

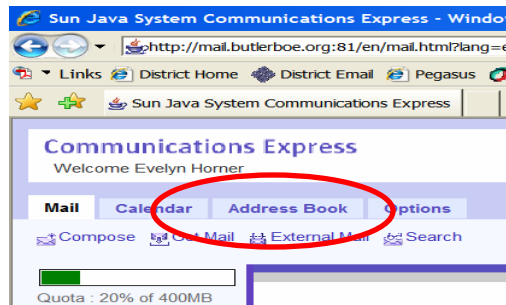
# Exporting Email Address Books

If you are an employee who wishes to copy your address book from one account to another, then you must export your current address book and import it into the new account.

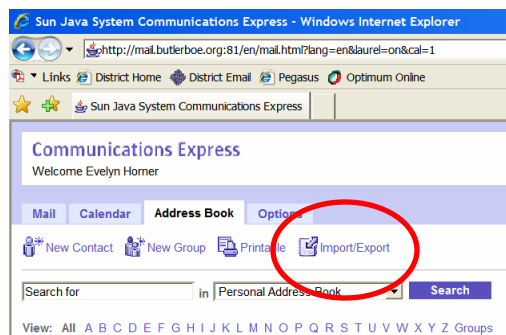
Please note that the following directions are specific to our district email system. You may import / export in other formats, but the following directions are explicitly for our system.

## Exporting Address Books

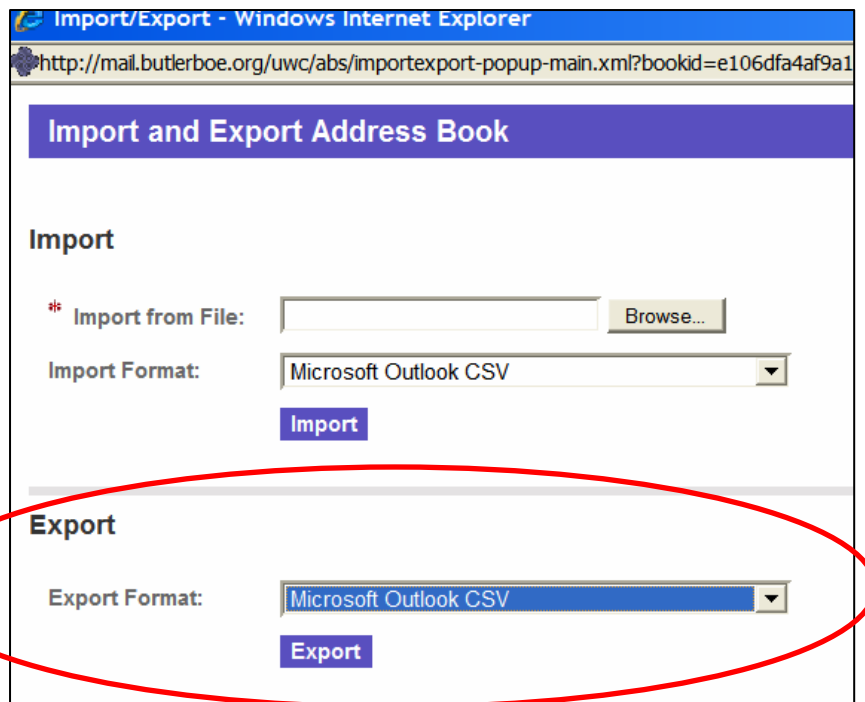
1. Log in to the Email System.
2. Click on Address Book.



3. Click on Import / Export



4. Make sure that you select "Microsoft Outlook CSV" as the choice.
5. Click on Export.



6. Select a location to save your file (remember where you export to as you will need it later on to import). Take note of the file name so you will recognize it later.

That is all there is to exporting an address book file!

