

Transferring FirstClass Contacts to Office 365 Outlook

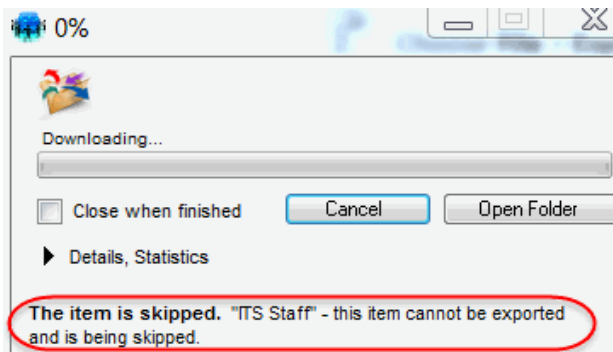
STEP 1: EXPORTING FROM FIRSTCLASS

Note: Mailing Lists for multiple individuals cannot be exported using this method.

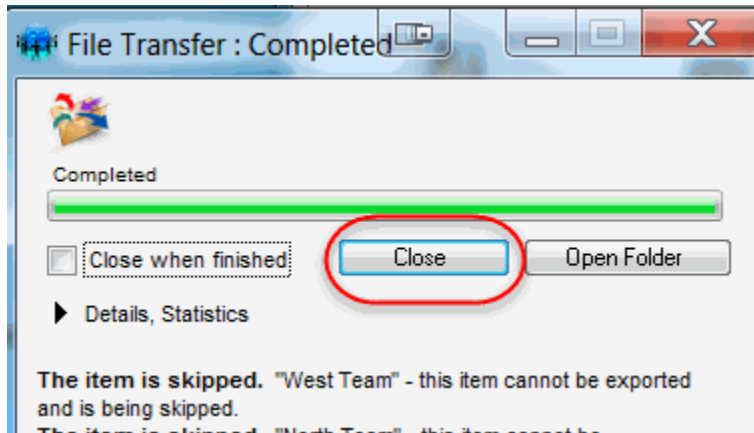
- From within **FirstClass**, open your **Contacts**.
- Choose **File > Export**.
- Click on **All contacts** for export.
- Choose **For use with Outlook (.csv)** as export format.



- Select the location (your Desktop) where you want the file to be saved and click **Save**.
- The transfer window will appear. If you have mail lists with multiple individuals, you will receive the following warning message indicating these items were skipped during the export.



- Click close and your contacts are now exported.



STEP 2: REVIEW THE .CSV SPREADSHEET IN EXCEL BEFORE IMPORTING CONTACTS INTO O365

- Make sure that all of the values for “email address” contain only the email address and not the first and last name of the person as well.
- Delete the row of any email address that has “, Internet”.
- Make sure that the names of your contacts are placed in the correct columns for First Name and Last Name.

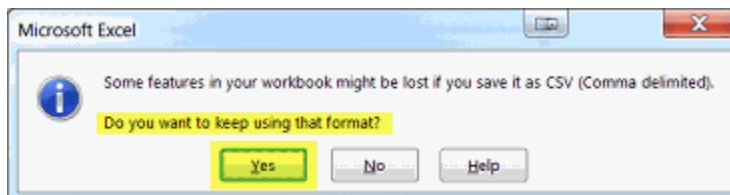
Sample Excel .csv export file

	A	B	C
1	First Name	Last Name	E-mail Address
2	Laine	Poirier	"Laine Poirier" <laine@sdsoftware.com>
3			
4	Mike	Lewros	lewros@limestone.on.ca, Internet
5			
6			

Remove the any information before the email address. The <> do not need to be removed

Delete the entire row of any email address the ends with ,Internet

- Save the spreadsheet. Click **Yes** to keep the .csv format.

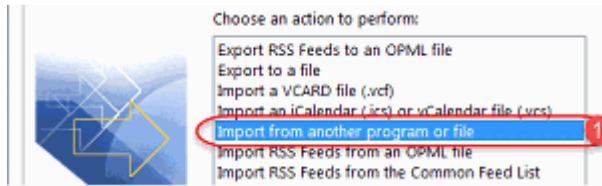


STEP 3: IMPORT CONTACTS INTO OUTLOOK

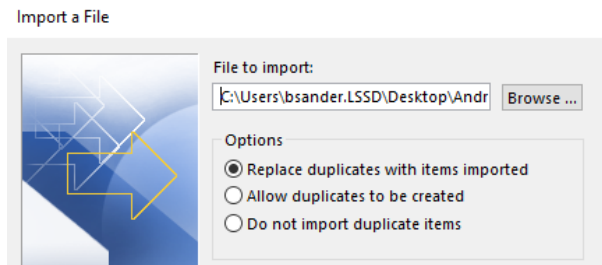
You can import your contacts by using a Windows computer that has Outlook 2016 installed on it.

- From within Outlook, click **File > Open & Export > Import/Export**. This starts the Import and Export Wizard.

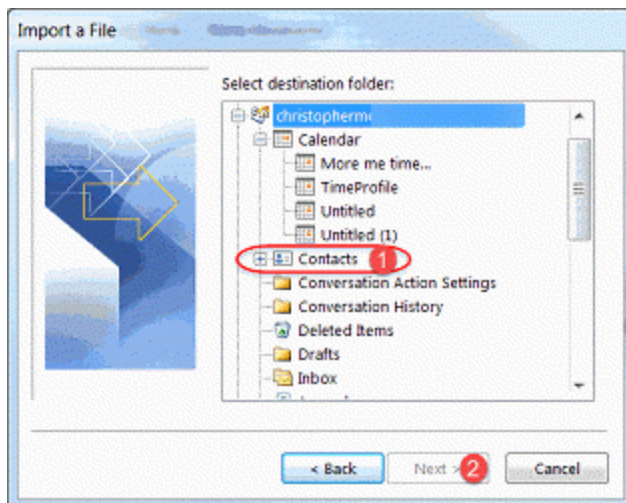
- Choose **Import from another program or file**, and then click **Next**.



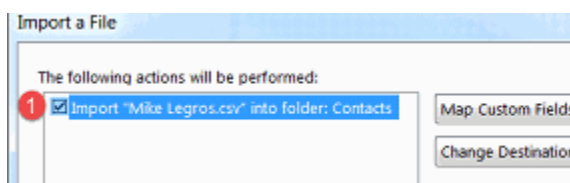
- Under **Select the file type to import**, choose **Comma Separated Values** and then click **Next**.
- Browse to the .csv file you want to import (created in Step 1). Under **Options**, choose **Replace duplicates with items imported**.



- Choose the destination folder for your contacts. **Contacts** should be selected by default, but if it's not, scroll up or down until you find it. Click **Next**.



- Make sure the check box next to **Import "MyContacts.csv"** (assuming that's your file name) is selected. Click **Finish**.



Your contacts are now imported.