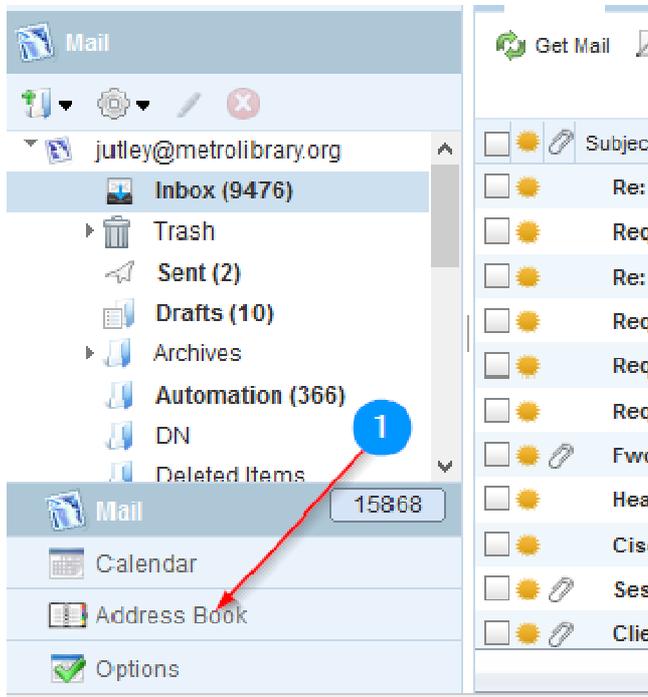


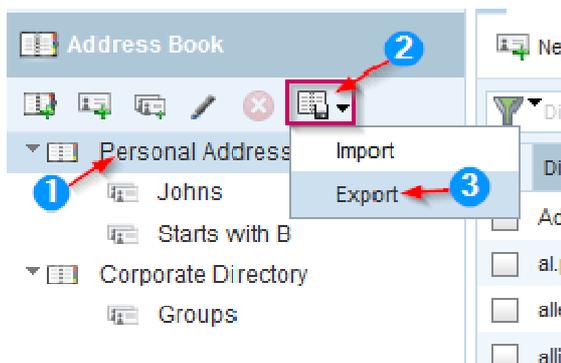
Exporting personal contacts from Convergence

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

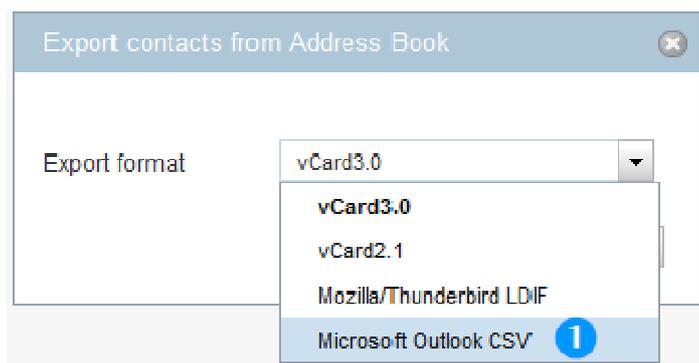
Step 1. Click on Address Book in Left Pane **1**.



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**.

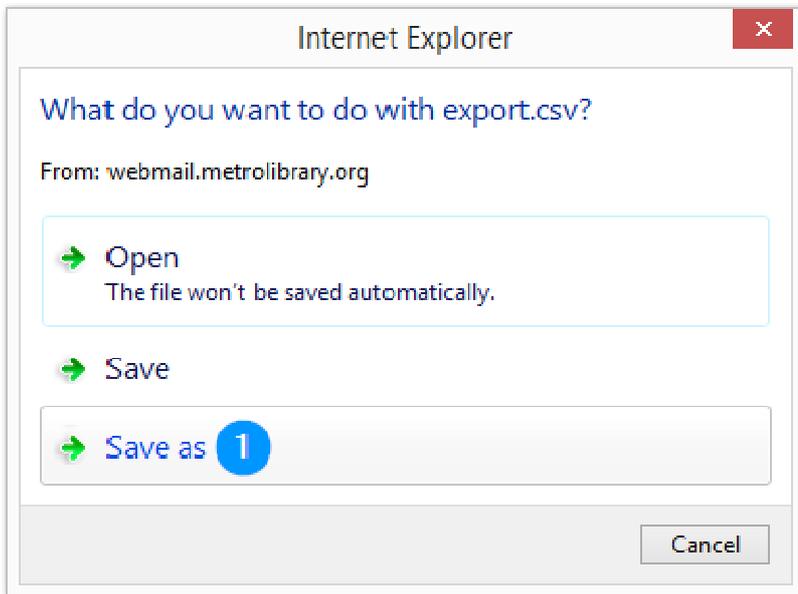


Step 4. Choose Microsoft Outlook CSV as the format **1**.



Exporting personal contacts from Convergence

Step 5. Choose Save as **1** when the dialog box below appears.



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.

