

# Importing an Email Address Book

**IMPORTANT!!!** If you are importing an email address book, and you already have those addresses in your current address book, this will **NOT** override them. You **WILL** end up with duplicates which you will have to manually delete later on.

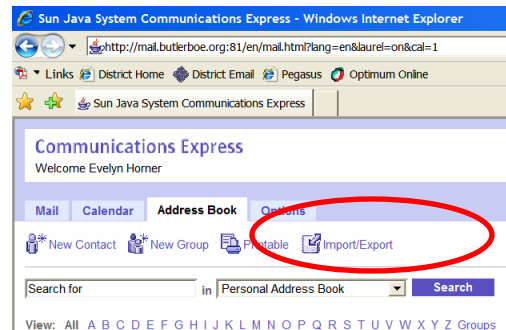
If you are a new employee setting up your address book for the first time, you will need to email the District Supervisor of Technology ([ehorner@butlerboe.org](mailto:ehorner@butlerboe.org)) for a copy of the most current district email book. This file is not publicly available online and must be sent to you as an attachment.

If you intend to do this and currently have district people in your address book, you may want to delete the existing users before you do the import.

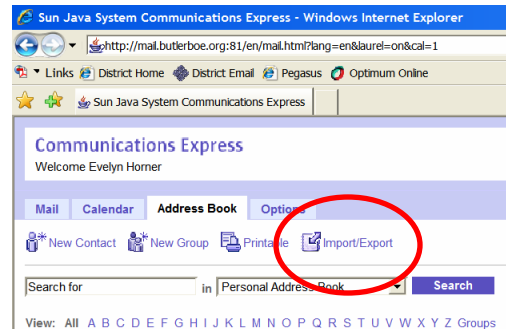
First, make sure you know where the file is that you wish to import.

## 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. Browse for the file that you wish to import. Note that it will end with a .CSV extension.
6. Click on Import.

