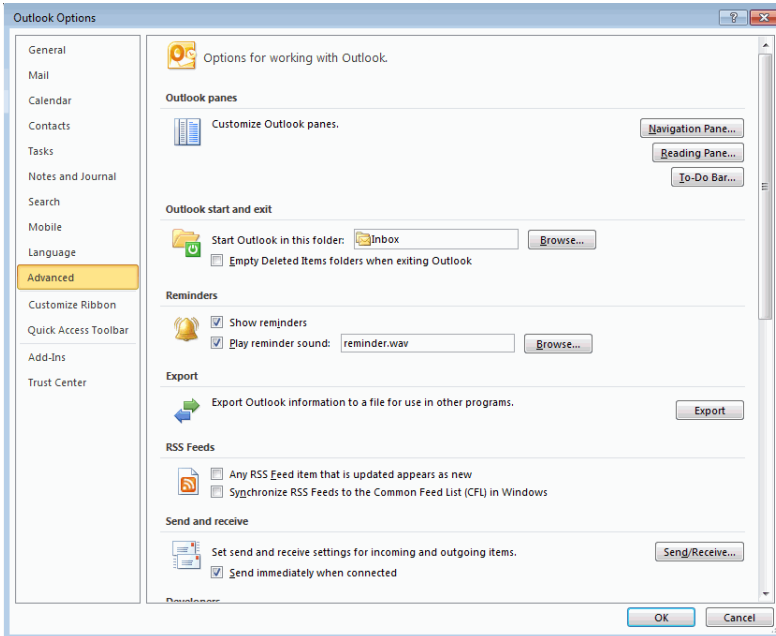
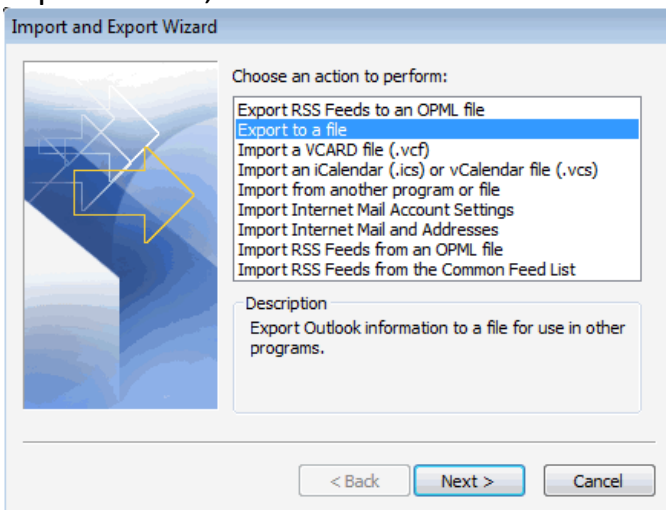


Exporting Contacts out of Outlook

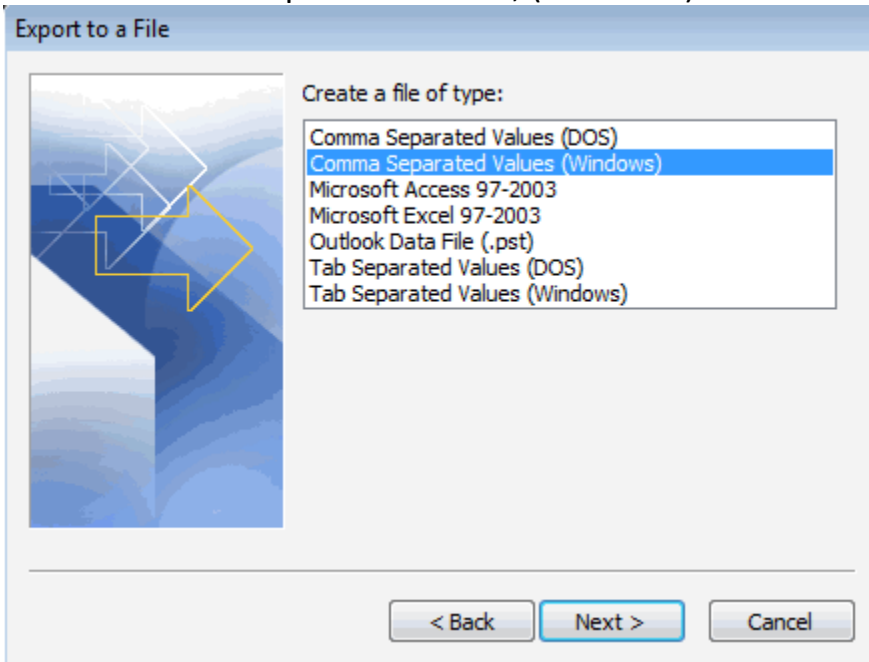
1. Open Outlook
2. Click on Contacts
3. Click on File
4. Select, Options
5. Choose Advanced, Select Export



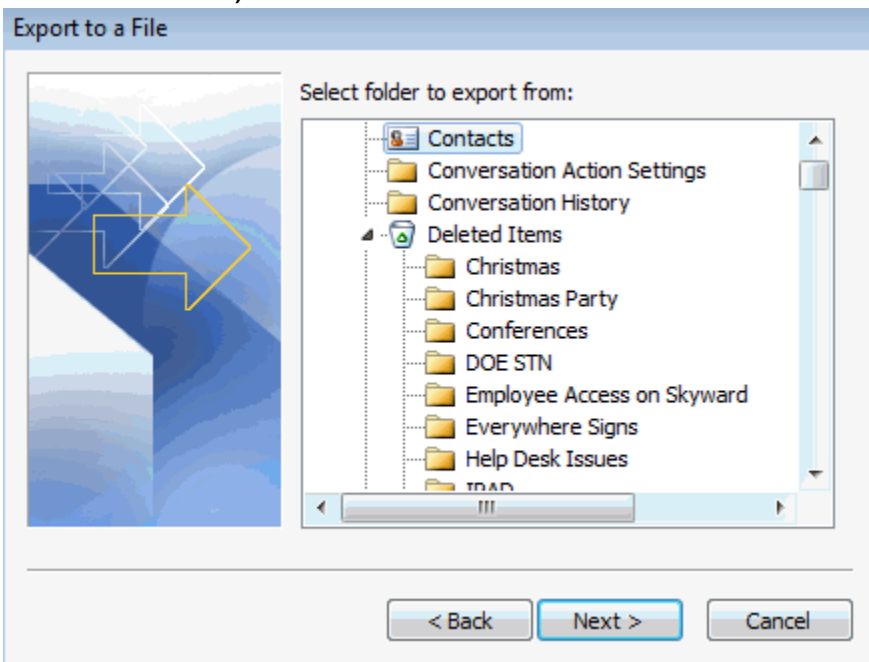
6. Export to File, Next



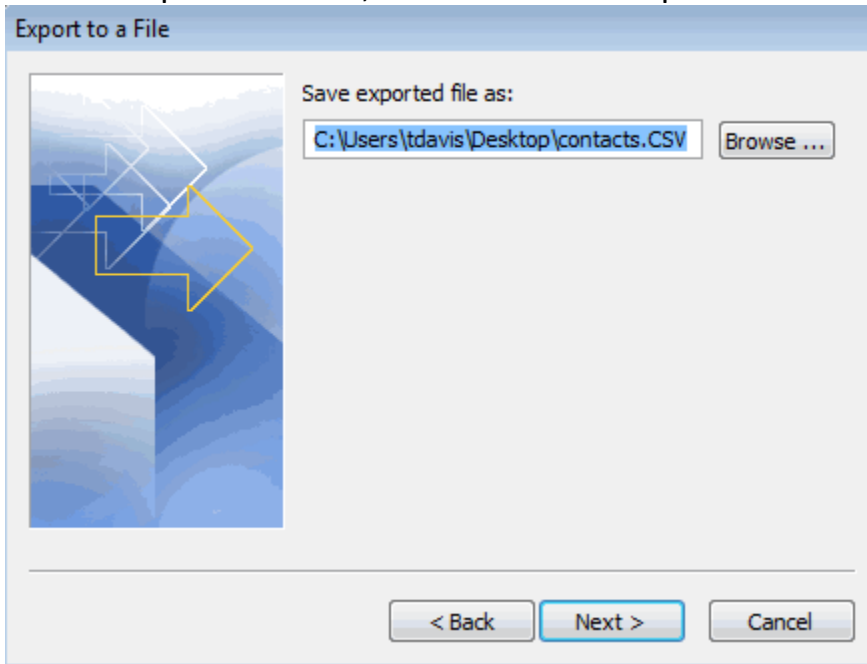
7. Choose Comma Separated Values, (Windows)



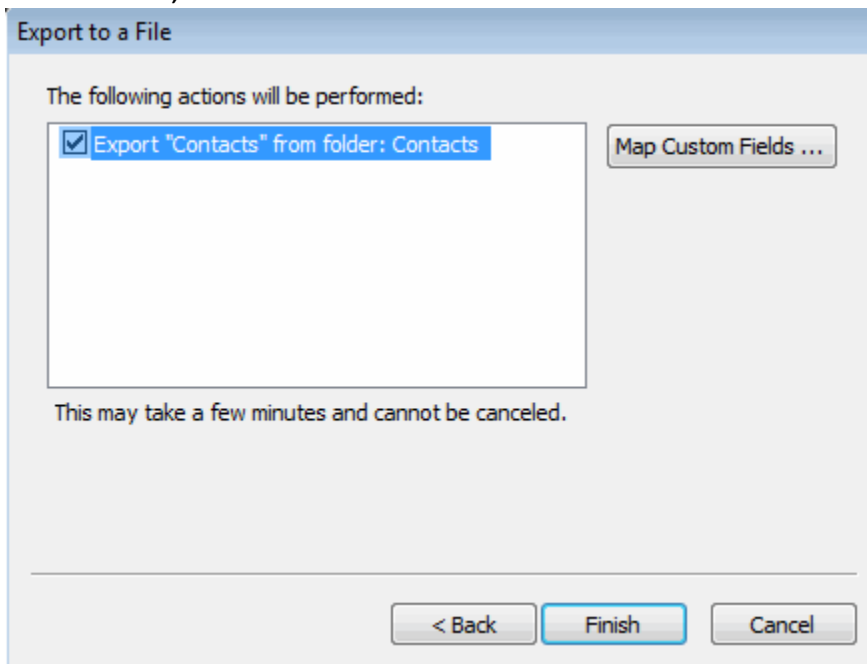
8. Select Contacts, Next



9. Choose Export Location, Defaults to Desktop



10. Click Finish, and OK to close window



Now you can save the file onto a thumb drive, or login to your personal email and import your file. You may call the Help Desk for support at any time EXT-44357.

Make certain you save this file onto a removable media device that you can take with you after separation of employment, if needed.