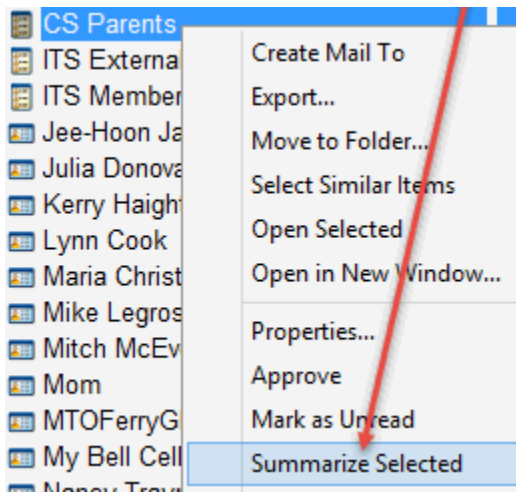


Transferring FirstClass Mail Lists to Office 365 Outlook

- This document explains how to move over your Mail Lists. Moving over your Individual Contacts should be done before moving your Mail Lists, in a separate process (explained in “How-to: Transfer FirstClass Contacts to Office 365 Outlook” found on our website).
1. From within **FirstClass**, open your **Contacts**. Click on the mailing list you wish to export.



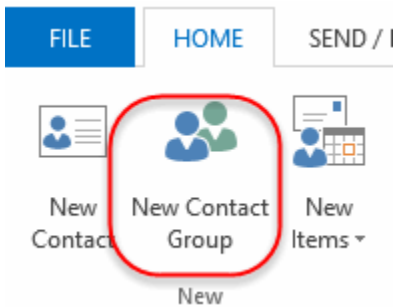
2. Right-click on the icon and select **Summarize Selected** from the drop-down menu.



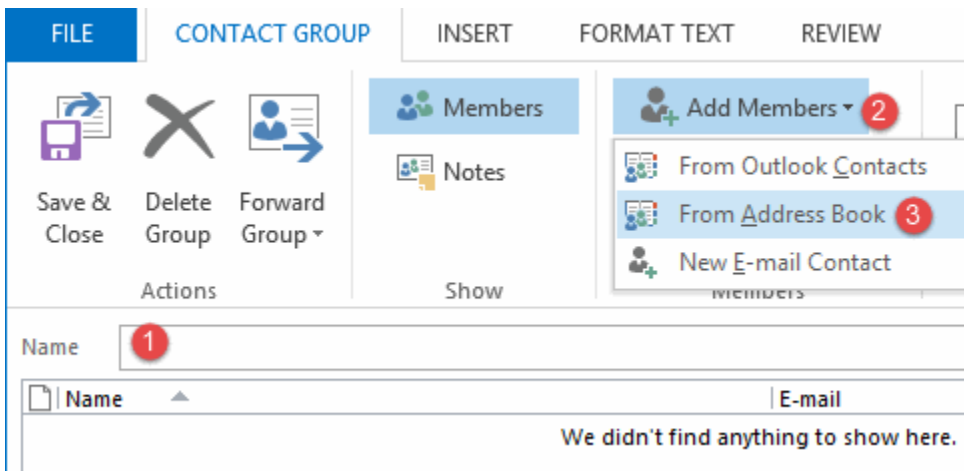
3. A new window will appear with a list of email addresses that you have associated with the mail list. **Highlight the list of addresses and copy them.**



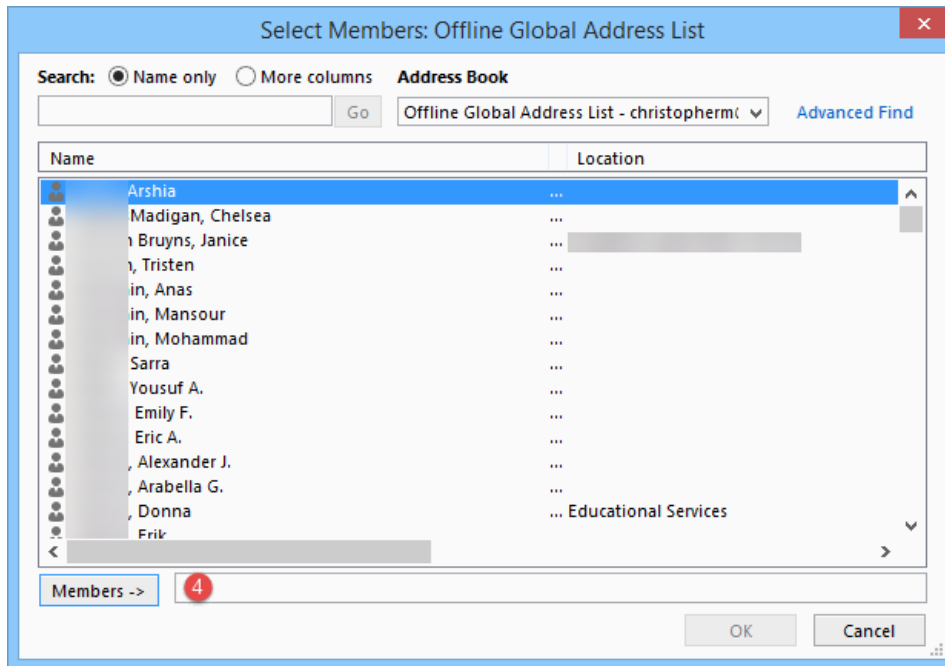
4. Open Outlook 2016 on your computer and click on **People** found in the bottom left-hand corner of your screen next to the Mail, and Calendar buttons. Then click on the **New Contact Group** icon in the upper left-hand corner.



5. Type the desired name for your group into the **Name** field of the new contact group window that opens. Click **Add Members > From Address Book**.



- The **Select Members: Global Address List** window will appear. Click in the white space to the right of the **“Members”** button, and press **Ctrl + V** or right-click and paste to add the list of members that you copied from your FirstClass mailing list.



- Click **OK**. You will see a list of all the contacts.
- Click **Save & Close** in the top-left corner to save your mailing list.