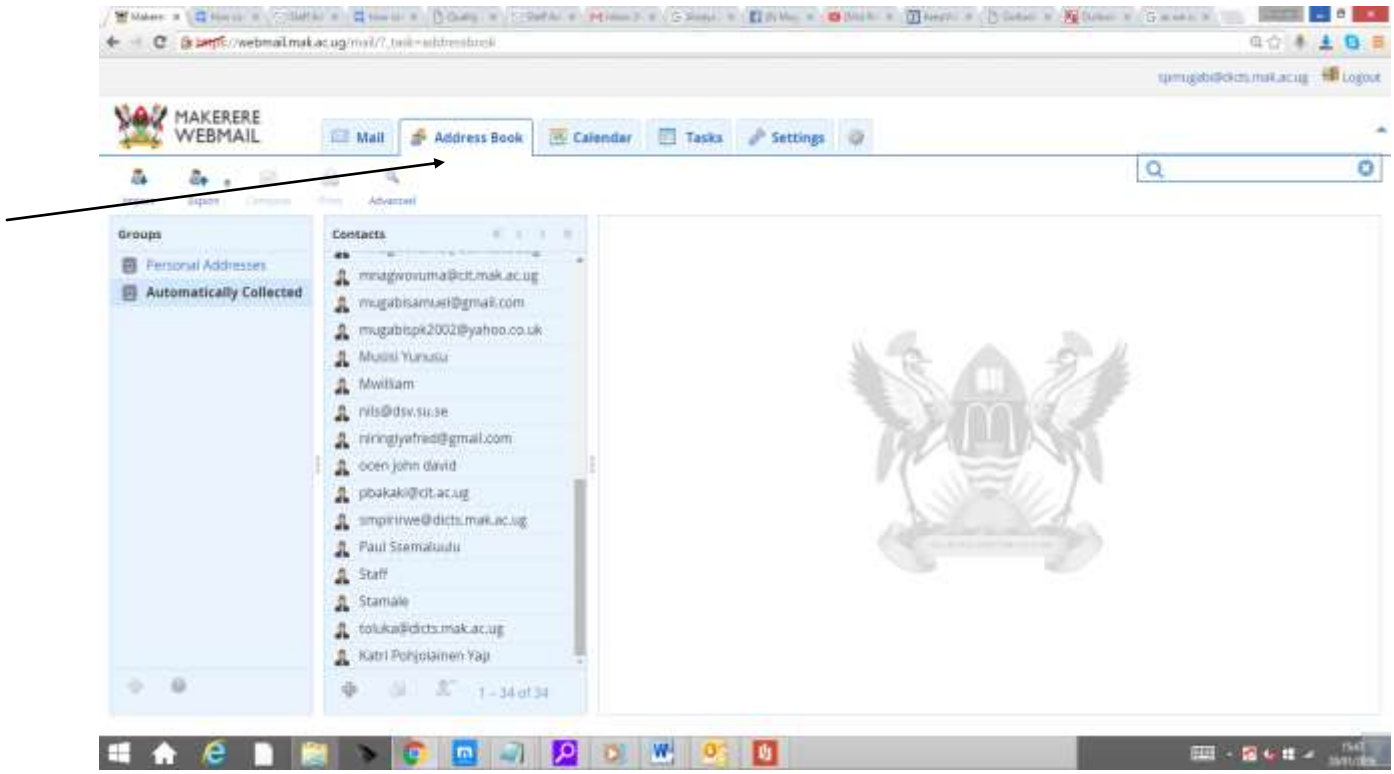
AUTO-ADDRESS FEATURE, IMPORTING CONTACTS FROM OUTLOOK AND GMAIL INTO MAK-WEBMAIL.

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



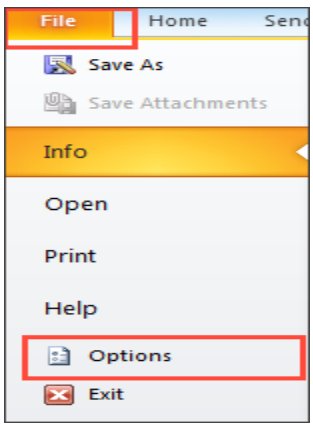
IMPORT CONTACTS FROM OUTLOOK TO WEBMAIL ADDRESSBOOK

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.

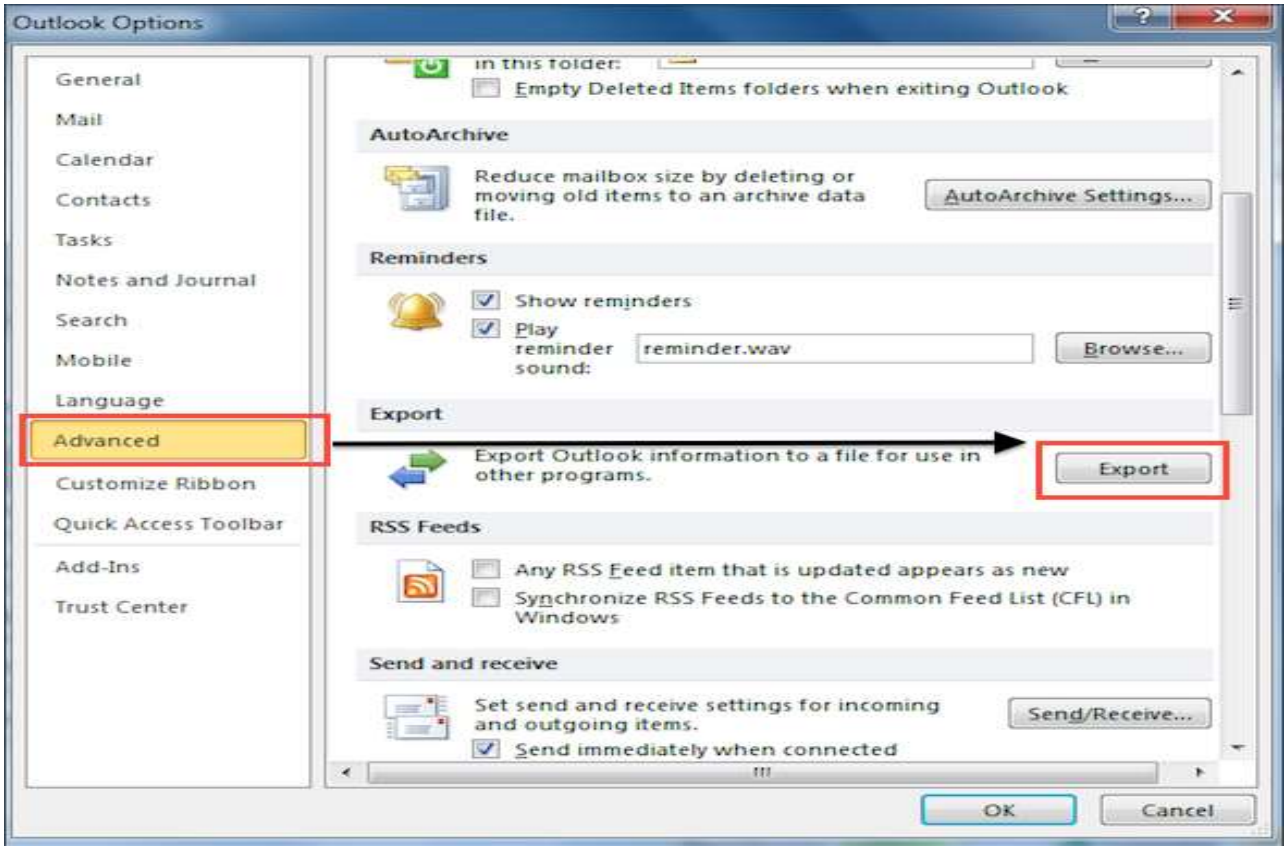
First you need to save your outlook contacts as Vcard or CSV (Comma Separated) format and then import them into the webmail address book.

To save your Outlook 2010 contacts follow the steps below.

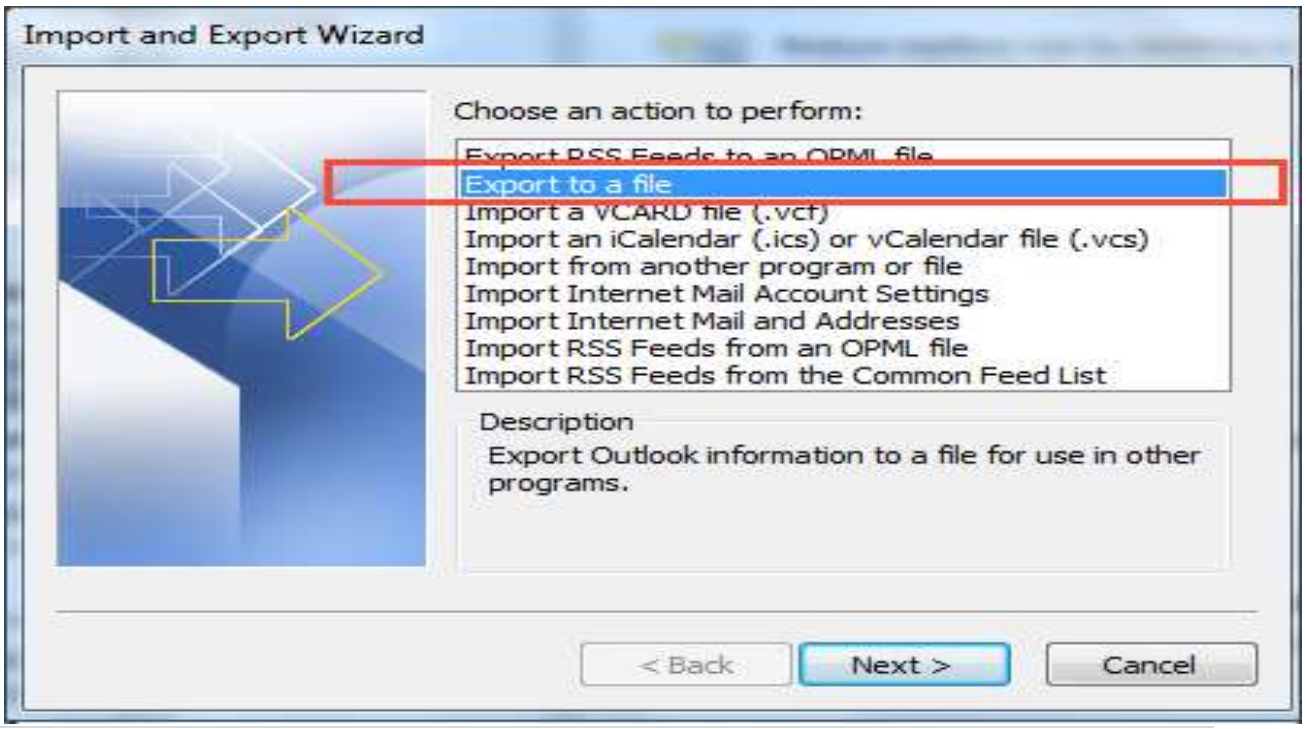
1. Open **Outlook 2010** and click **File > Options**.



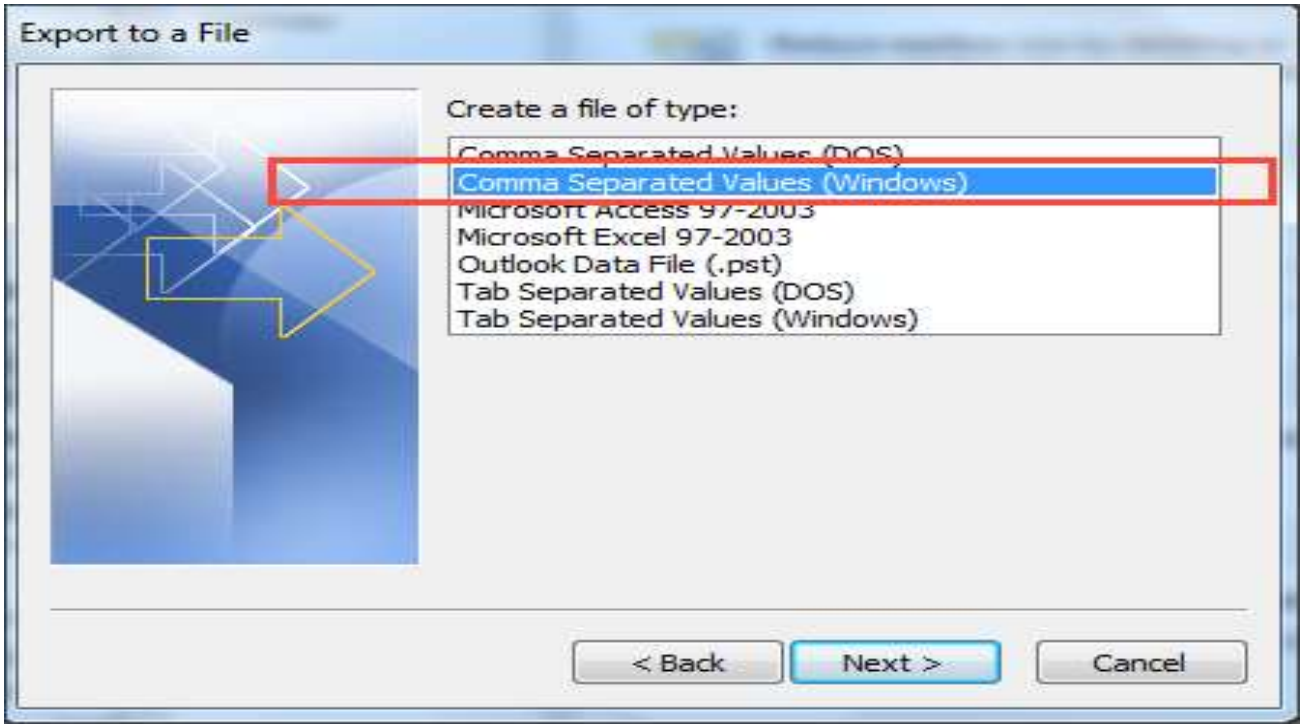
2. When the **Outlook Options** window opens, click **Advanced**. In the right pane, click the **Export** button.



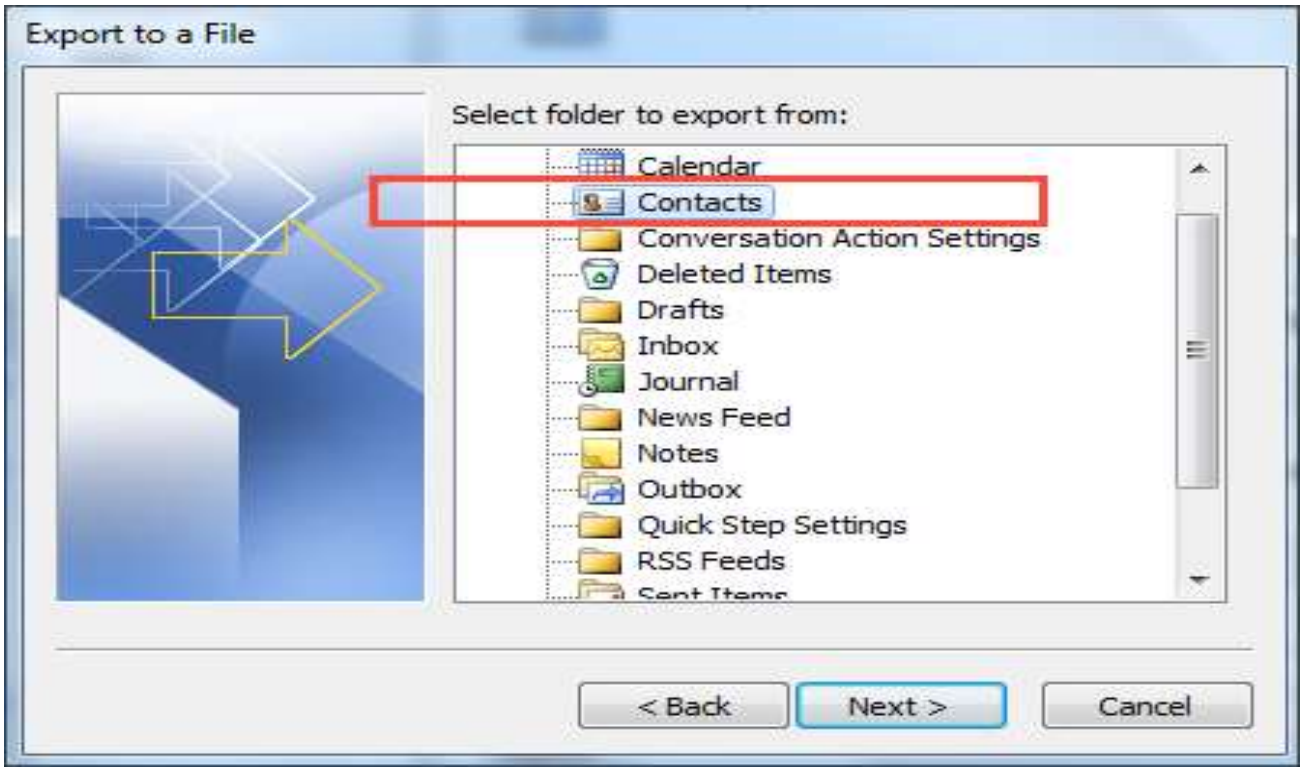
3. In the **Import and Export Wizard** window, select the **Export to a file** option, then click **Next**.



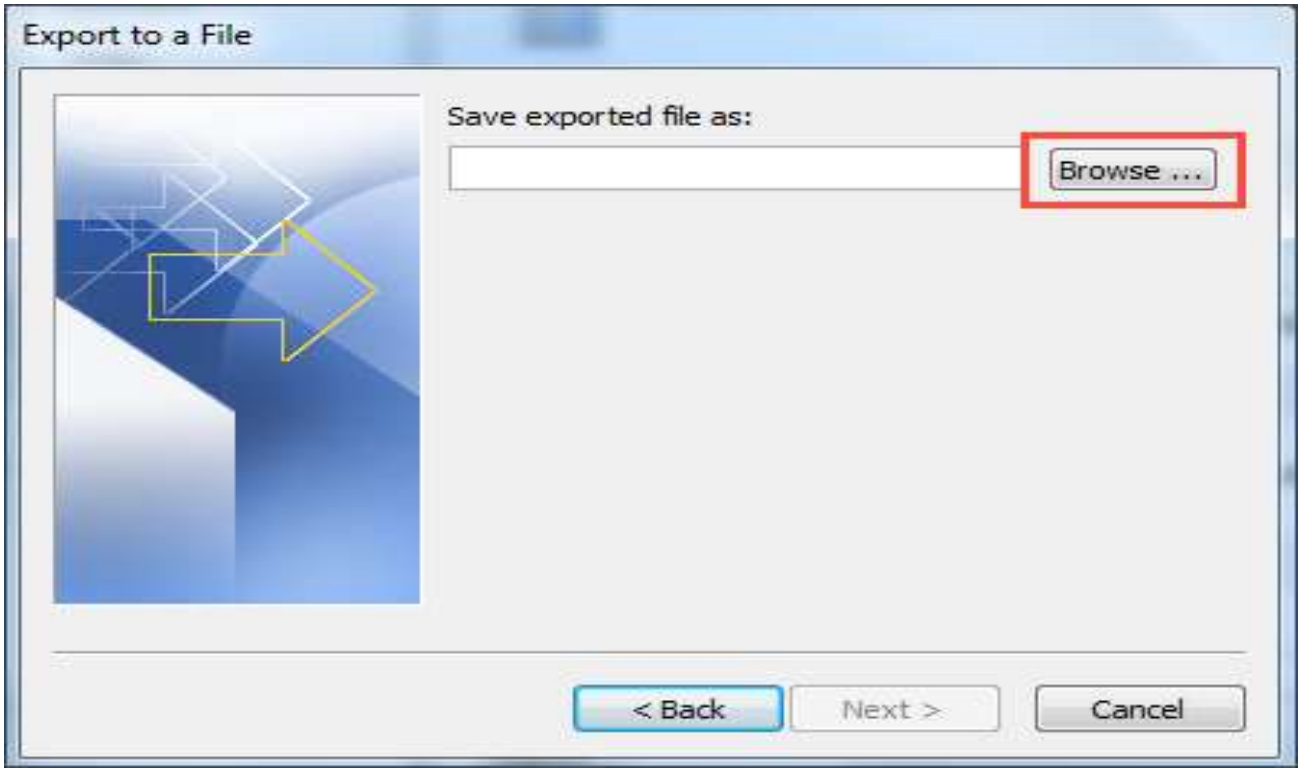
4. Under **Create a file of type:**, select the **Comma Separated Values (Windows)** option to create a CSV file.



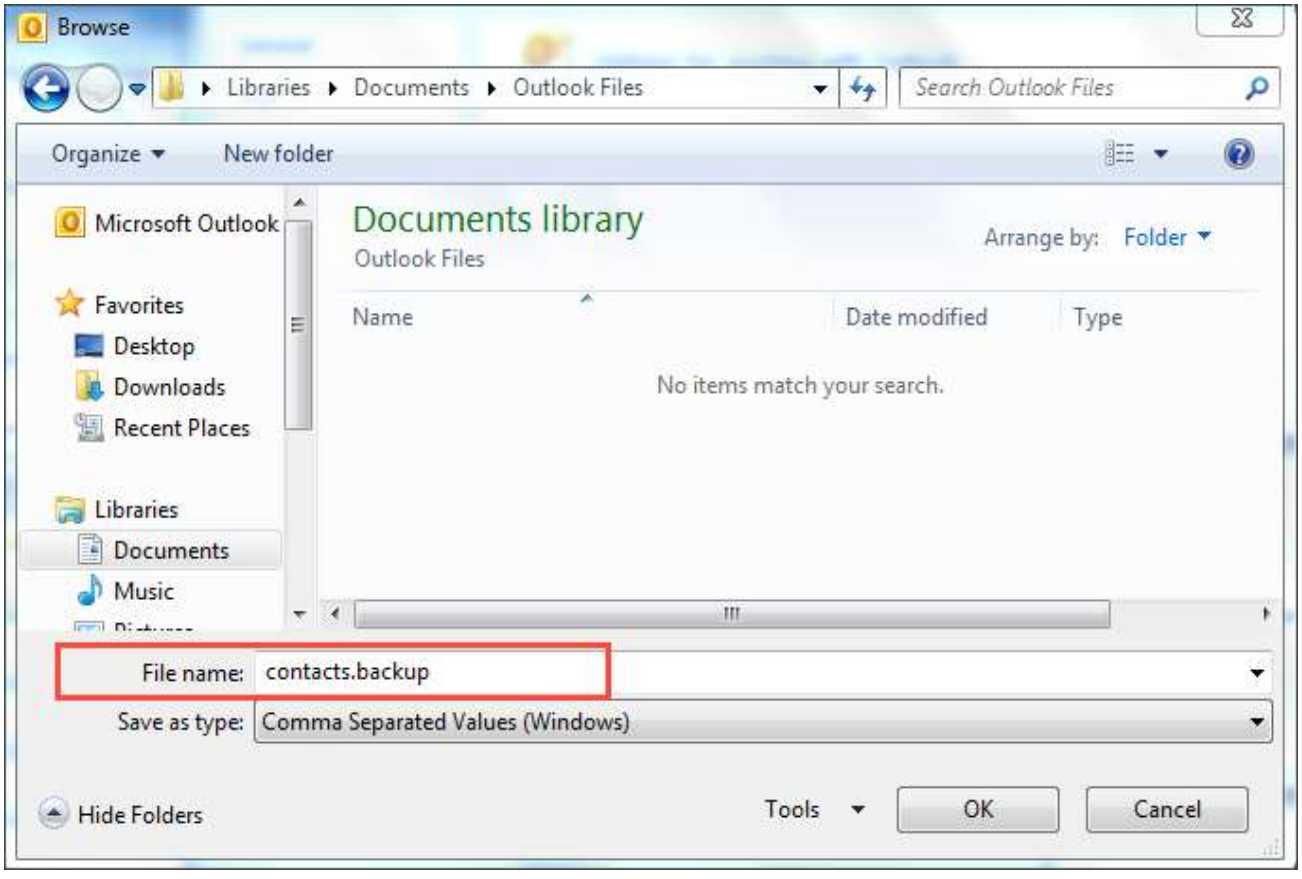
5. Under **Select folder to export from:**, select the **Contacts** folder you would like to export, then click **Next** to continue.



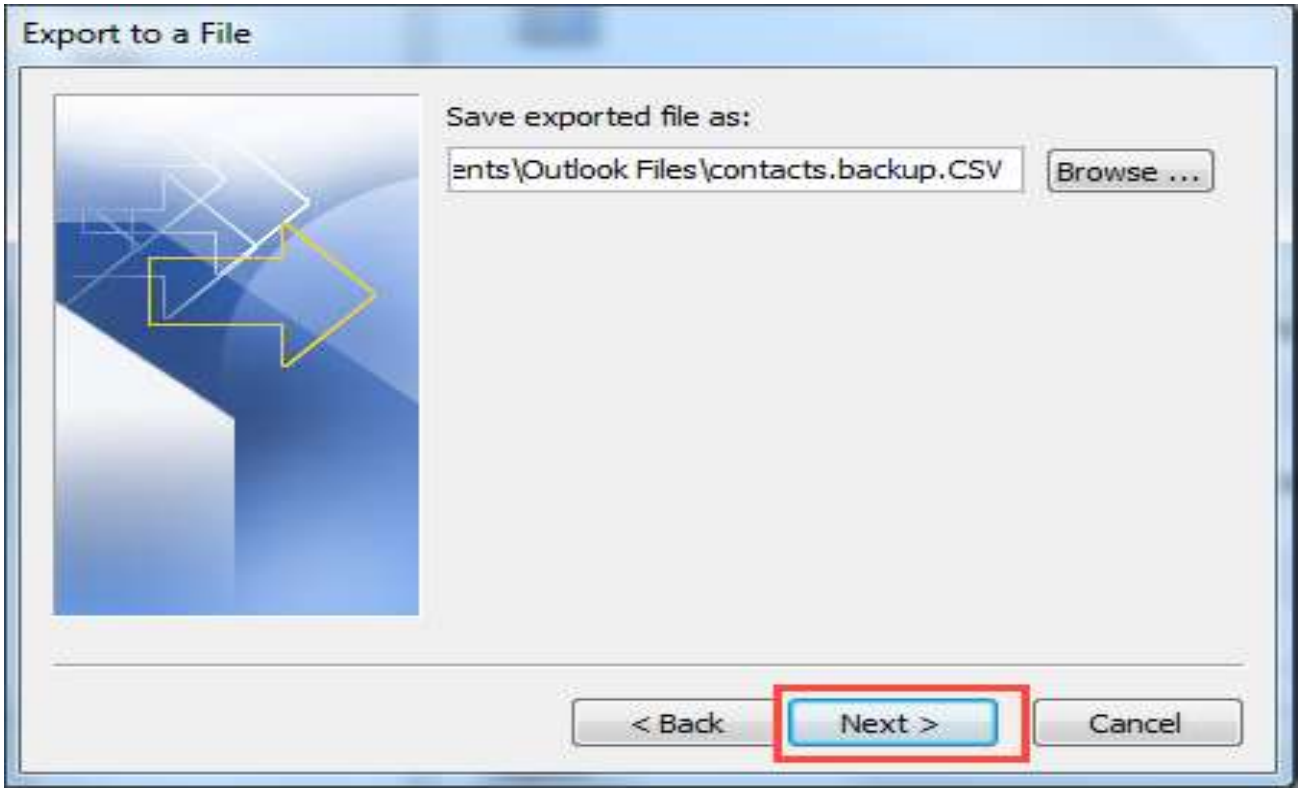
6. Under **Save exported file as**, click **Browse** to select a destination folder.



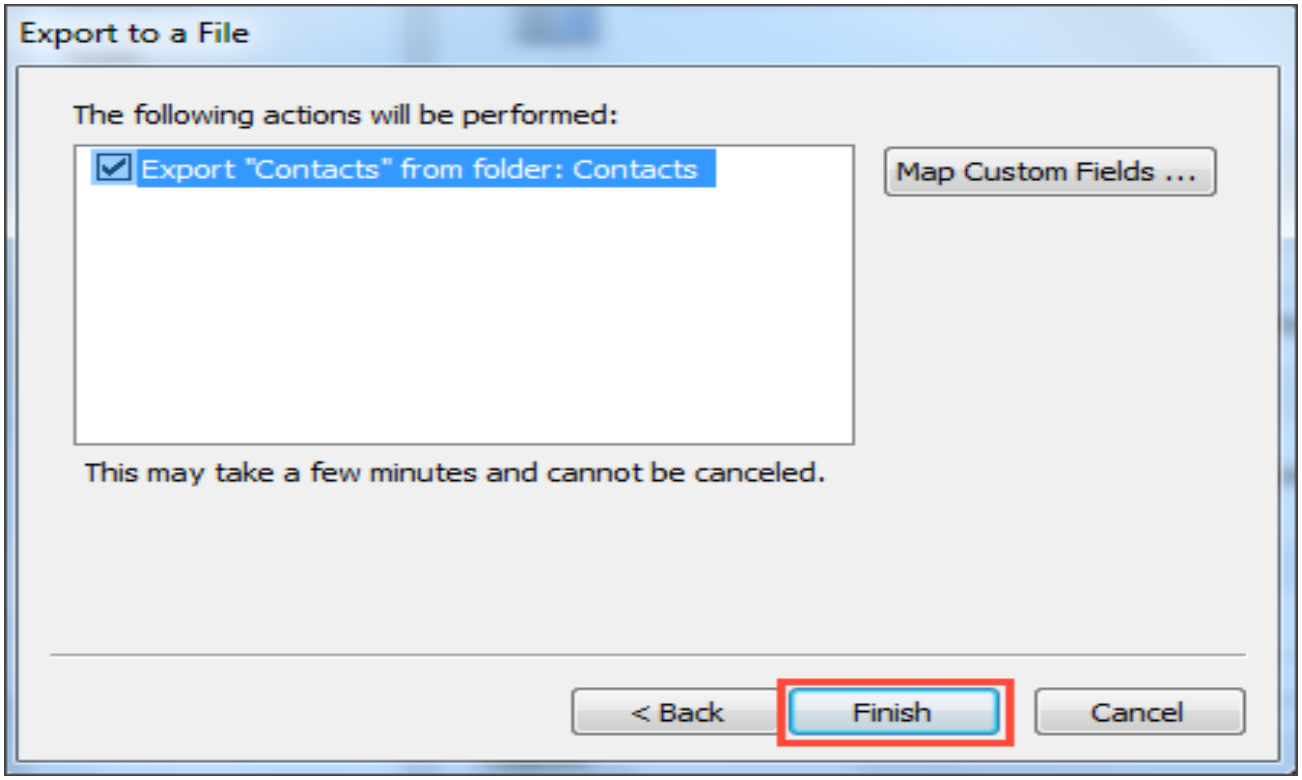
7. In the **File name:** box, type a descriptive name for your contacts file, then click **OK**.



8. Click **Next**.



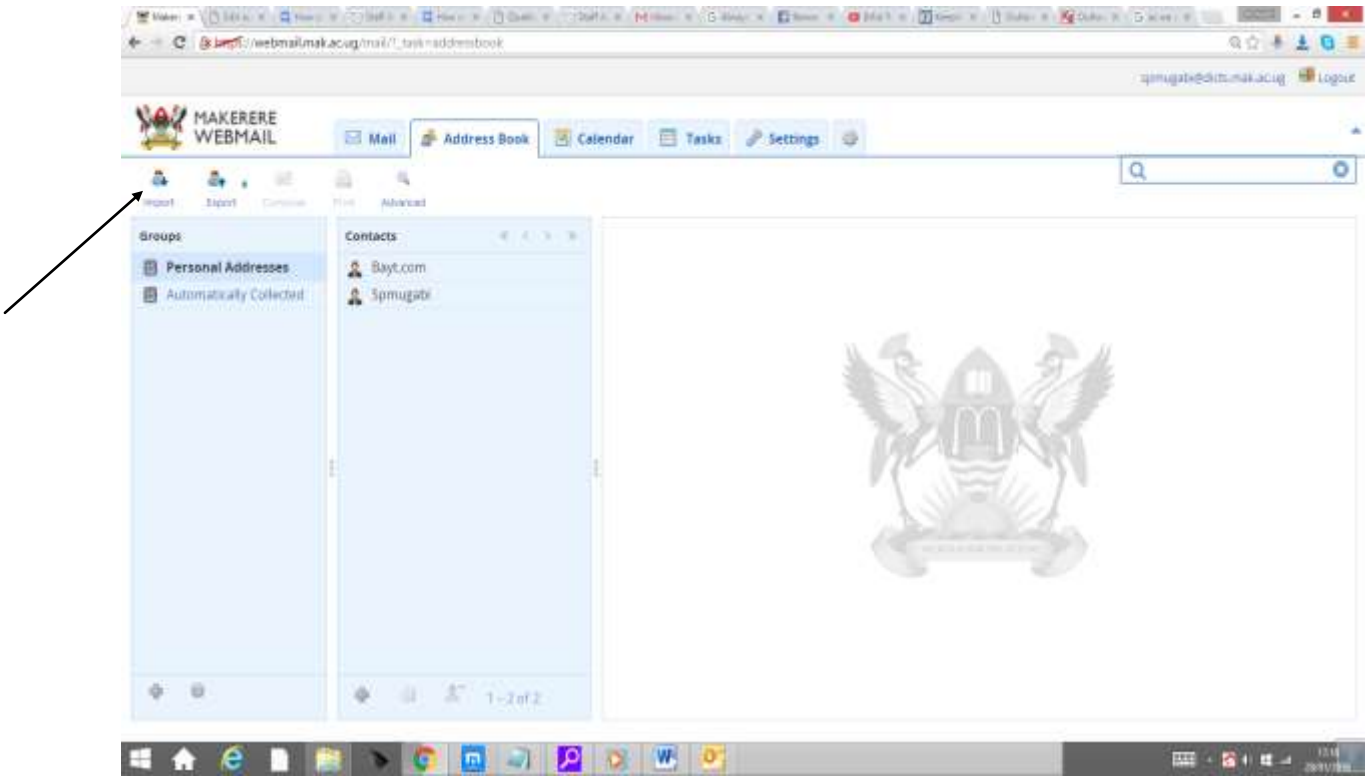
9. Complete the process by clicking **Finish**.



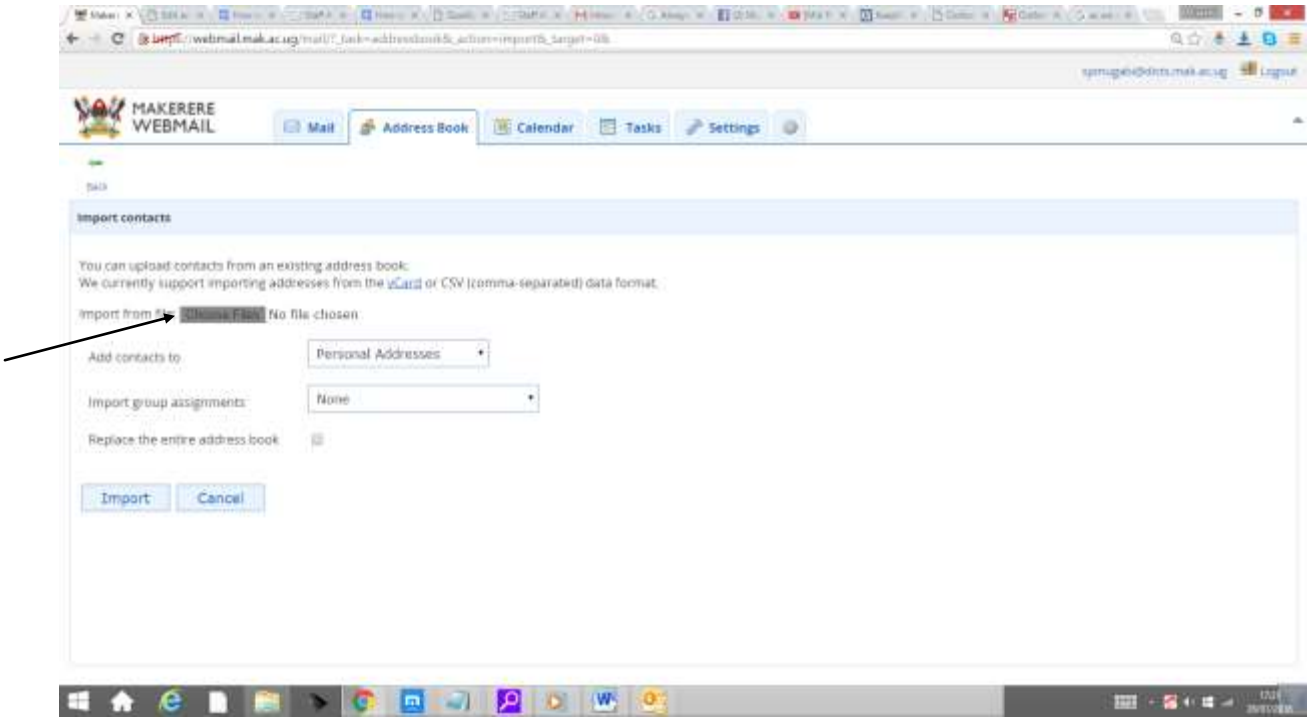
You have now exported your contacts to a file that will allow you to migrate your address book into another email client. (You can save the file on your desktop with a name you can easily remember).

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

Click "Address book" then click "Import"

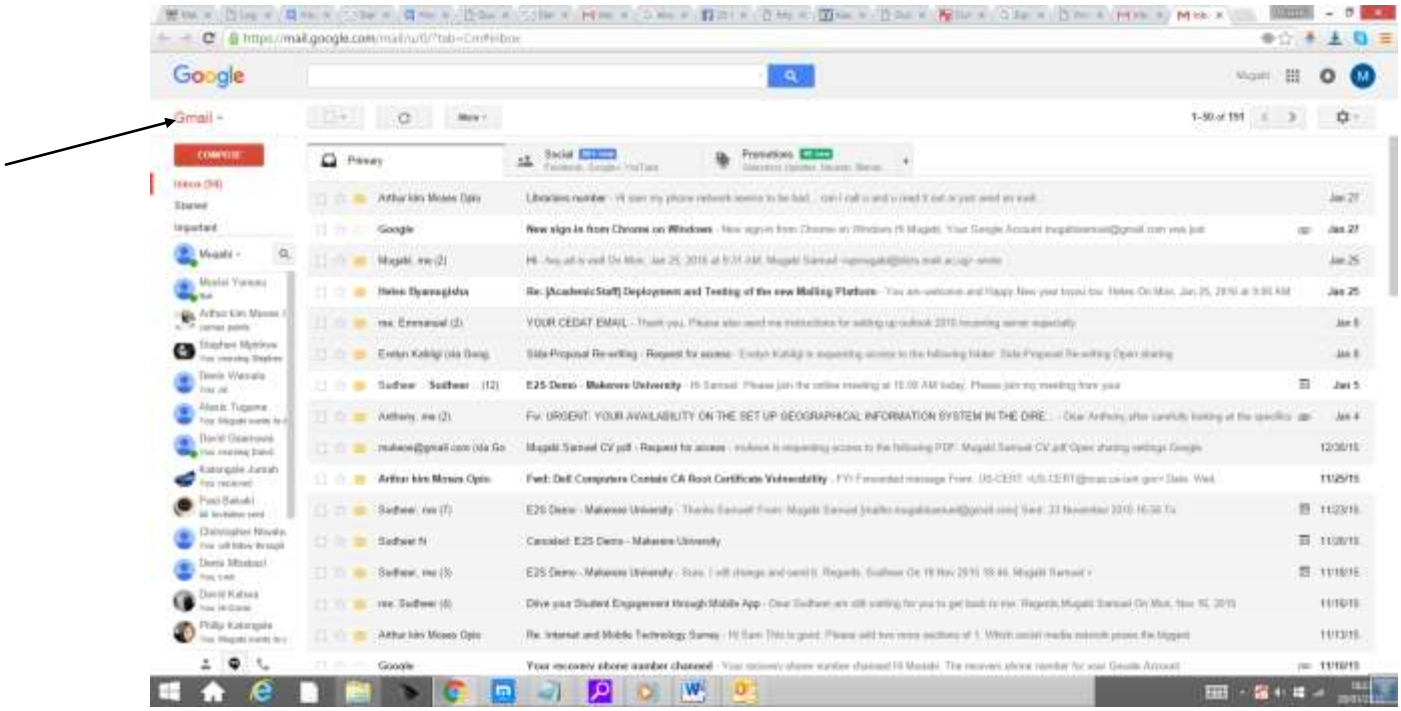


Click "**Choose Files**", and then select the .CSV file you saved on the Desktop and click on "**Import**" to import your Outlook contacts to either the "personal addresses" or "automatically collected" addresses which can also be selected in the same area.

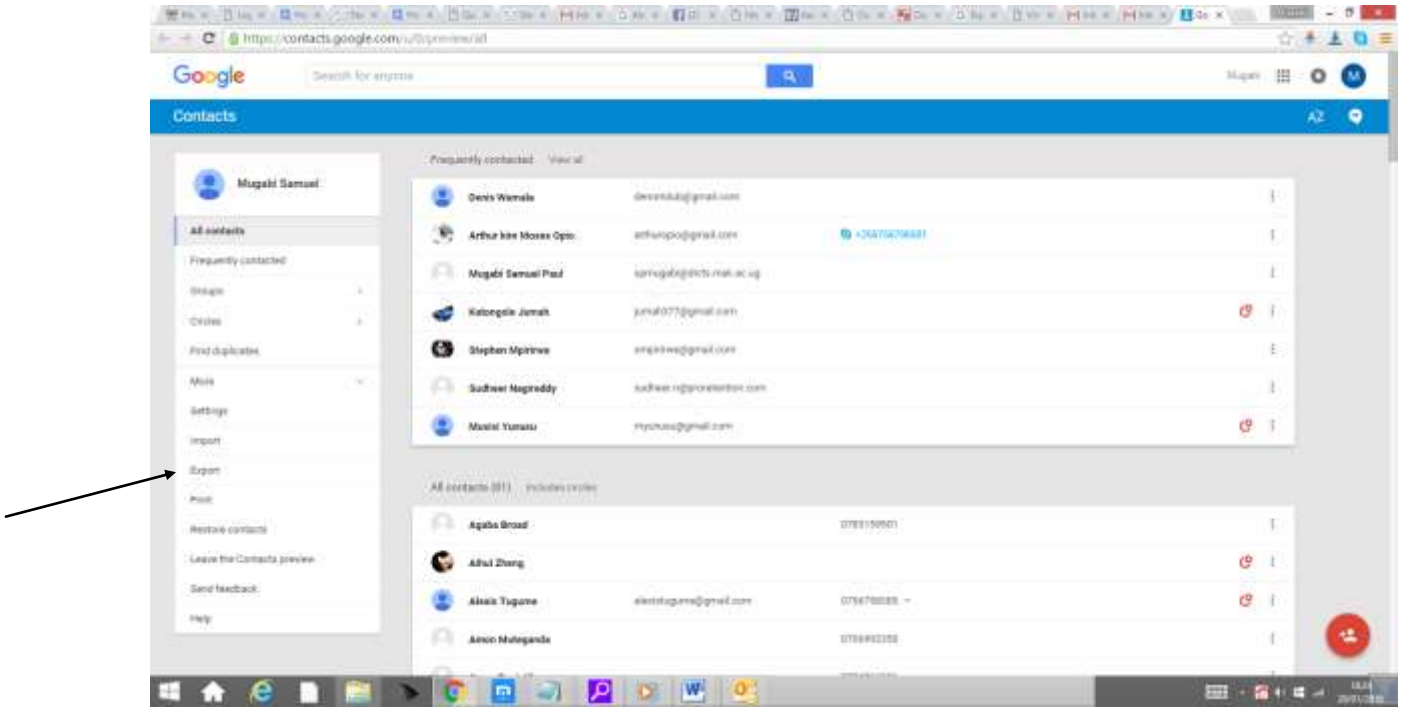


IMPORT CONTACTS FROM GMAIL TO WEBMAIL ADDRESSBOOK

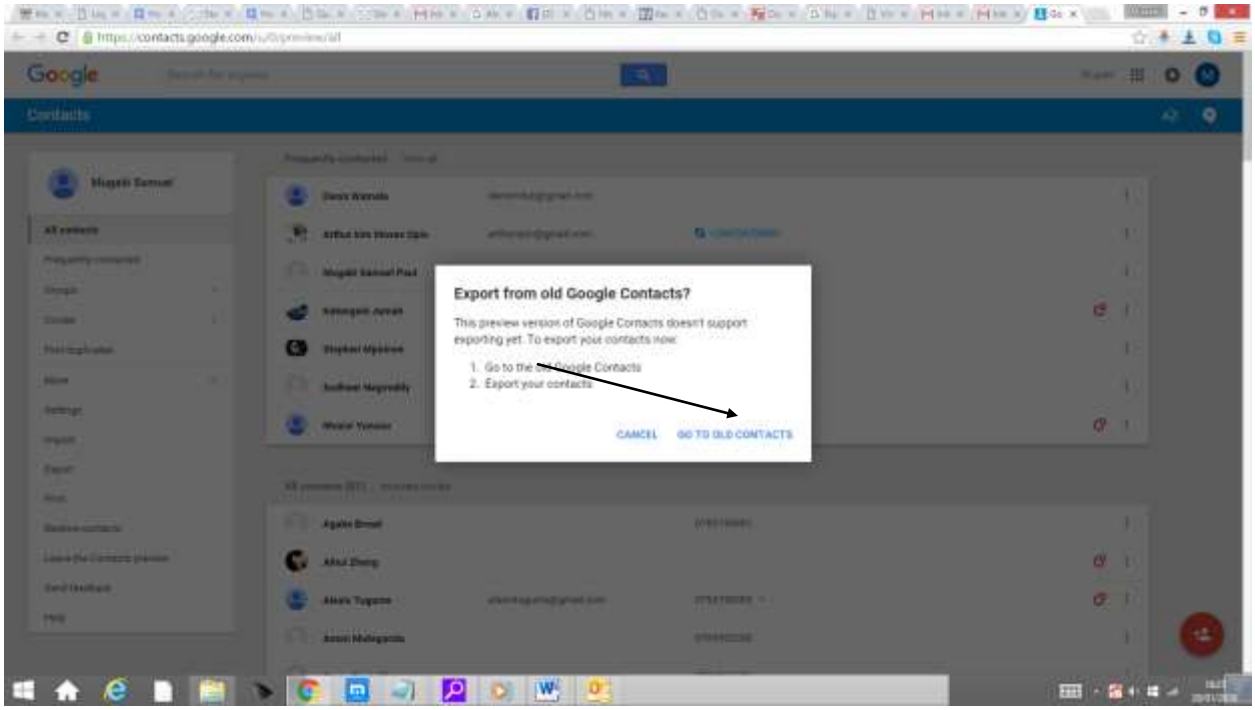
Log into your Gmail account and click on the arrow pointing down on "Gmail" as shown below.



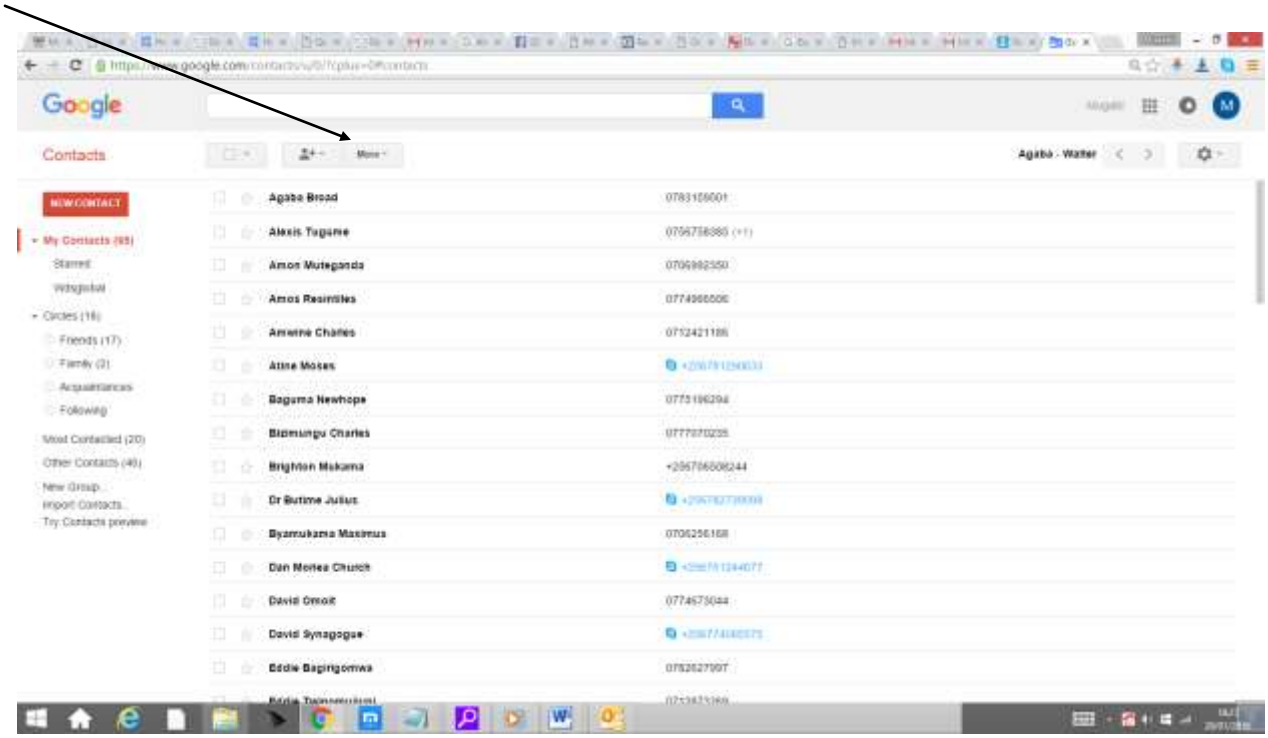
Select "**Export**" as shown below



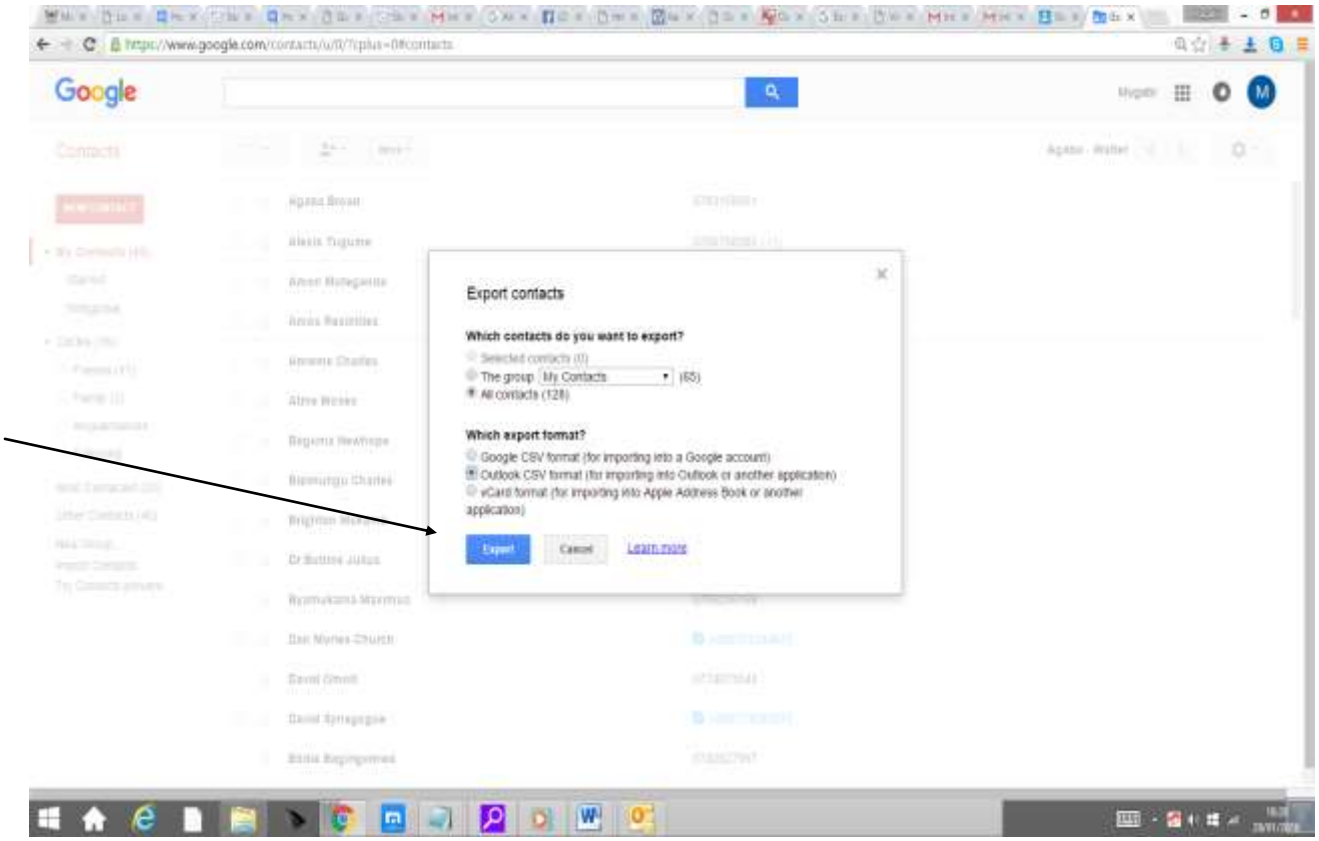
The newer version of Gmail doesn't support the "Export" feature so you might see the dialog box below from which you select "**Go to old contacts**" as shown below.



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



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.


Google
Export contacts
Which contacts do you want to export?
Selected contacts (0)
The group My Contacts (65)
All contacts (128)
Which export format?
Google CSV format (for importing into a Google account)
Outlook CSV format (for importing into Outlook or another application)
vCard format (for importing into Apple Address Book or another application)
Export
Cancel
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