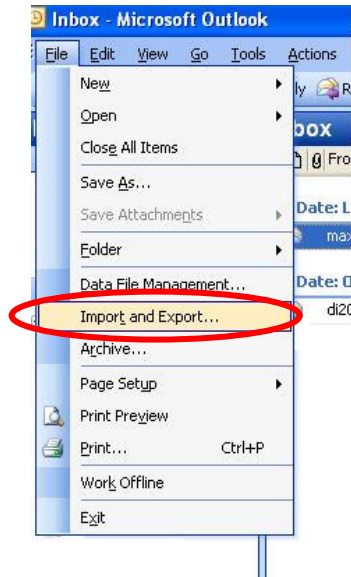


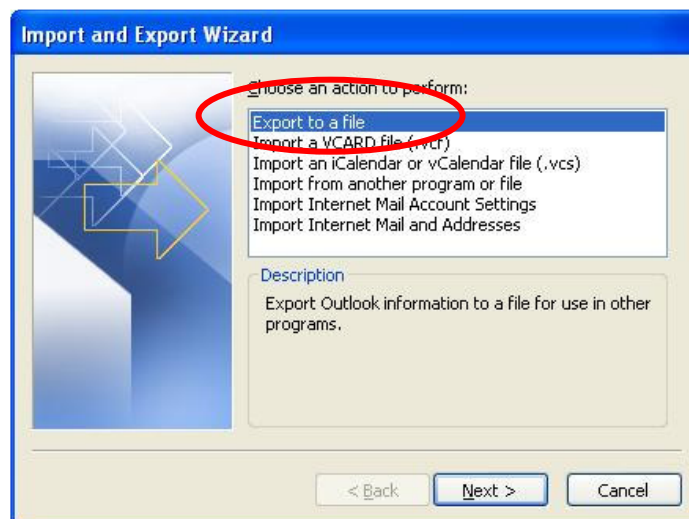


Import Contacts from Microsoft Outlook to .mdEmail™

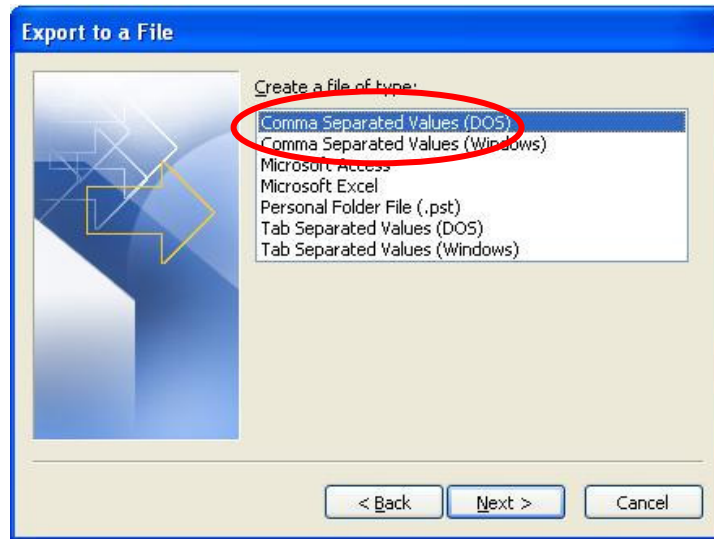
1. Launch Microsoft Outlook.
2. Under the file menu select "Import/Export" to launch the Import and Export Wizard.



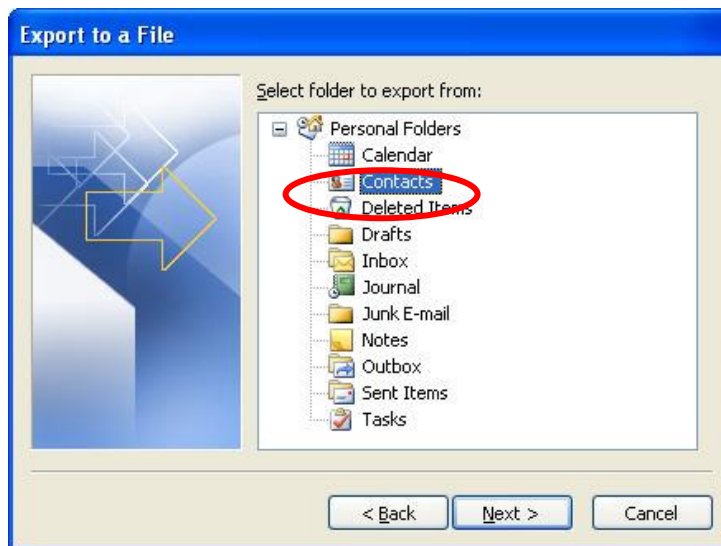
3. From the drop-down menu select "Export to a file" and then select "Next".



4. Select "Comma Separated Values (DOS)" as the file type and then select "Next".

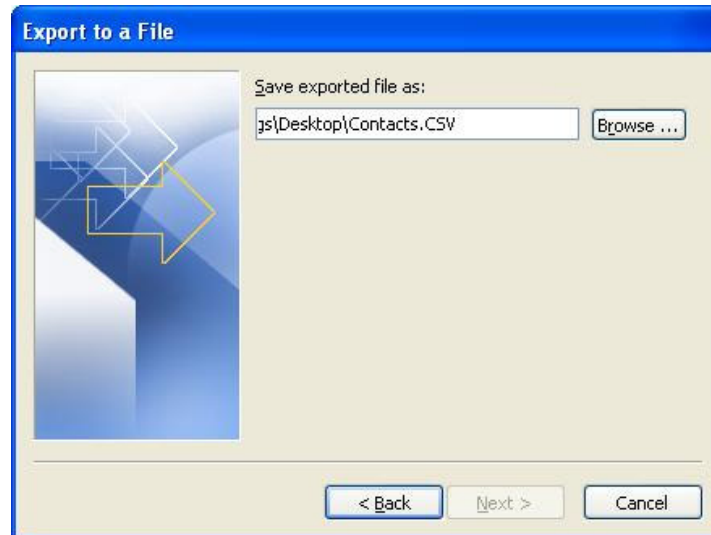


5. Select "Contacts" folder to export and then select "Next".

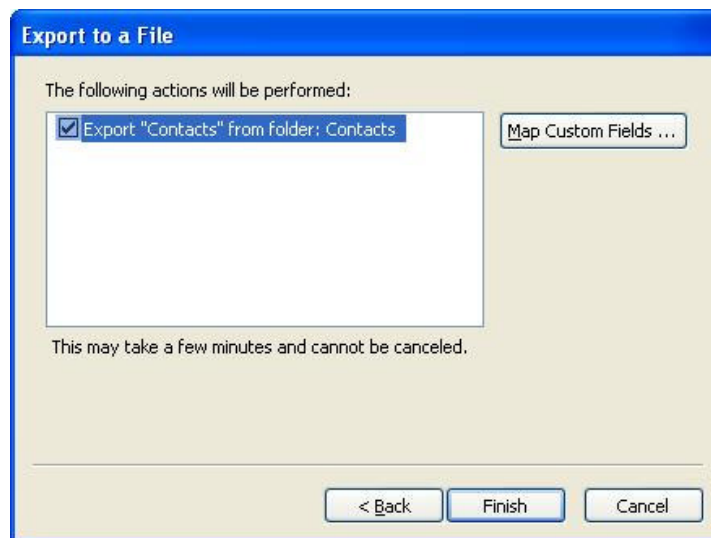


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6. Browse local computer to find desired location for saving the .csv file and then select "Next".

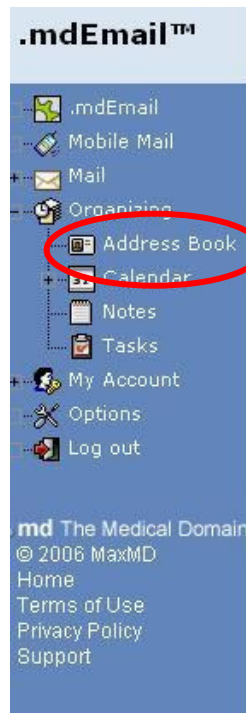


7. Select "Finish" to export contacts from folder to local computer.

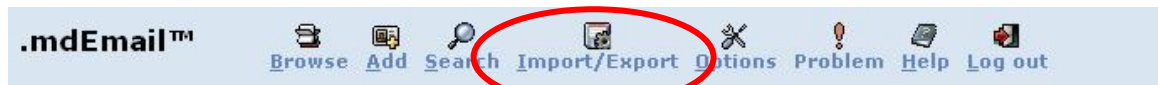


8. Log onto your **.mdEmail™** account at www.mdemail.md.
9. Select "Organizing" from the side menu bar and select "Address book".

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10. Select the "Import/Export" option from the menu bar that is across the top of the email client.



11. Under Import Address Book, Step 1
- Select "Comma Separated Value" as the file format from the drop-down menu.
 - Select "My Address Book" as the address book to import.
 - Browse your local computer to find your contacts .csv file to import.
 - Click "Next".

Import Address Book, Step 1

Select the format of the source file:
Comma separated values ▾

Replace existing address book with the imported one? **Warning: This deletes all entries in your current address book.**

Select the address book to import to:
My Address Book ▾

Select the file to import:
Desktop\Contacts.CSV

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12. Under Import Address Book, Step 2, select "Next".

Import, Step 2

Here is the beginning of the file:
"Title","First Name","Middle Name","Last Name","Suffix","Company","Department","Job Title","Business
","Brigid","","Runyon","","Healthwise","","Business Development",,,,,,,,,,,,,,,,,,,,,,(703) 255-
Does the first row contain the field names? If yes, check this box:

What is the delimiter character? ,

What is the quote character? "

How many fields (columns) are there?

13. Under Import Address Book, Step 3

- Select matching imported fields to available fields and then select "Add pair". Continue to match fields until all desired fields are selected.
- Select "Next" after all desired fields are matched.

Import, Step 3

Select two matching fields.

Imported fields:	Available fields:
Other City	Email
Other State	Alias
Other Postal Code	Home Address
Other Country	Work Address
Assistant's Phone	Fax
Business Fax	Notes
Business Phone 2	PGP Public Key
Car Phone	S/MIME Public Certificate
Company Main Phone	Freebusy URL
Home Fax	

Matching fields

Title	Title
Last Name	Name
Company	Company
Business Phone	Work Phone
Callback	Mobile Phone
Home Phone	Home Phone

14. You have now successfully entered all of your contacts to the .mdEmail™ client.

✔ CSV file successfully imported

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