## **Exporting personal contacts from Thunderbird**

After launching Thunderbird:

Step 1. Click on Address Book in top menu bar. **1**.

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Step 2. Click on the Tools Menu 1 and then select Export 2.



Step 4. Choose a name for the file such as export.csv  $\mathbf{1}$ . Be to change the **Save as type** to Comma Separated **2**. Save the file somewhere easy to remember, you will need to find this file when importing the contacts back into Office 365.

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