## **Exporting personal contacts from Convergence**

Before performing these steps, be sure to log into Convergence Webmail at http://webmail.metrolibrary.org



Step 1. Click on Address Book in Left Pane **①**.

Step 2. Click on the Personal Addressbook 1 and then click the icon highlighted below 2 and select Export from the drop-down options 3.



Step 4. Choose Microsoft Outlook CSV as the format  $\mathbf{0}$ .

Export contacts from Address Book		
Export format	vCard3.0	•
	vCard3.0	
	vCard2.1	
	Mozilla/Thunderbird LDIF	
	Microsoft Outlook CSV 🚺	

## **Exporting personal contacts from Convergence**

Step 5. Choose Save as  $\mathbf{0}$  when the dialog box below appears.

Nha	at do you want to do with export.csv?
rom	: webmail.metrolibrary.org
÷	Open The file won't be saved automatically.
<del>)</del>	Save
4	Save as 1

Step 6. When the new window opens, select a location to save your file. Choose a name, such as export. ①. Most of you will not see the "csv" extension. Just be sure the "Save as type" has **Microsoft Excel Comma Separated Values File** (\*.csv) selected. Then click Save ②. Be sure to save the file somewhere easy to remember, you will need to find this file when importing the contacts back into Office 365.

File name: Save as type:	export.csv 1 Microsoft Excel Comma Separated Values File (*.csv)	~
de Folders	2 Save Cancel	