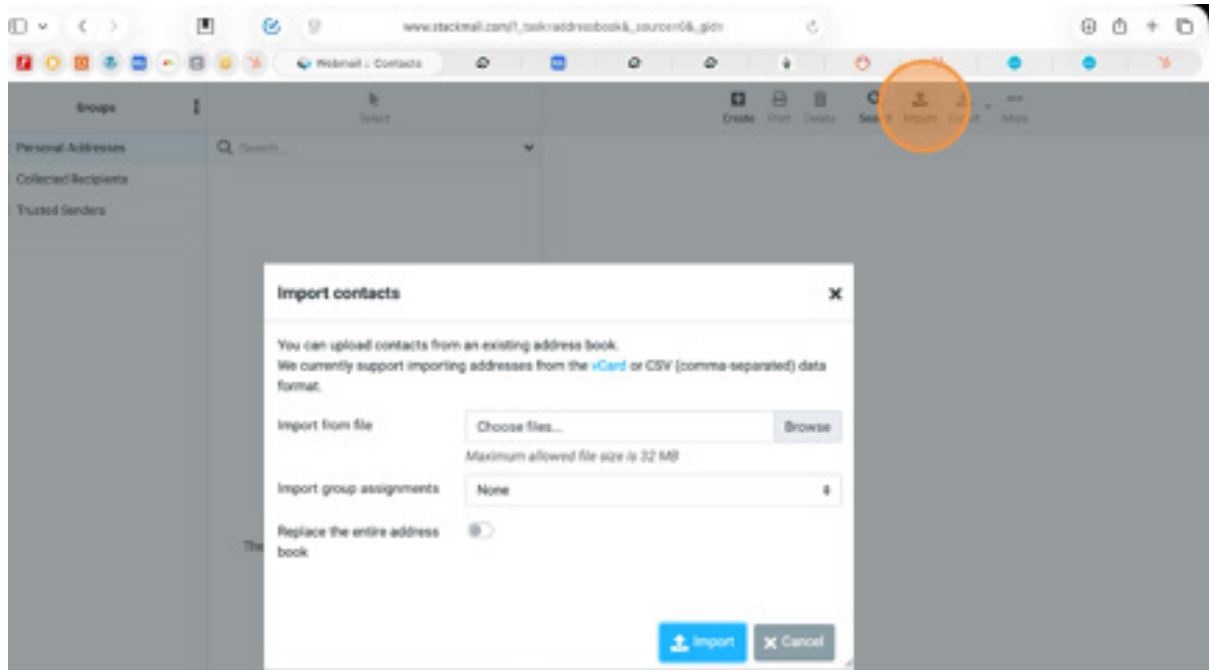
Step 4 - Log into New Webmail and Open Contacts

- Click **Contacts** in the left-hand sidebar.



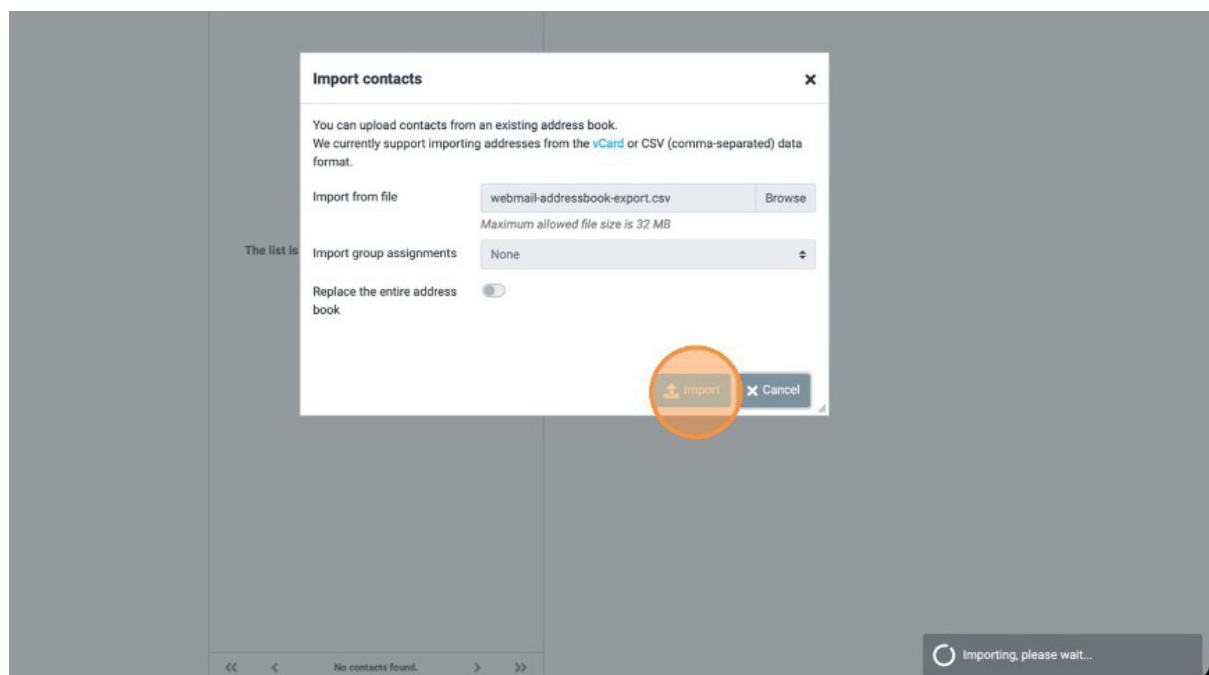
Step 5 - Click Import

- Select **Import** from the top toolbar, browse to the CSV file you exported earlier, and upload it from your computer.



Step 6 - Upload File

- Click **Import** and upload the file.



Field Mapping

- You will now be asked to match (map) fields from your file to the correct fields in webmail. This simply means matching columns from your file to the correct contact details.

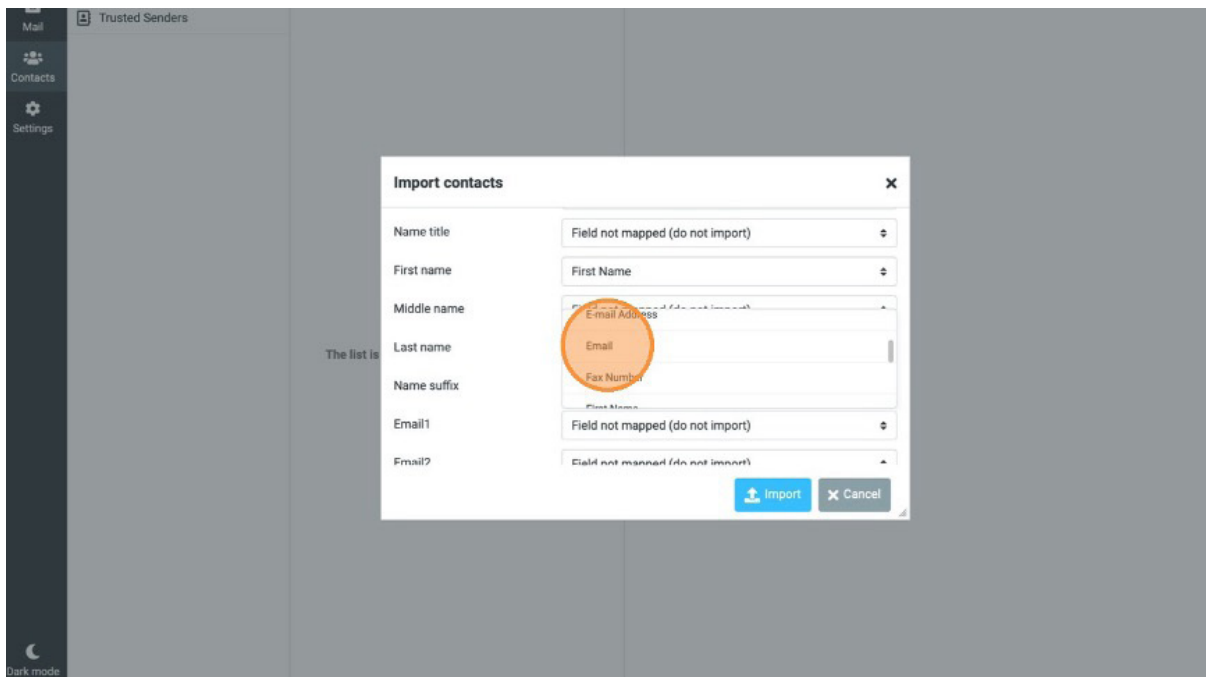
For example:

Email1 → **Email**
First name → **First Name**
Last name → **Last Name**

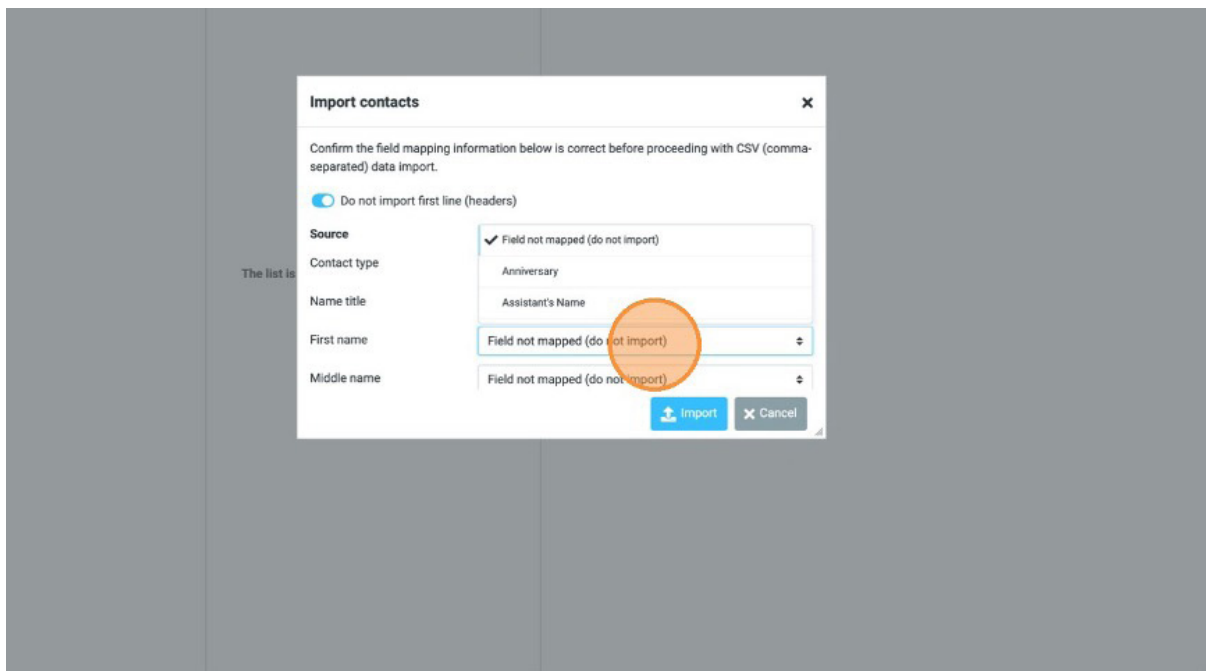
Take a moment to check these carefully to ensure your contacts import correctly.

Step 7 - Adjust Fields

- e.g. Click the drop-down "Email1" and select "**Email**" From the drop-down menu

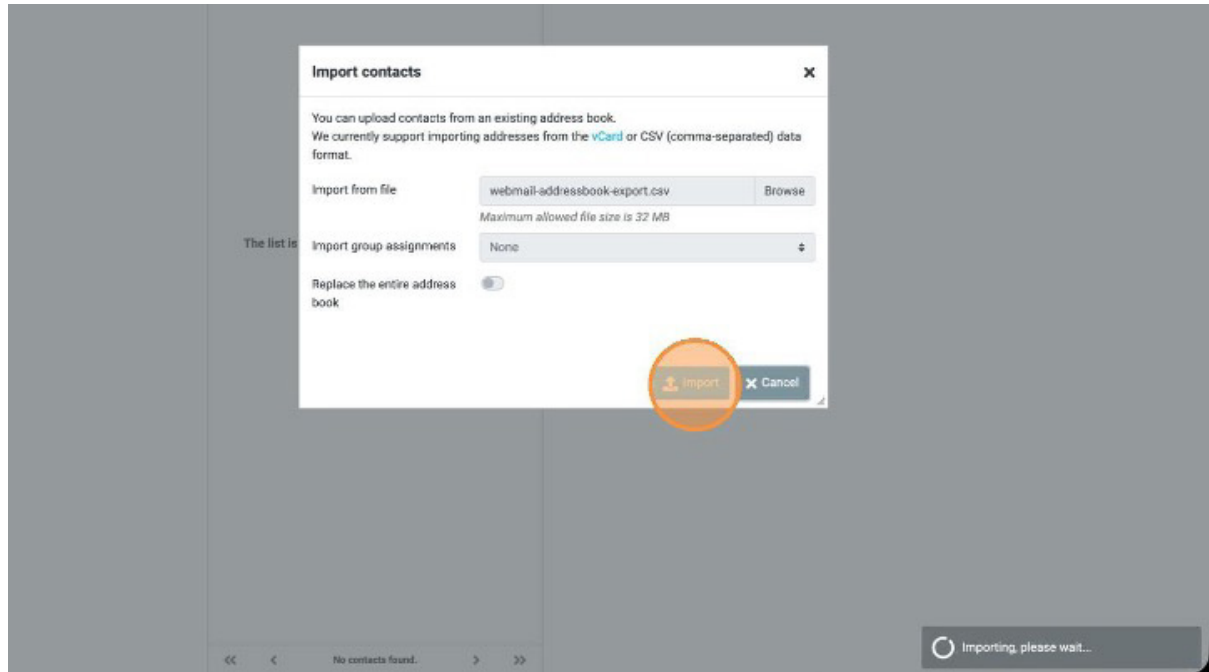


- Click drop-down "First name" select "**First Name**" Then match all the required fields you want to import.



Step 8 - Import Contacts

- Click **Import** contacts to complete the process.



Result

- Your contacts will now be available in your new webmail system.

If any details appear incorrect, repeat the import and double-check the field mapping step.