

Exporting and Importing Contacts

1. Export Contacts from your Beta Mail Mailbox

NOTE: You have to be connected to your Beta Mailbox with a Microsoft Outlook profile (cannot be an IMAP/POP profile)

- Select *File | Import and Export...* from the menu.
- Make sure *Export to a file* is highlighted.
- Click *Next >*.
- Now make sure *Comma Separated Values (Windows)* is selected.
- Click *Next >* again.
- Highlight the *Contacts* folder.
- Click *Next >*.
- Use the *Browse...* button to specify a location and file name for the exported contacts. Something like "Outlook.csv" or "ol-contacts.csv" on your *Desktop* should work fine. Take note of where you save the file.
- Click *Next >* (once more).
- Now click *Finish*.

2. Import the Contacts to another Outlook Mailbox

Open the Outlook Profile that you want to Import the Contacts to:

To import contacts from a CSV file or from Excel into Outlook:

- Select *File | Import and Export...* from the menu in Outlook.
- Make sure *Import from another program or file* is highlighted.
- Click *Next >*.
- Now make sure *Comma Separated Values (Windows)* is selected.
- Click *Next >*.
- Use the *Browse ...* button to select the desired file.
- Typically, choose *Do not import duplicate items*.
- Click *Next >*.
- Select the Outlook folder you want to import the contacts to. This will usually be your *Contacts* folder.
- Click *Next >*.
- Now click *Finish*.

3. To Import contacts to your AKO profile.

NOTE: You first have to Export the Contacts per the instructions in section 1 above

- Logon on to AKO
- Click on Address Book
- Click on Import\Export

- Select Microsoft Outlook CSV in the Import Format drop down box
- Click Browse, next to the Import from File field
- Browse to the location where you save the Exported Contacts per the instructions in section 1 of this document
- Click Import
- The Contacts should be imported