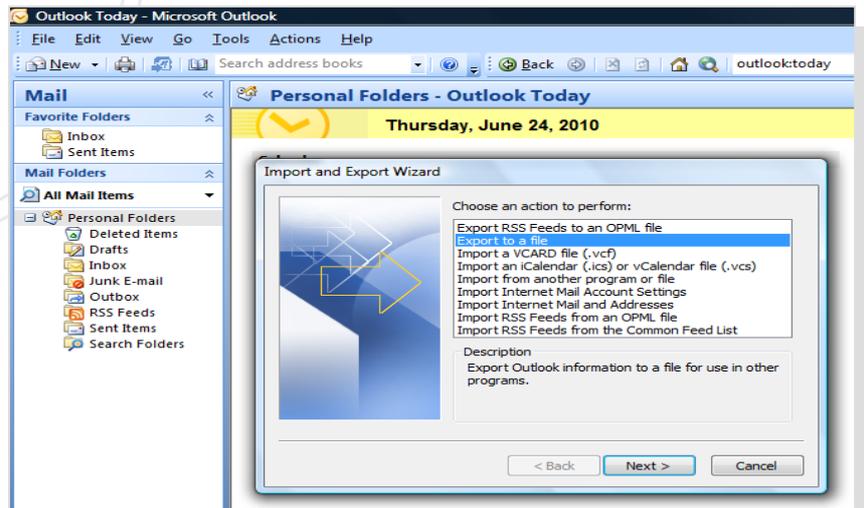


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## Exporting E-mail Addresses from Outlook to "My Lists"



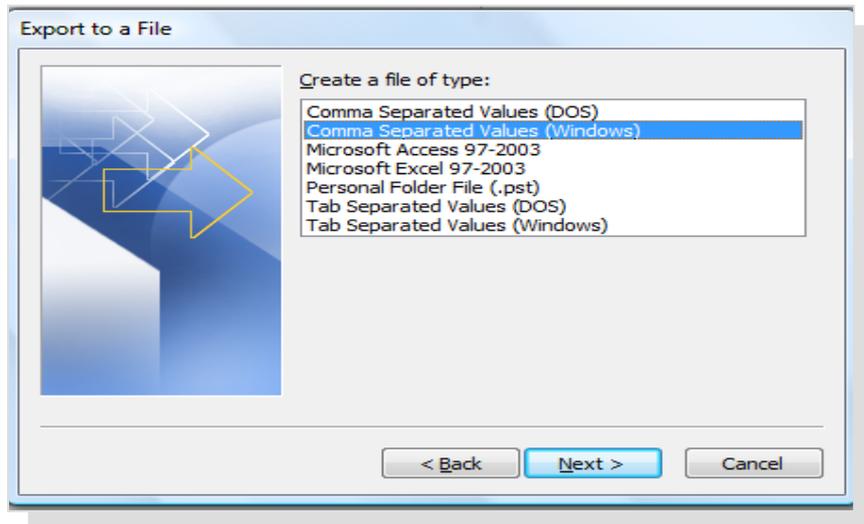
1 – Open Microsoft Outlook

1A. Go to File

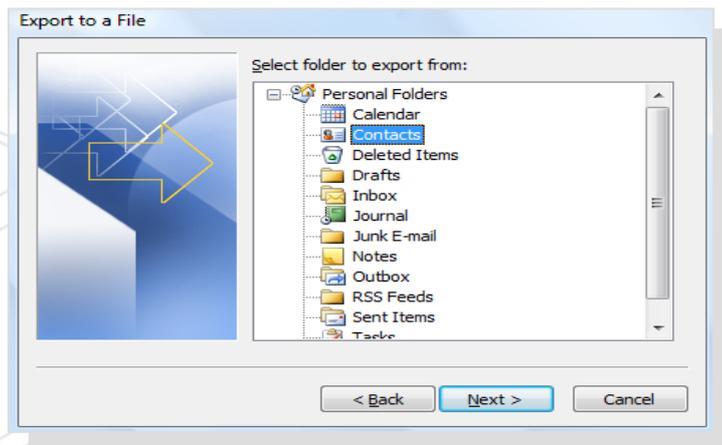
1B. Import and Export

1D. Export to a file

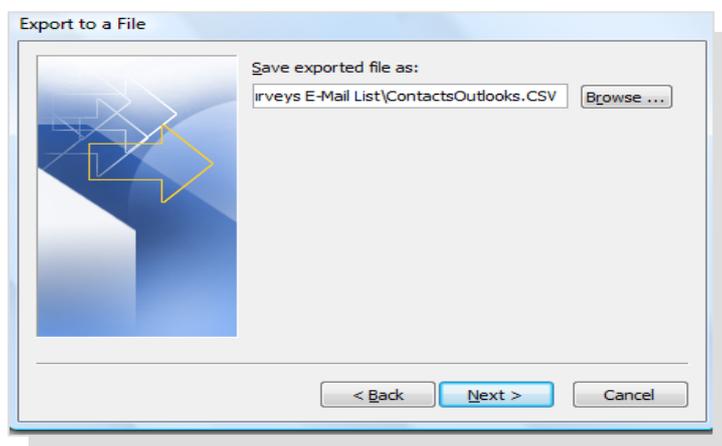
1E. Next



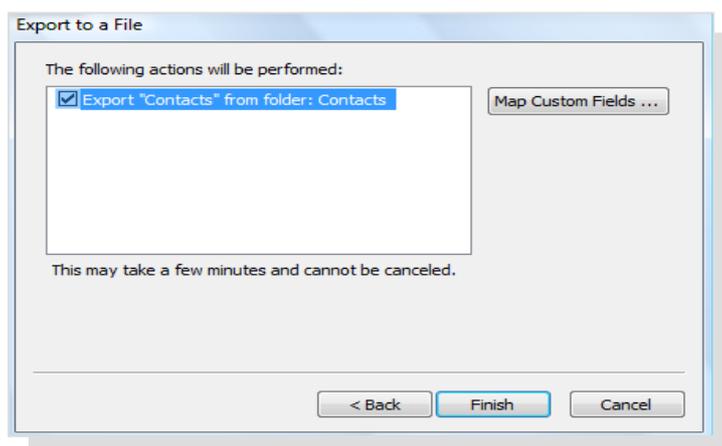
2 – Select "Comma Separated Values" and click on "Next"



3 – Choose “Contacts” and click “Next”



4 – Select the location where the file will be saved and click “Next”



5 – Make sure “Export Contacts” is selected, then click on “Finish”