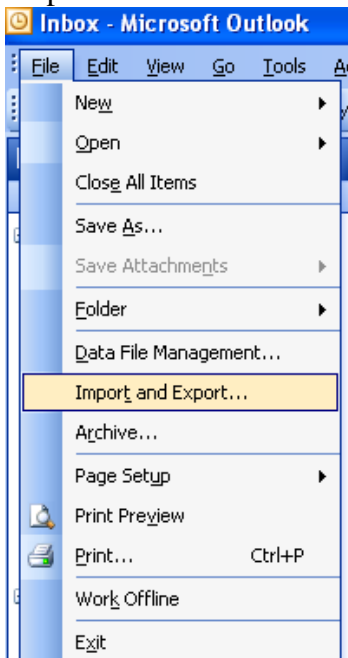


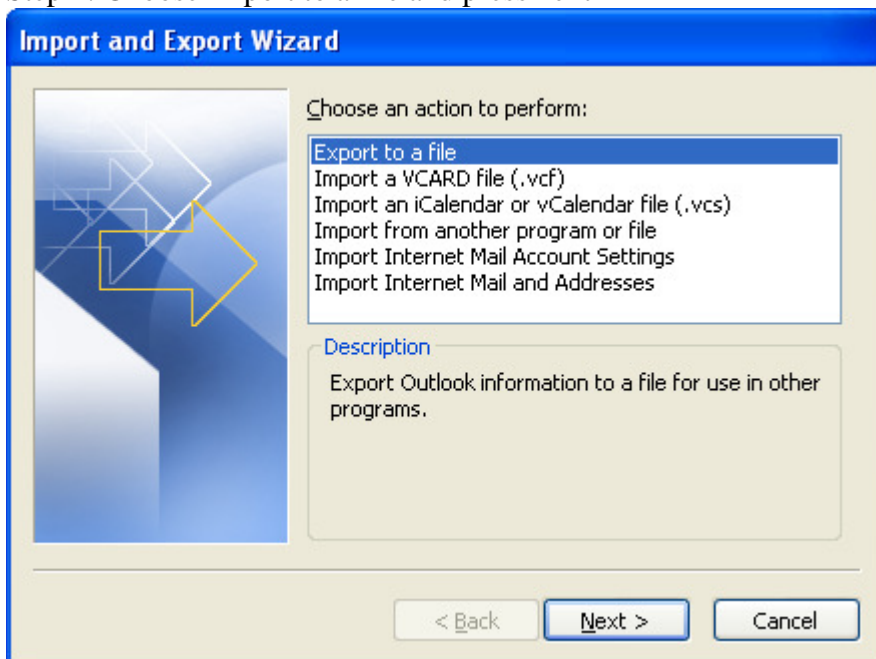
## HOW TO EXPORT CONTACTS – Page 1 through 3

## HOW TO IMPORT CONTACTS – Page 3 through 6

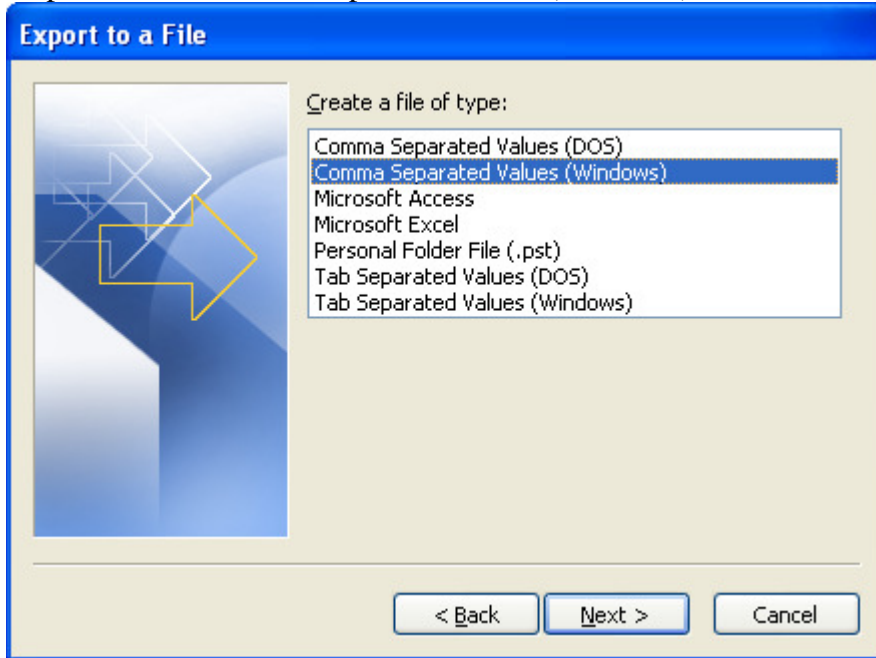
Step 1: Click on the File menu and select Import and Export



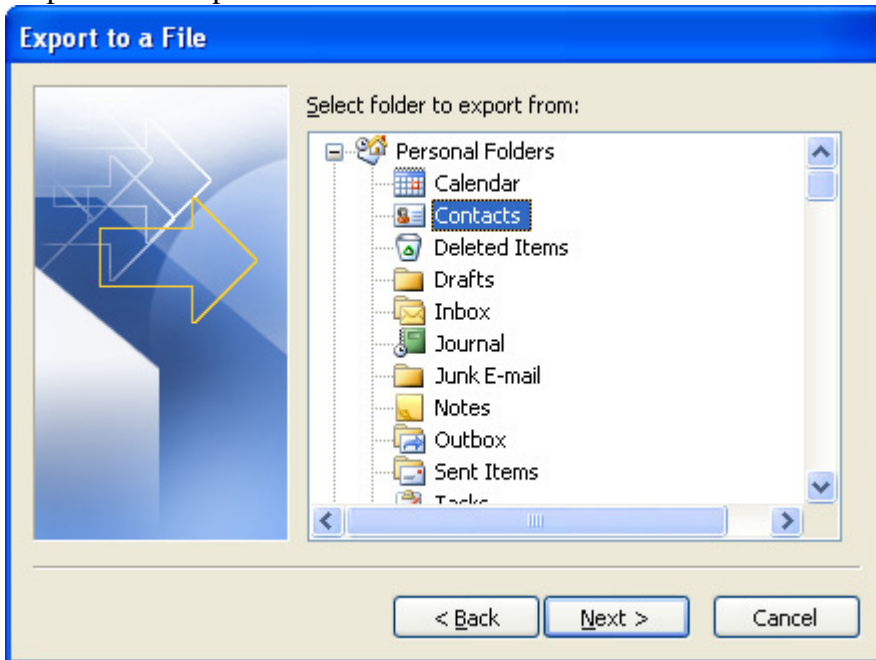
Step 2: Choose Export to a file and press next



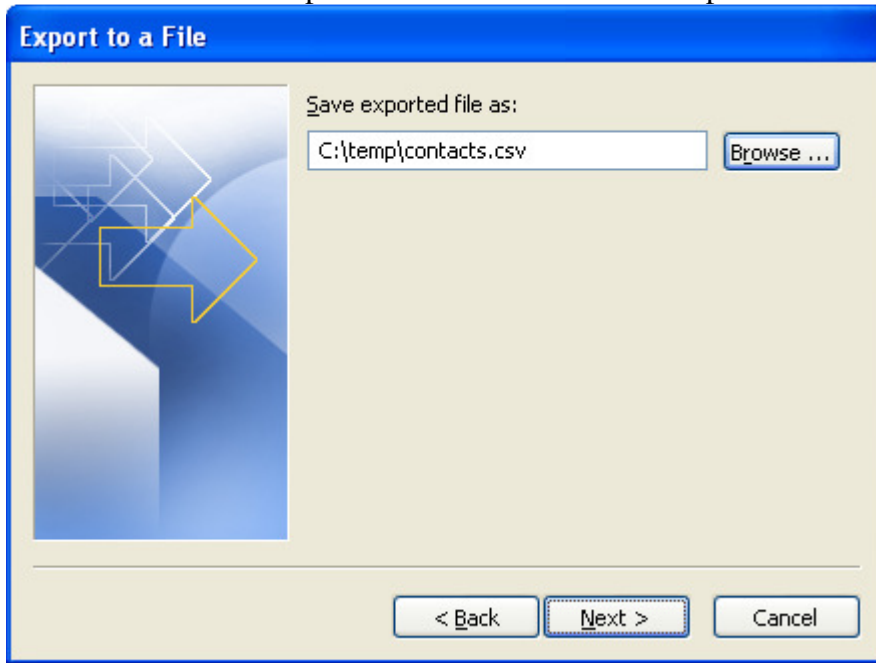
Step 3: Choose Comma Separated Values (Windows), and click Next



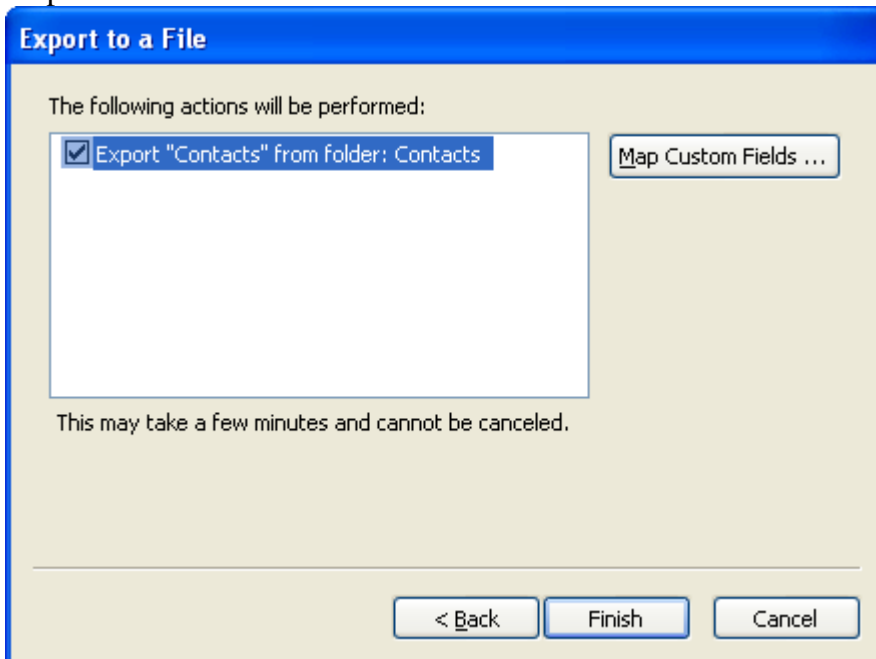
Step 4: Scroll up and select Contacts and click next



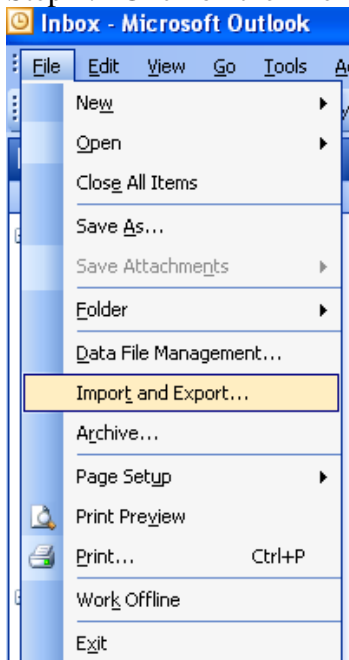
Step 5: This step is where you give it a file name and location where you would like to save the file. You can click Browse and put the file anywhere you want it including an external drive for example a USB thumb drive. Then press next



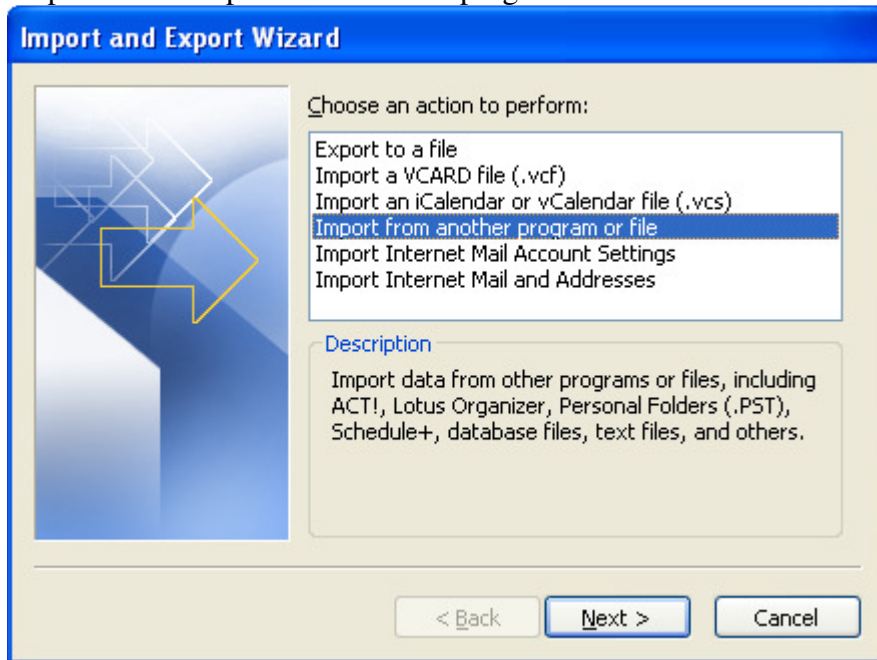
Step 6: Click Finish



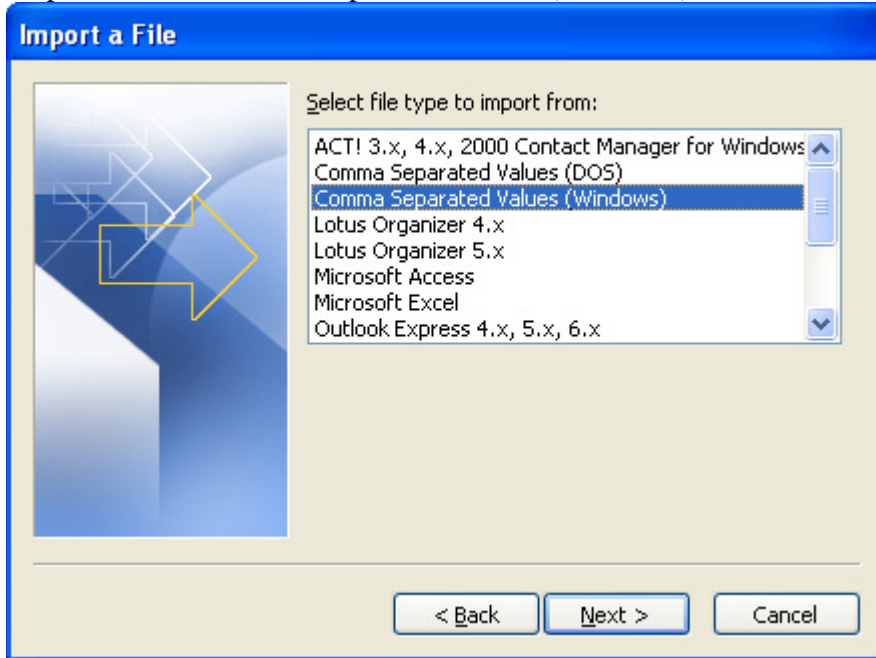
Step 1: Click on the File menu and select Import and Export



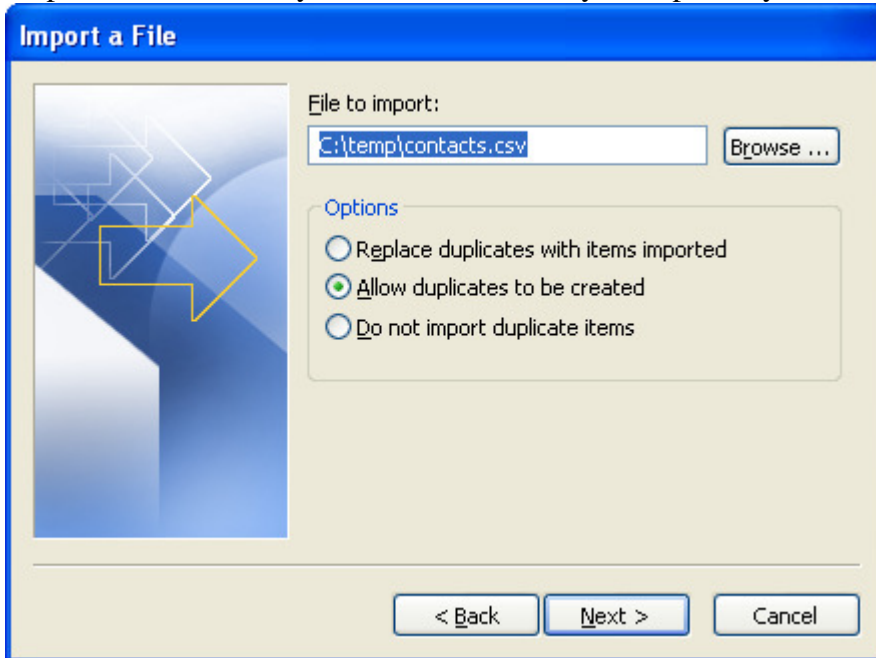
Step 2: Select Import from another program or file and click Next



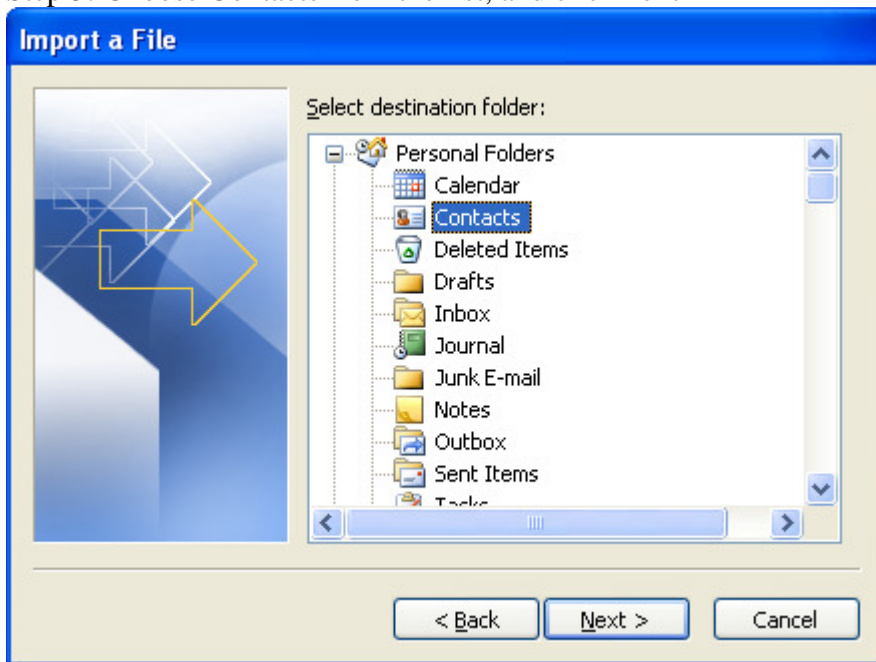
Step 3: Choose Comma Separated Values (Windows), and click next



Step 4: Locate the file you saved from when you Exported your contacts, and click Next



Step 5: Choose Contacts from the list, and click next



Step 6: Click Finish