



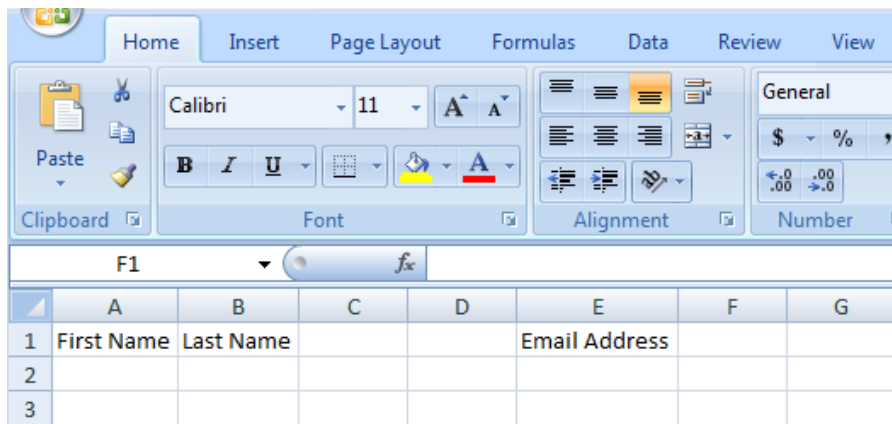
## Importing/Exporting the Extension Email Address Book

### *Saving data as a CSV file*

When importing data into the address book, the file needs to be saved as a CSV file. In order for it to import correctly, the data needs to be in a certain order by column heading. Follow the instructions below to learn the correct order and to save the file as a CSV.

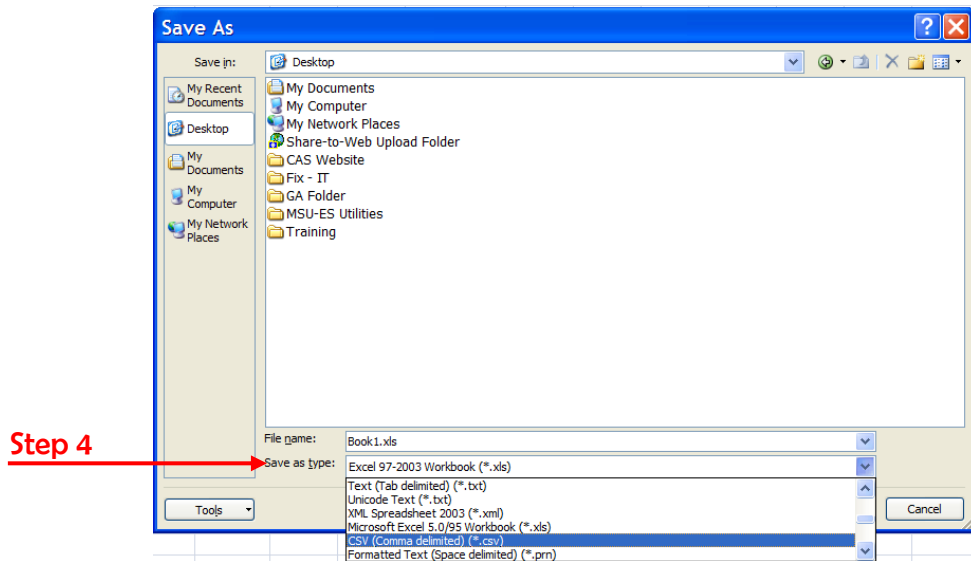
**Step 1:** Open Microsoft Excel.

**Step 2:** The columns should be in this order: first name, last name, blank, blank, email address. Blank indicates no data needs to be in those cells.



**Step 3:** After entering the data in the respective column, save the Excel spreadsheet by **left-clicking** the Office button. **Left-click** Save As.

**Step 4:** In the Save as type box, choose comma separated value (CSV).



**Step 5:** Give the file a name and **left-click** Save.





# ResourceCenter

COMPUTER APPLICATIONS AND SERVICES

## Importing Email Addresses

Step 1: Log in to your Extension email account. Enter your Extension username and Extension password and **left-click** Log In.

Step 2: **Left-click** Address Book.

Step 3: **Left-click** Import/Export.

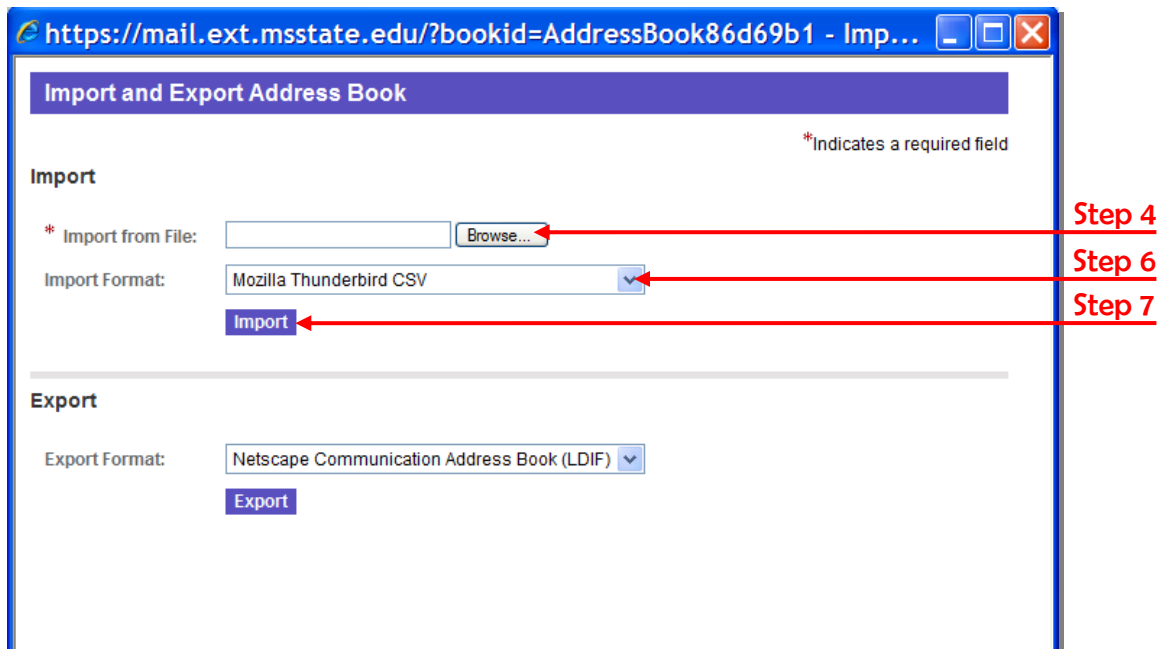


Step 4: **Left-click** Browse from Import from File menu. Navigate to the saved file.

Step 5: **Left-click** the file name. **Left-click** Open.

Step 6: **Left-click** Mozilla Thunderbird CSV from the Import Format drop down menu.

Step 7: **Left-click** Import.



Step 8: You will receive a message stating the cards (addresses) were successfully imported. **Left-click** Close.





## Exporting Email Addresses

Step 1: Log in to your Extension email account.

Step 2: Enter your Extension username and Extension password. **Left-click** Log In.

Step 3: **Left-click** Address Book.  
**Left-click** Import/Export.



Step 4: Under the Export section, **left-click** the Export Format down arrow.

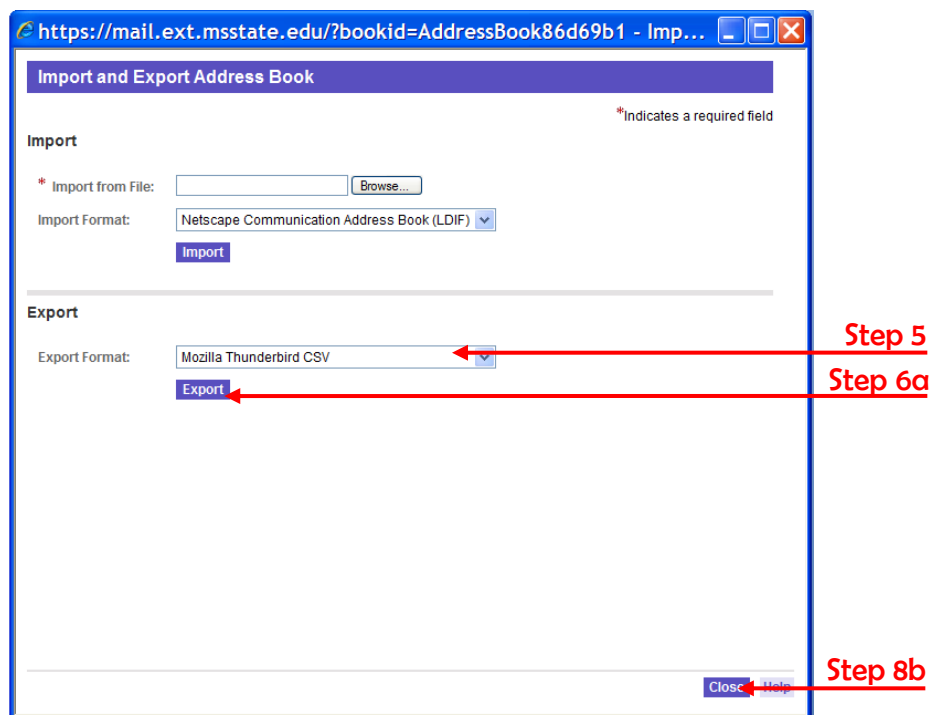
Step 5: **Left-click** Mozilla Thunderbird CSV.

Step 6: **Left-click** Export. **Left-click** Save.

Step 7: Verify the Save In location is your My Documents folder. Give the file a name.

Step 8: **Left-click** Save. **Left-click** Close.

Step 9: Exit Extension Webmail.



Still can't fix it? Email the CAS Resource Center at [fixit@ext.msstate.edu](mailto:fixit@ext.msstate.edu)

