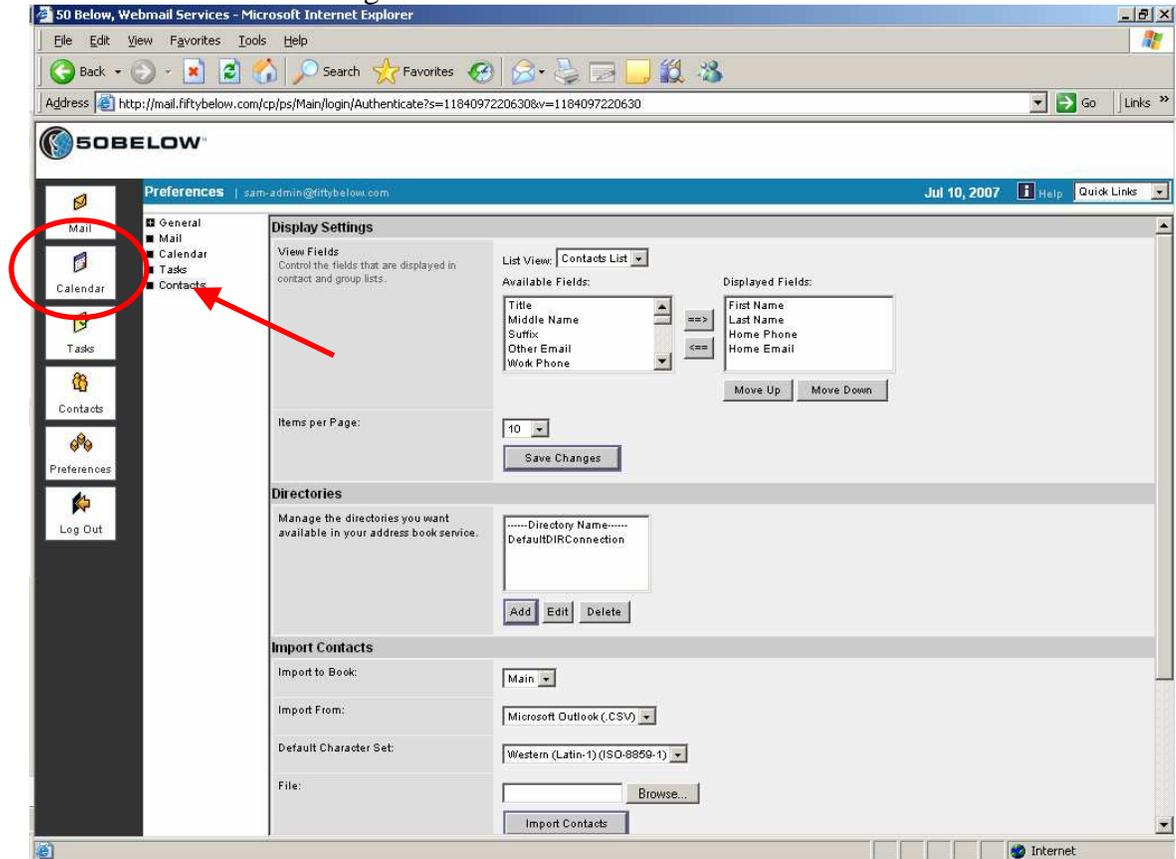
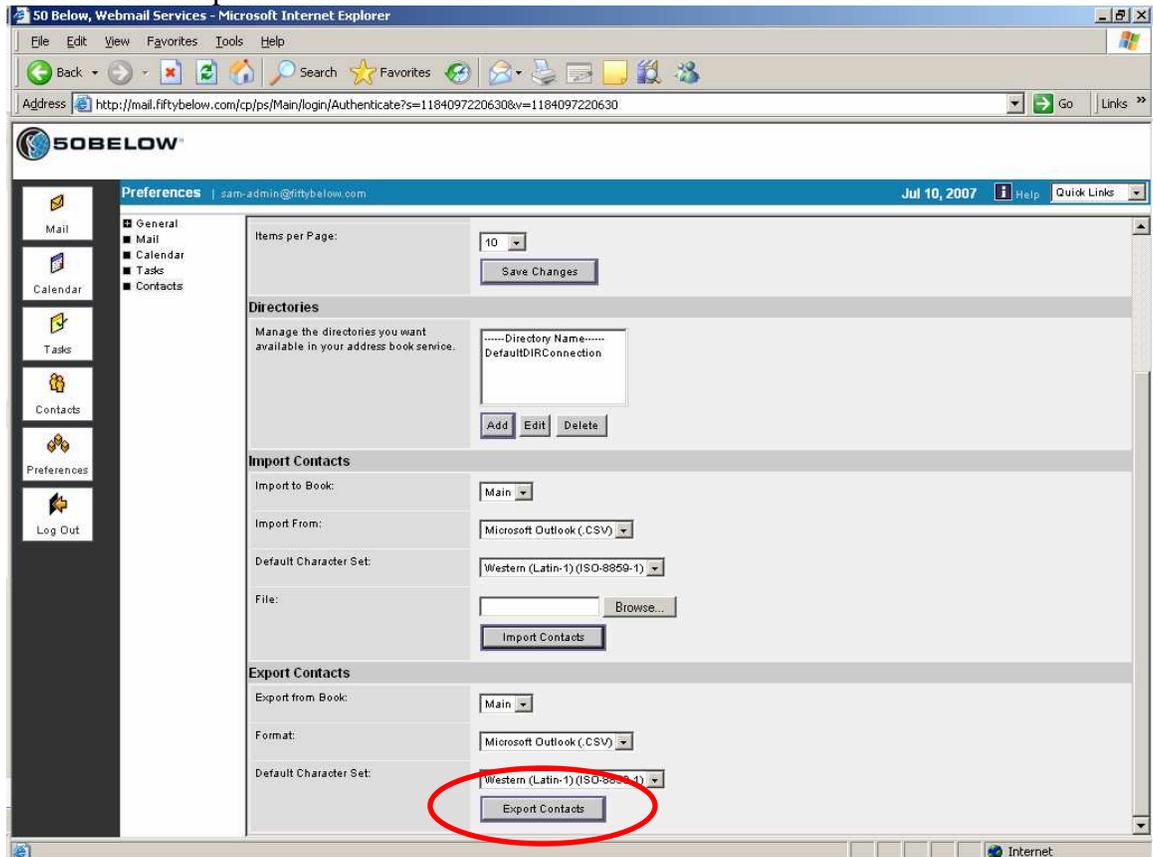


## Process for downloading contacts from webmail

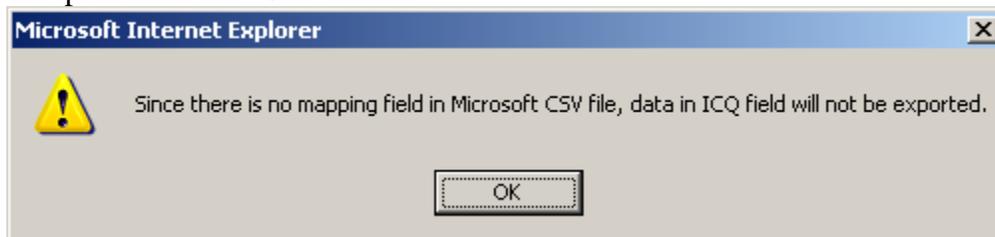
1. log into webmail account at <http://mail.yourdomain.com> or <http://login.bluetie.com>
2. click on the Preferences button on the left side of the screen, then click Contacts in the small menu to the right of the buttons



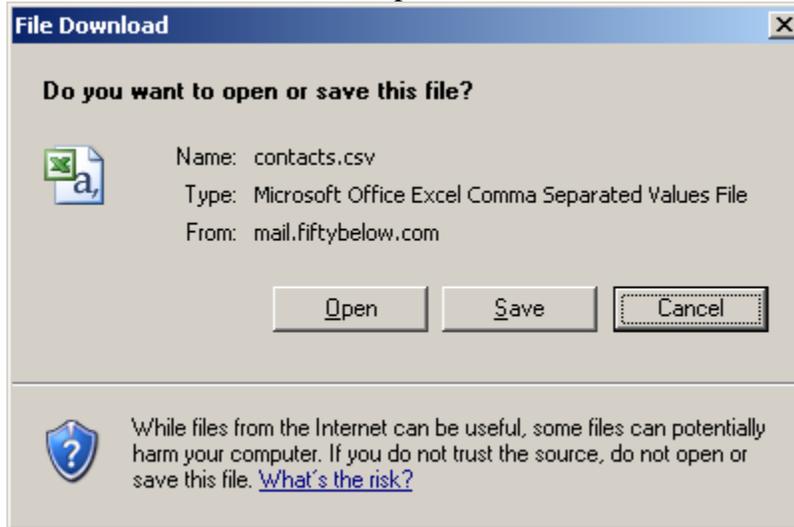
3. On the Contacts screen, scroll down to the section labeled “Export Contacts” and click on the “Export Contacts” button



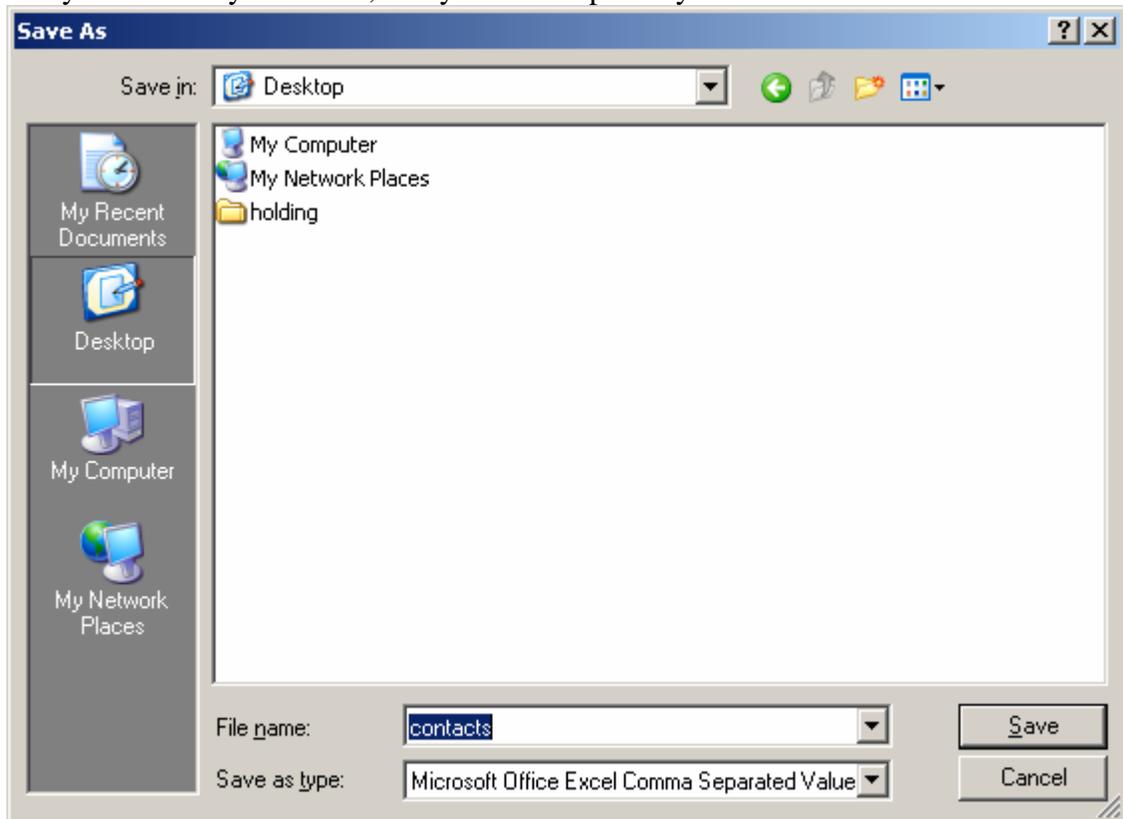
4. You will get a box first that looks like an error – you will not need to act on it, except to click the “OK” button



5. You will get another message that comes up asking if you want to open or save the information – choose the option to save it:

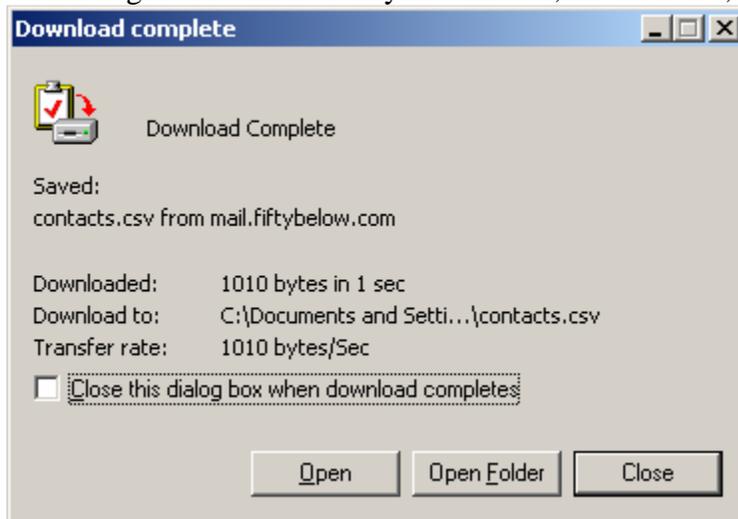


6. You will get a standard window for saving files. You will want to find a folder that you can easily find later, like your desktop or My Documents folder.



Click “Save” once you have selected your folder.

7. You will get notification that your new file, contacts.csv, has been saved.



Click on "Close".

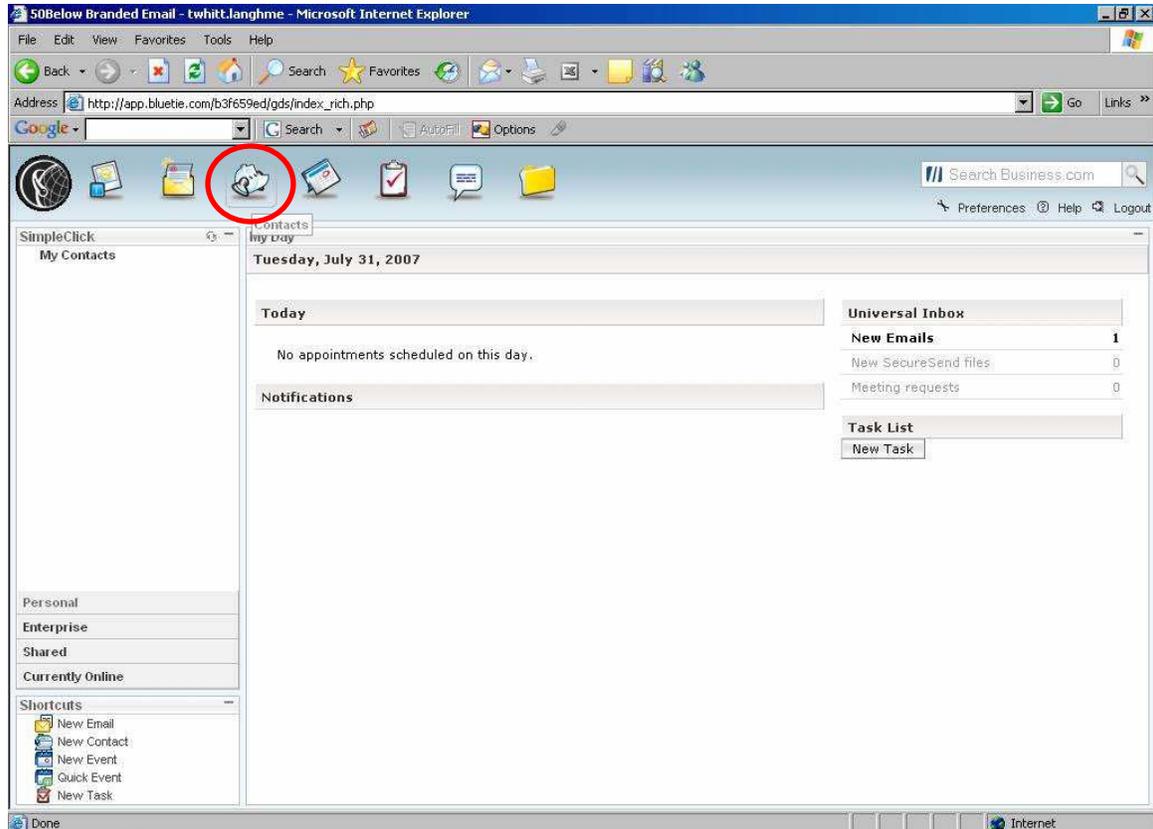
## Process for uploading your contacts into Blue Tie email

Blue Tie has a good how-to listed at the following address:

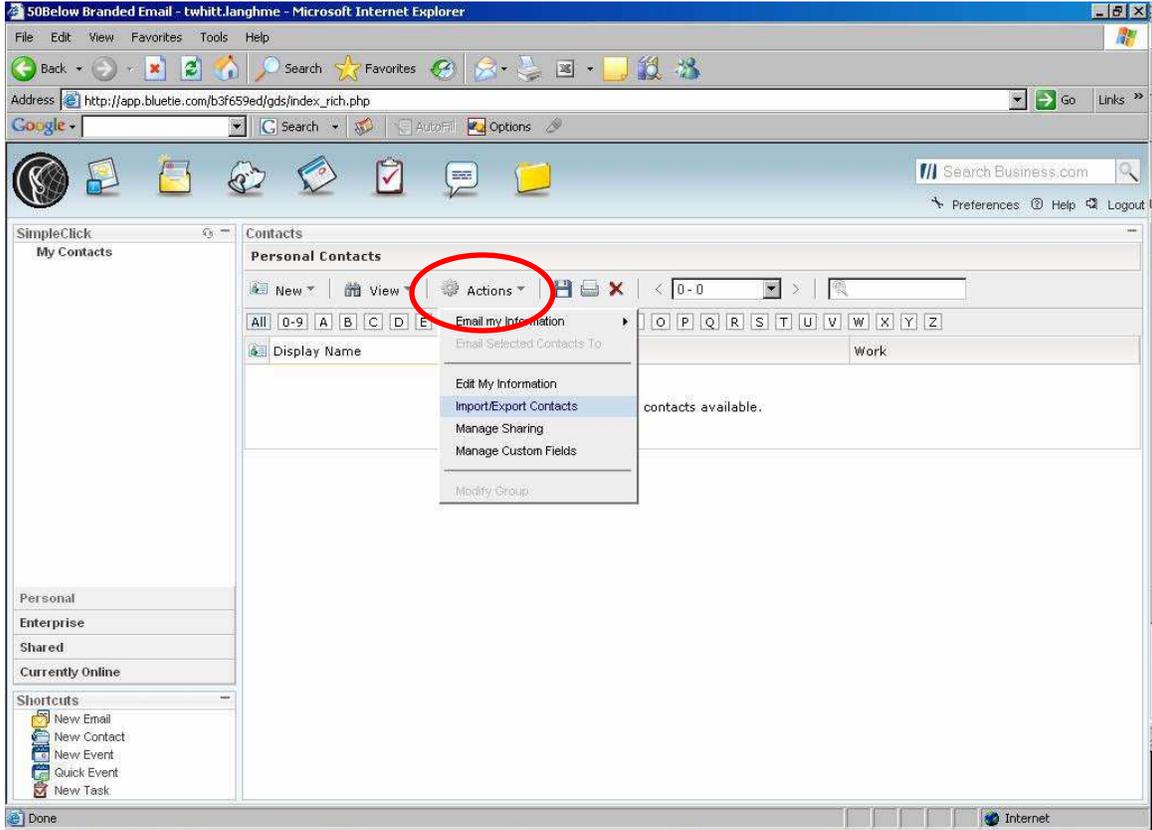
<http://support.bluetie.com/node/743>

The first step is to Export the Contact / Address Book—see the ‘Node 743’ link above.

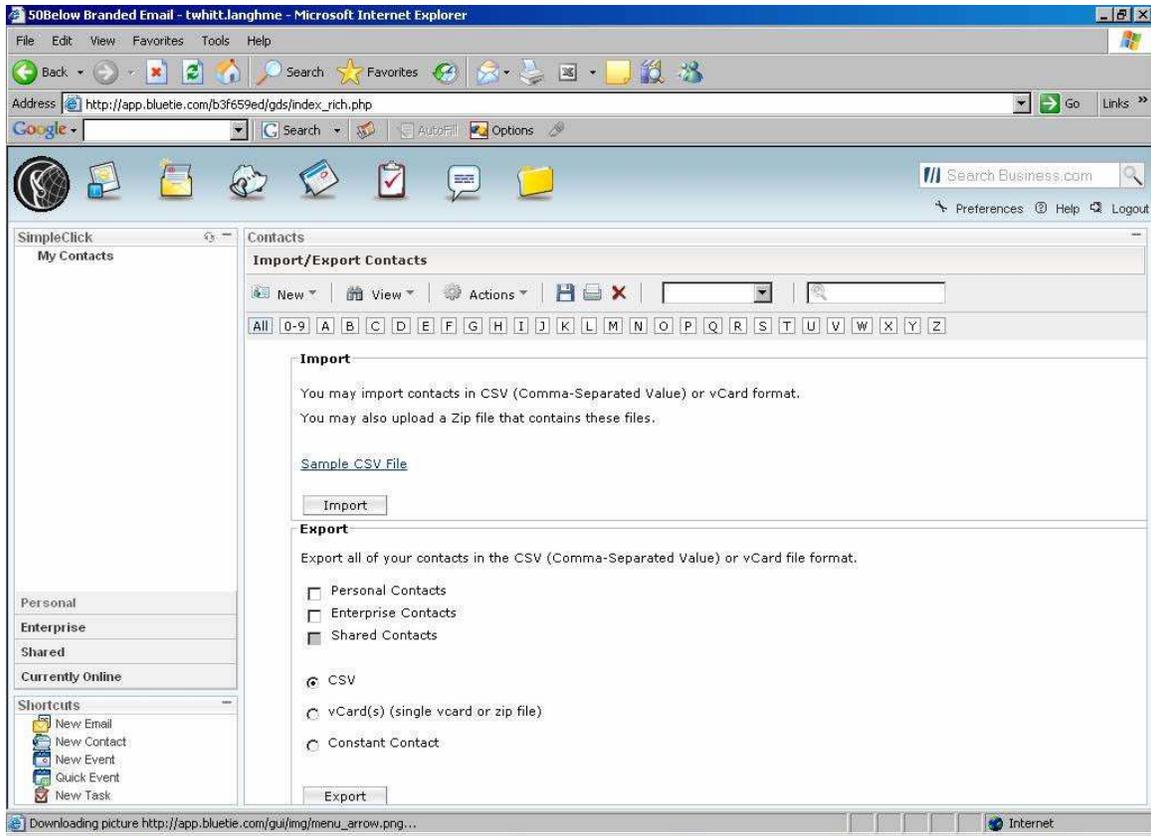
(Once the email is migrated over to Blue Tie) login to the specific webmail account and click on the Rolodex (Contacts) logo across the top.



Next, Click on Actions and then click on Import/Export Contacts.



Then focus on the Import section.



Click on the Import button. It will ask you to browse to the file you saved earlier. Once you select it, the system will process the information in that file.

**SPECIAL NOTE:** Blue Tie will only work if the .cvs file to be imported is in an Office 2003 format!

If the contact file does not work, then the most common reason is that the Contact file is not in Office 2003 format. You can work around this by clicking on the 'Sample CSV File' link and downloading that file your desktop. Then copy and paste the information from the original Contacts file into this Office 2003 version and save. Then IMPORT this new version (in Office 2003) via the Import button.