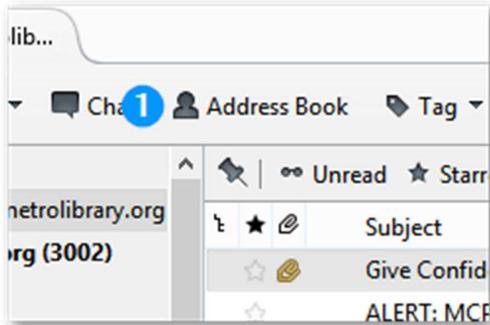


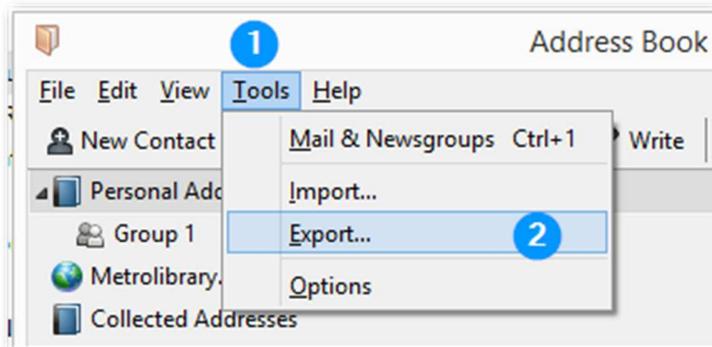
## Exporting personal contacts from Thunderbird

After launching Thunderbird:

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



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 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.

