

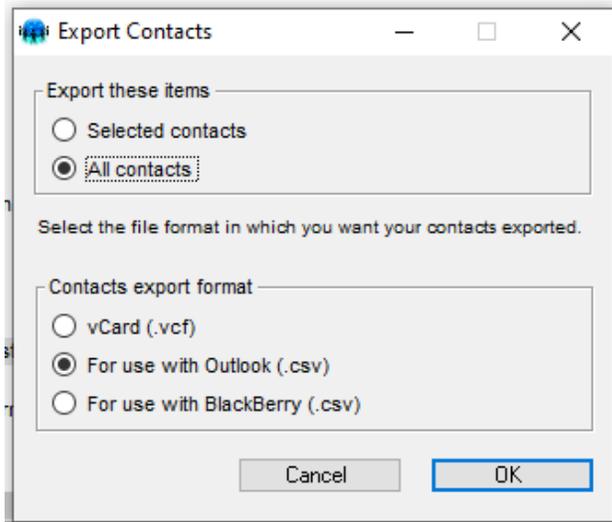
Microsoft 365: Importing Contacts from First Class

All Users



First Class

1. Click into **Contacts**
2. Click **File** → **Export**
3. The Export Contacts pop up appears:

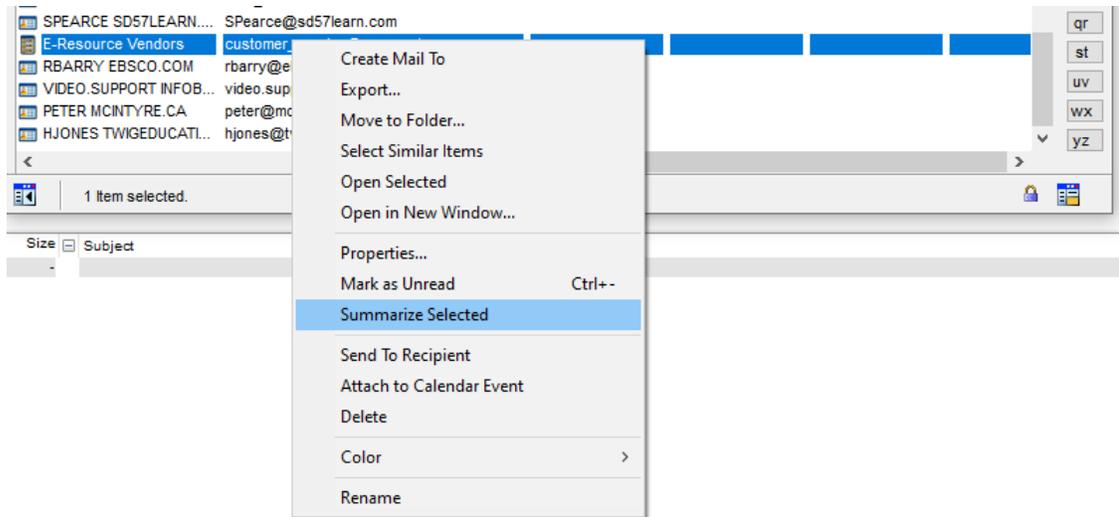


- a. Export these items:
 - i. Click All contacts
 - b. Contacts Export format:
 - i. Click For use with Outlook (.csv)
 - c. Click **OK**
4. Save the file to your desktop for easy access
 5. Make sure Save as type: is set to **Comma Separated Values (*.csv)**
 6. Click **Save**

Personal contact lists will not save with the rest of your contacts.

To save these lists:

1. Select the personal contact list in your Contacts
2. Right-click and choose **Summarize Selected** from the menu.



3. Copy the list of email addresses.
4. You can add these one-by-one to a Contact List in Outlook (see section below)



Outlook

Importing a Contacts File:

1. Click the two people icon at the bottom left of the screen to enter **Contacts**.



2. Click the **Manage** button on the top right and click **Import contacts** on the dropdown menu.
3. Click the **Browse** button
4. Locate the First Class .csv file
5. Click **Open**
6. Click **Import**
7. Click **Close**

Making a Contact List:

1. Inside Contacts, click on the arrow beside the **New contact** button (top left). Click **New contact list**.
2. Type the name of the list.
3. Add email addresses one by one, clicking **Add** after each one.
4. When you are finished, click **Create**.

Version History

Version	Date	Description
5.0	June 2020	New documentation for Microsoft 365