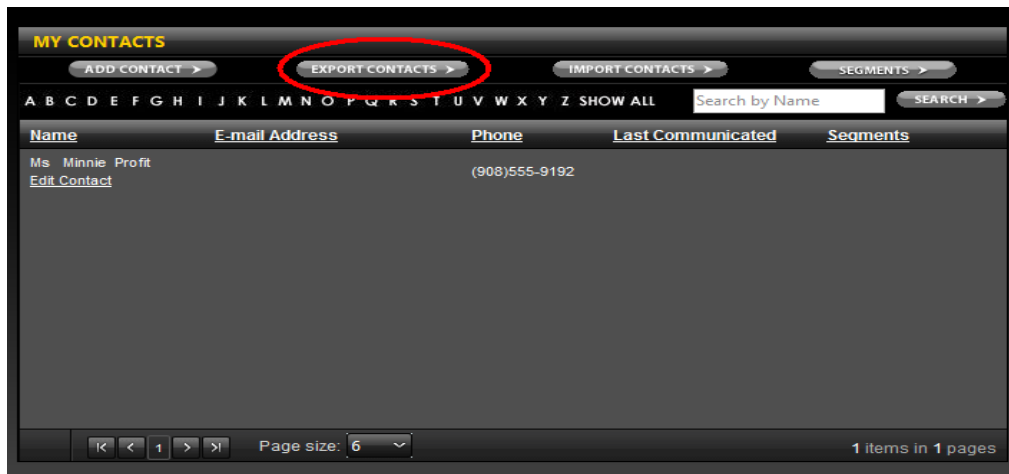


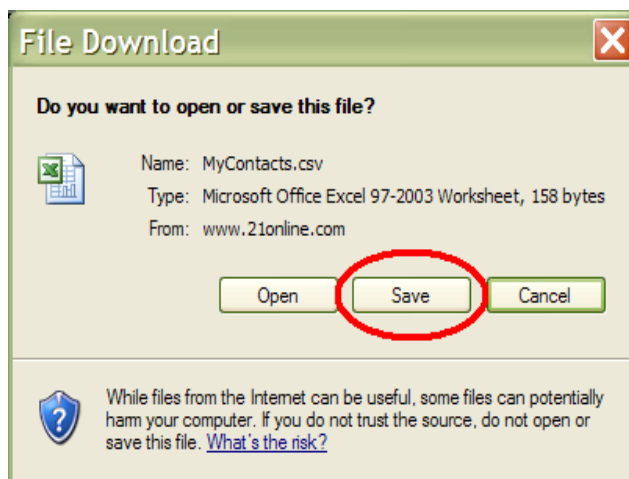
Exporting & Importing MY CONTACTS List on 21Online

Exporting

- Click on **EXPORT CONTACTS**

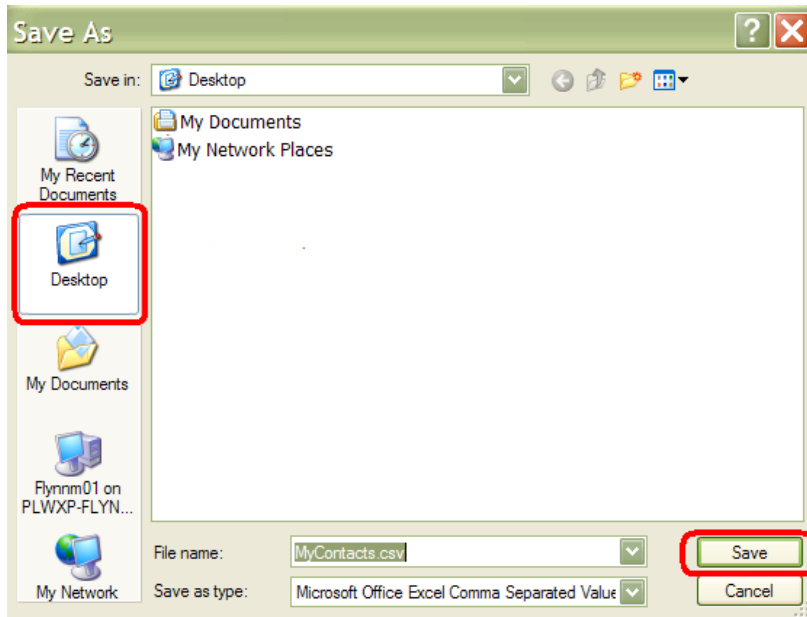


- Click on **SAVE**



Exporting & Importing MY CONTACTS List on 21Online

- Click **SAVE (DESKTOP)**. File will save as a .CSV file - MyContact.csv



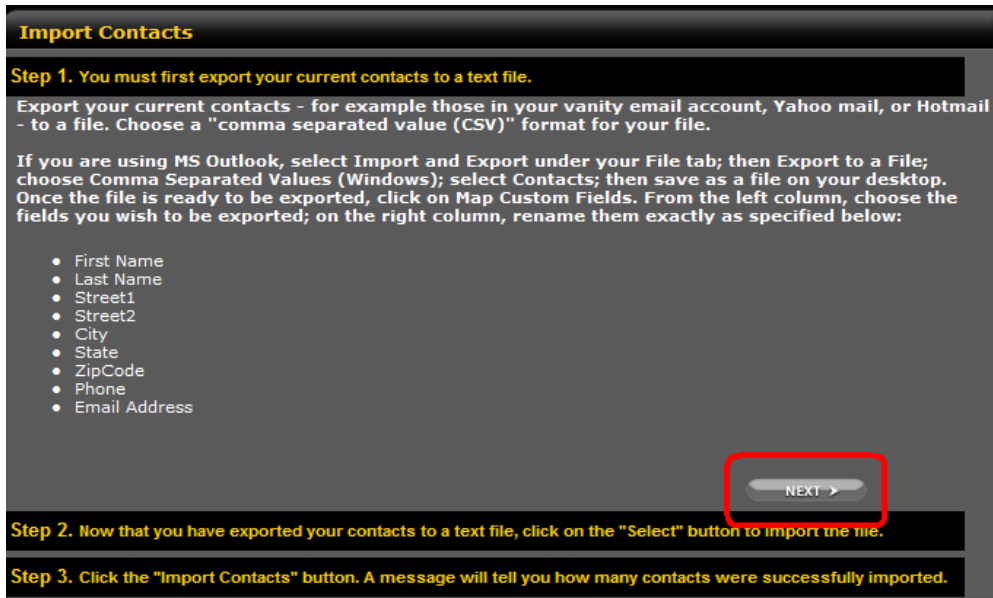
IMPORTING (from Desk Top)

- Click on **IMPORT**.



Exporting & Importing MY CONTACTS List on 21Online

- Click **NEXT**



Import Contacts

Step 1. You must first export your current contacts to a text file.

Export your current contacts - for example those in your vanity email account, Yahoo mail, or Hotmail - to a file. Choose a "comma separated value (CSV)" format for your file.

If you are using MS Outlook, select Import and Export under your File tab; then Export to a File; choose Comma Separated Values (Windows); select Contacts; then save as a file on your desktop. Once the file is ready to be exported, click on Map Custom Fields. From the left column, choose the fields you wish to be exported; on the right column, rename them exactly as specified below:

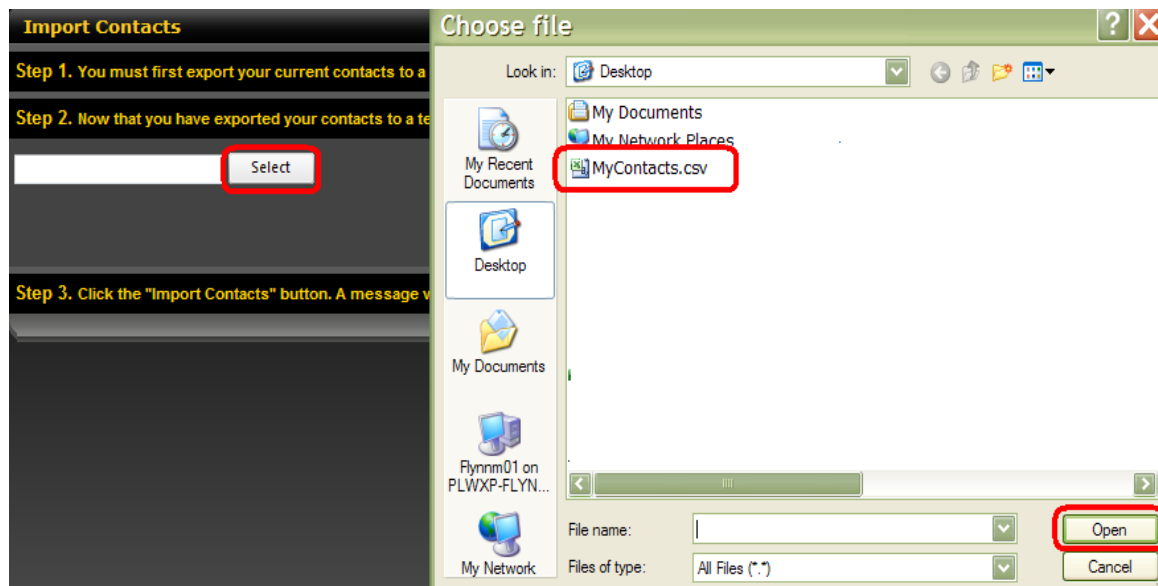
- First Name
- Last Name
- Street1
- Street2
- City
- State
- ZipCode
- Phone
- Email Address

Step 2. Now that you have exported your contacts to a text file, click on the "Select" button to import the file.

Step 3. Click the "Import Contacts" button. A message will tell you how many contacts were successfully imported.

NEXT >

- Click **SELECT** and locate the file MyContacts.csv. Click **OPEN**



Import Contacts

Step 1. You must first export your current contacts to a text file.

Step 2. Now that you have exported your contacts to a text file, click on the "Select" button to import the file.

Step 3. Click the "Import Contacts" button. A message will tell you how many contacts were successfully imported.

Select

Choose file

Look in: Desktop

- My Documents
- My Network Places
- MyContacts.csv**

File name:

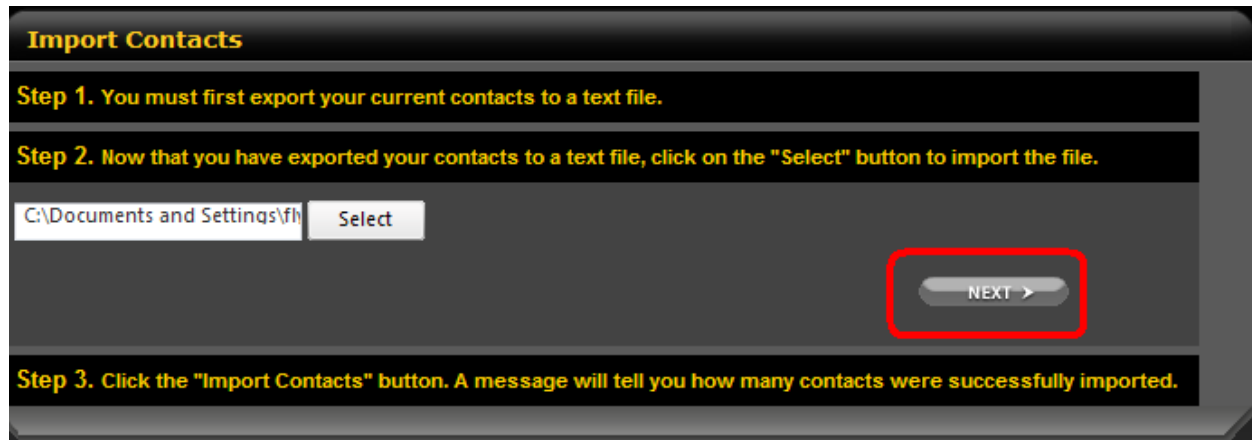
Files of type: All Files (*.*)

Open

Cancel

Exporting & Importing MY CONTACTS List on 21Online

- Click on **NEXT**.



Confirmation Screen will appear with a list of contacts that were successfully loaded

