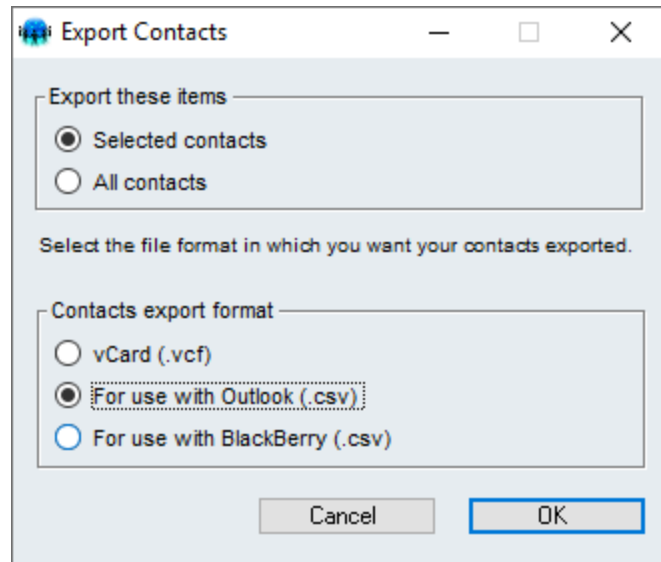


Office 365 – Migrating FirstClass Contacts

Here are the steps to export your Contacts from FirstClass and import them into Outlook. Please note that your personal mailing lists will not be imported into Outlook and you will have to re-create them using Contact Groups/Lists in Outlook.

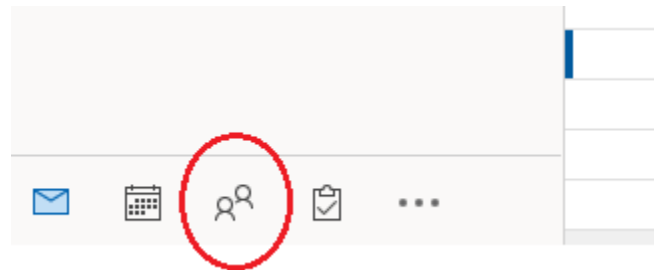
From FirstClass

1. Login to FirstClass
2. Open to your **Contacts** folder
3. Select the Contacts you want to export
4. Go to **File>Export**
5. Choose **Selected contacts** and **For use with Outlook (.csv)** and click **OK**
6. Save the .csv file to a location on your computer that you can find later.

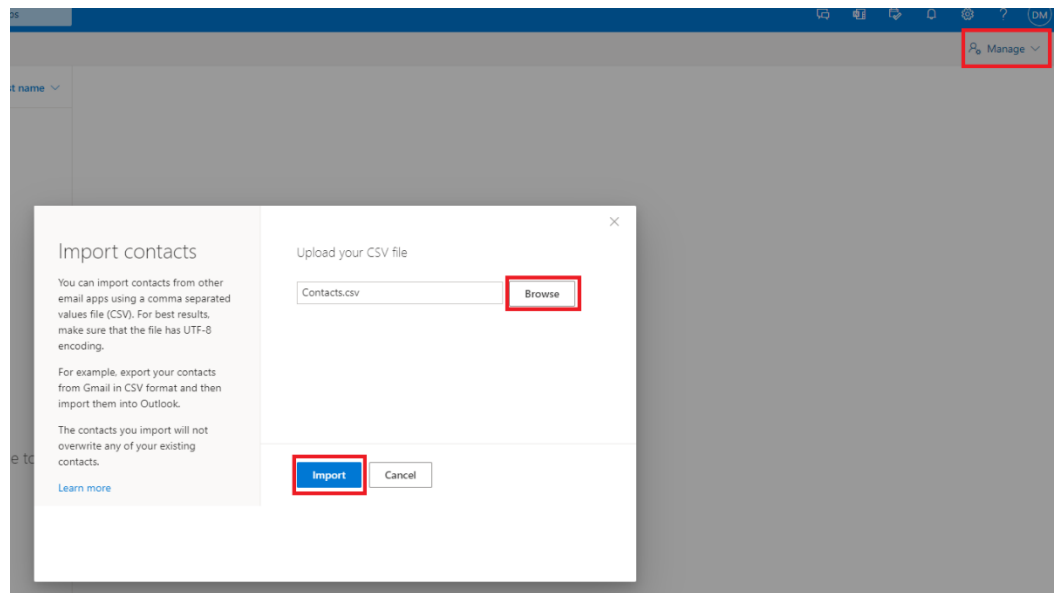


To Outlook

1. Open Outlook using:
<https://portal.office.com>
2. Click on the **People** icon that can be found at the bottom of your Navigation bar to open your Contacts folder



3. Go to **Manage>Import Contacts**
4. **Browse** to the file that you saved previously. And then press **Import**.



Your Contacts will be imported.