# AUTO-ADDRESS FEATURE, IMPORTING CONTACTS FROM OUTLOOK AND GMAIL INTO MAK-WEBMAIL.

## AUTO-ADDRESS FEATURE (Addresses on emails received are automatically saved)



IMPORT CONTACTS FROM OUTLOOK TO WEBMAIL ADDRESSBOOK

Some users have also reported having lost their contacts. These can easily be restored if you were using Outlook or forwarding your emails to another account such as Gmail.

First you need to save your outlook contacts as Vcard or CSV (Comma Separated) format and then import them into the webmail address book.

To save your Outlook 2010 contacts follow the steps below.

1. Open **Outlook 2010** and click **File > Options**.

| File   | Home Send         |
|--------|-------------------|
| Save   | As<br>Attachments |
| Info   |                   |
| Open   |                   |
| Print  |                   |
| Help   |                   |
| 📑 Opti | ons               |
| 🔀 Exit |                   |

2. When the **Outlook Options** window opens, click **Advanced**. In the right pane, click the **Export** button.



3. In the **Import and Export Wizard** window, select the **Export to a file** option, then click **Next**.

|                    | Choose an action to perform:  |
|--------------------|---|
|                    | Export PSS Feeds to an OPMI, file   |
| $\sim X_{\rm max}$ | Export to a file  |
|                    | Import an iCalendar (.ics) or vCalendar file (.vcs)<br>Import from another program or file<br>Import Internet Mail Account Settings<br>Import Internet Mail and Addresses<br>Import RSS Feeds from an OPML file<br>Import RSS Feeds from the Common Feed List |
|                    | Description<br>Export Outlook information to a file for use in other<br>programs.   |
|                    |   |

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4. Under **Create a file of type:**, select the **Comma Separated Values** (Windows) option to create a CSV file.

|   | Create a file of type:  |
|---|---|
|   | Comma Separated Values (DOS)  |
|   | Comma Separated Values (Windows)  |
|   | Microsoft Access 97-2003<br>Microsoft Excel 97-2003<br>Outlook Data File (.pst)<br>Tab Separated Values (DOS)<br>Tab Separated Values (Windows) |
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5. Under **Select folder to export from:**, select the **Contacts** folder you would like to export, then click **Next** to continue.

|  | Calendar  | * |
|--|---|---|
|  | Contacts  |   |
|  | Conversation Action Settings  Deleted Items  Drafts  Inbox  Journal  News Feed  Notes  Outbox  Outbox  Outbox | m |
| the second s | RSS Feeds   |   |

6. Under Save exported file as, click Browse to select a destination folder.

| Export to a File |                               |
|------------------|-------------------------------|
|                  | Save exported file as: Browse |
|                  | < Back Next > Cancel          |

7. In the File name: box, type a descriptive name for your contacts file, then click OK.

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| Favorites Contraction Favorites Favo | Name No îtem:                      | Date modified Type s match your search. |
| Recent Places Libraries  |                                    |   |
| <ul> <li>Recent Places</li> <li>Libraries</li> <li>Documents</li> <li>Music</li> <li>Dictore</li> <li>File name: contact</li> </ul>  | ۲.backup                           |   |

8. Click Next.

| Save exported file as:<br>ents\Outlook Files\contacts.backup.CSV Browse |        |  |  |
|---|--------|--|--|
|   |        |  |  |
| < Back Next >   | Cancel |  |  |

9. Complete the process by clicking Finish.

| Export to a File                                    |                   |
|---|-------------------|
| The following actions will be performed:            | Map Custom Fields |
|   |                   |
|   |                   |
| This may take a few minutes and cannot be canceled. |                   |
|   |                   |
| < Back  | Finish Cancel     |

You have now exported your contacts to a file that will allow you to migrate your address book into another email client. (You can save the file on your desktop with a name you can easily remember).

### After saving the CSV file on your desktop, log into webmail and follow the steps below.

Click "Address book" then click "Import"

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| Personal Addresses      | & Bayt.com  |                                |
| Automatically Collected | A Spriugate   |                                |
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Click "**Choose Files**", and then select the .CSV file you saved on the Desktop and click on "**Import**" to import your Outlook contacts to either the "personal addresses" or "automatically collected" addresses which can also be selected in the same area.

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| Add contacts to   | Personal Addresses *   |                            |
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## IMPORT CONTACTS FROM GMAIL TO WEBMAIL ADDRESSBOOK

Log into your Gmail account and click on the arrow pointing down on "Gmail" as shown below.

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#### Select "Export" as shown below

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The newer version of Gmail doesn't support the "Export" feature so you might see the dialog box below from which you select "**Go to old contacts**" as shown below.



Click the arrow pointing down on "More" as shown below and then click "Export"

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A mini dialog box will pop-up,Select "All Contacts" and "Outlook CSV format for importing into Outlook or another application" and click "export". The contacts .CSV file will be automatically downloaded and saved in the "Downloads" folder on your computer.Then follow through steps on page 6 to import contacts into the webmail addressbook.

