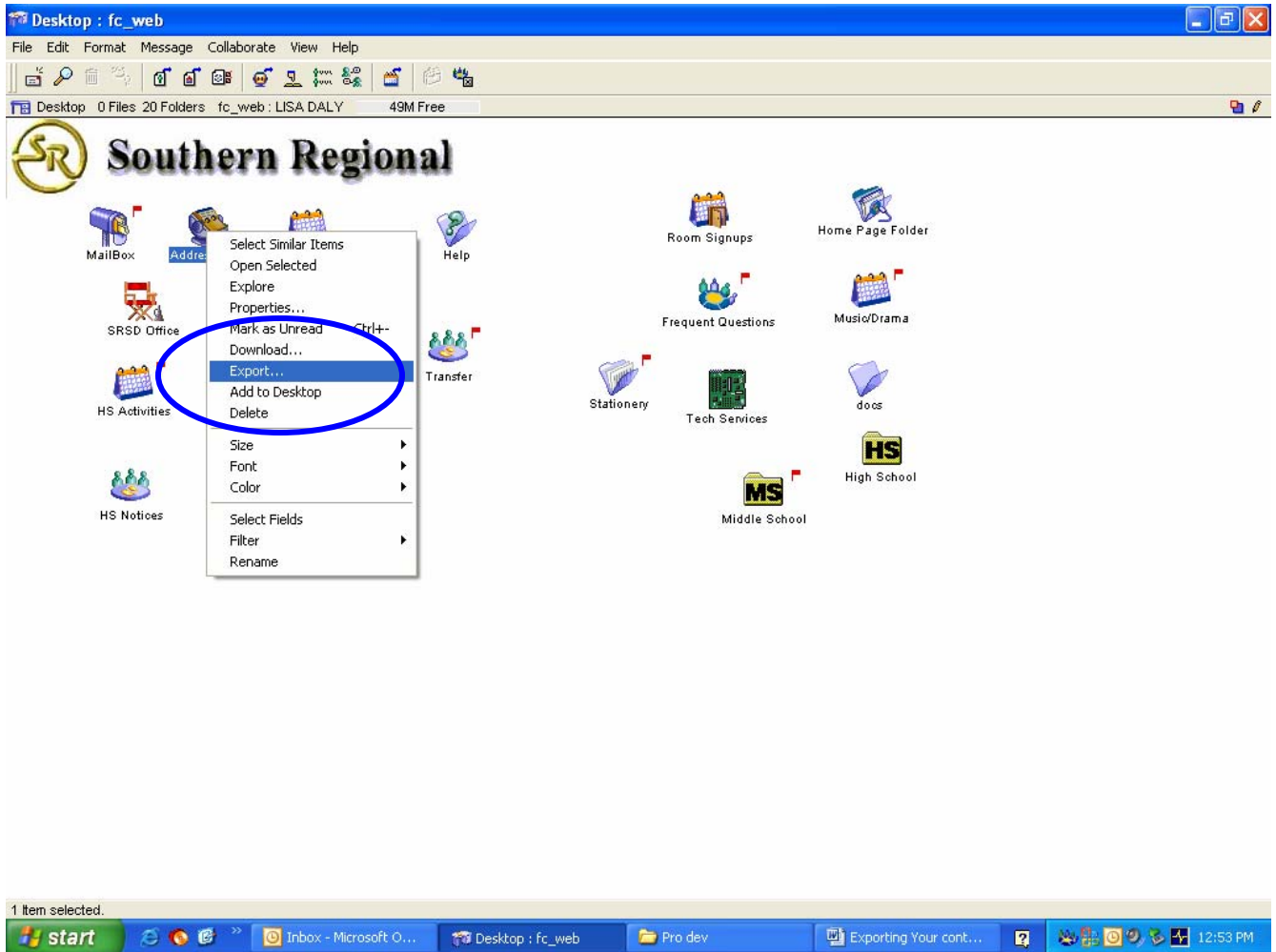


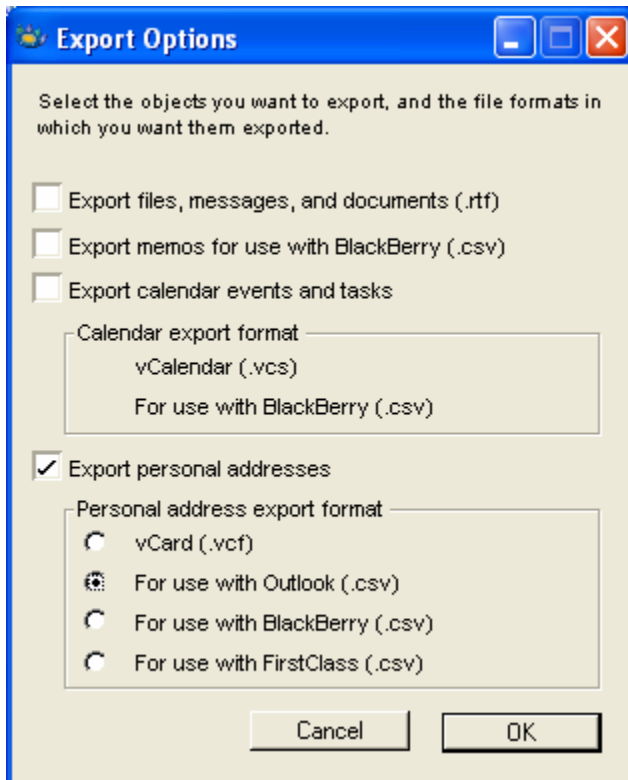
Exporting your Address Book from First Class to Outlook

Note: You must first configure the Outlook client to export your Address Book or Calendar events. See **Configuring the Outlook client**:

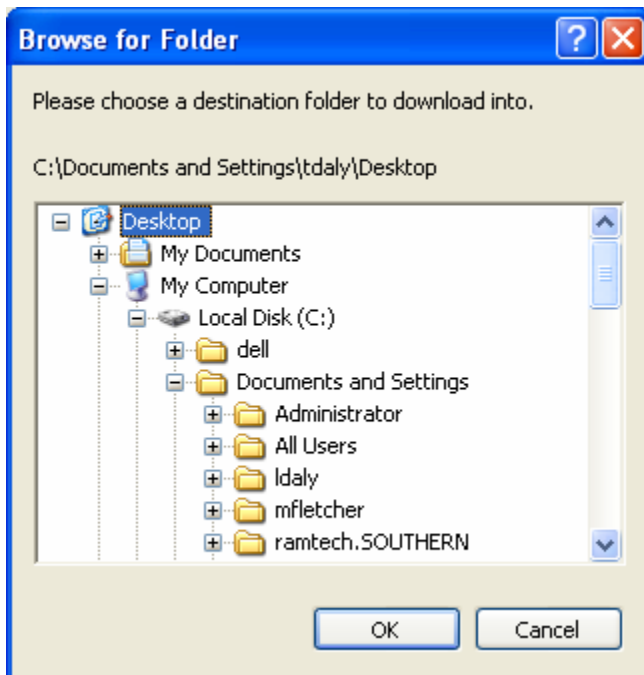
On the First Class desktop right click on your Address book and choose export:



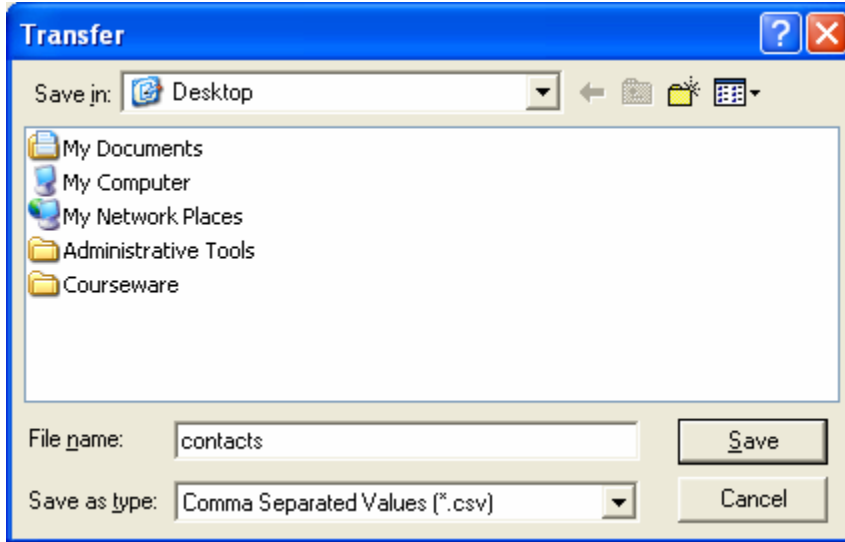
Choose the settings shown below:



Click OK and then save the file to your desktop so you can easily find it:

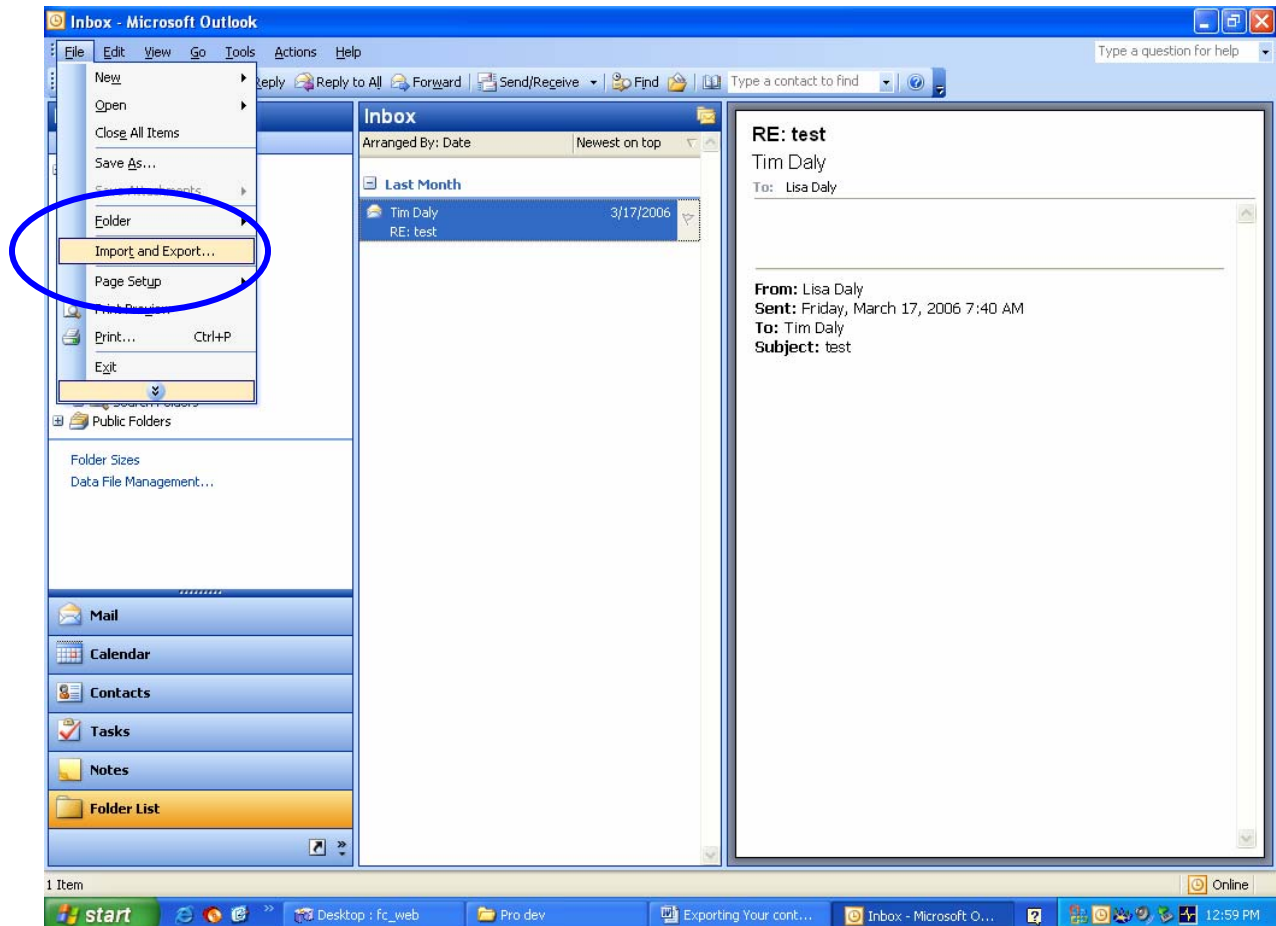


Choose a file name such as **contacts**:

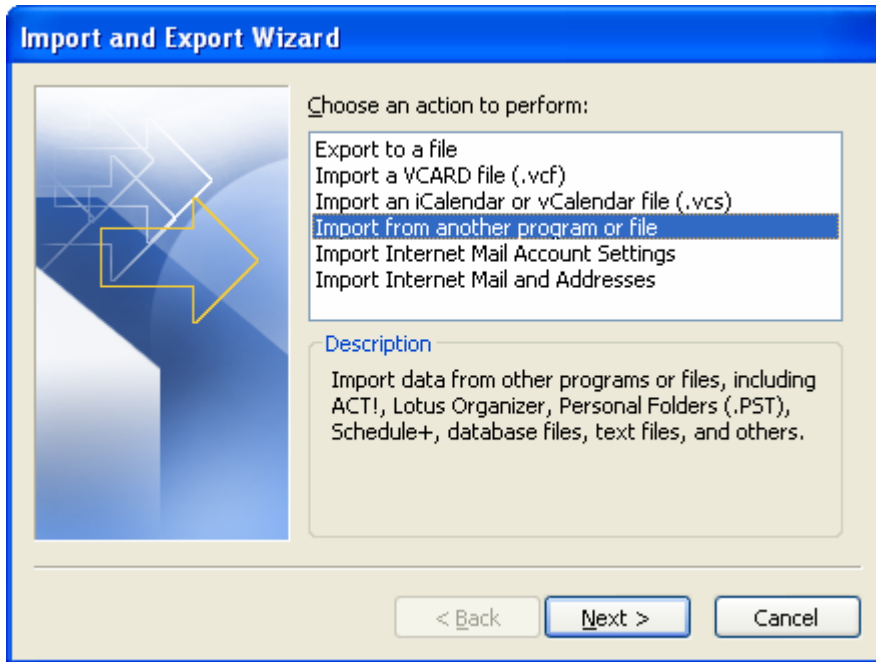


Click Save

Open Outlook and choose File>Import and Export:

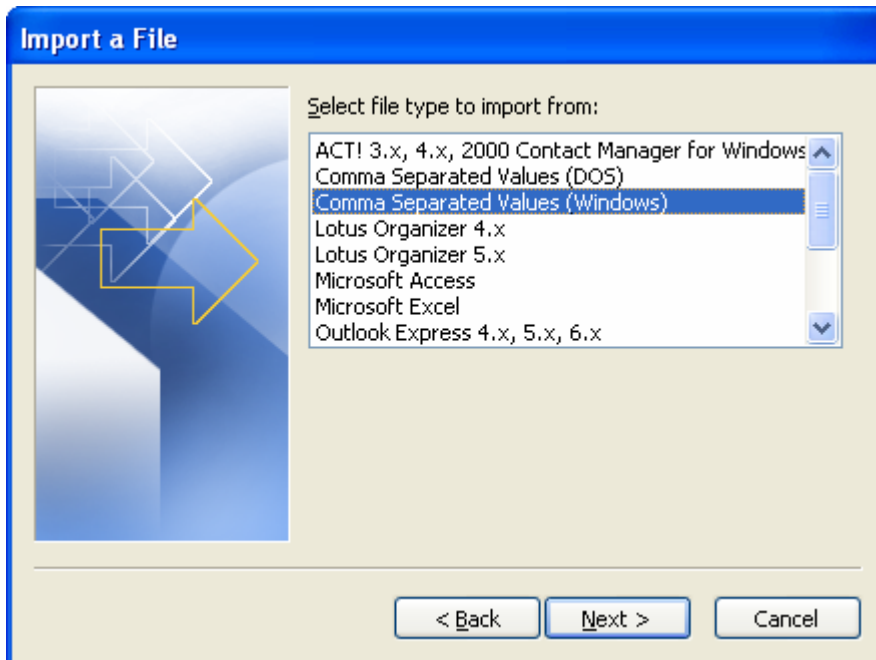


Choose the option highlighted below:



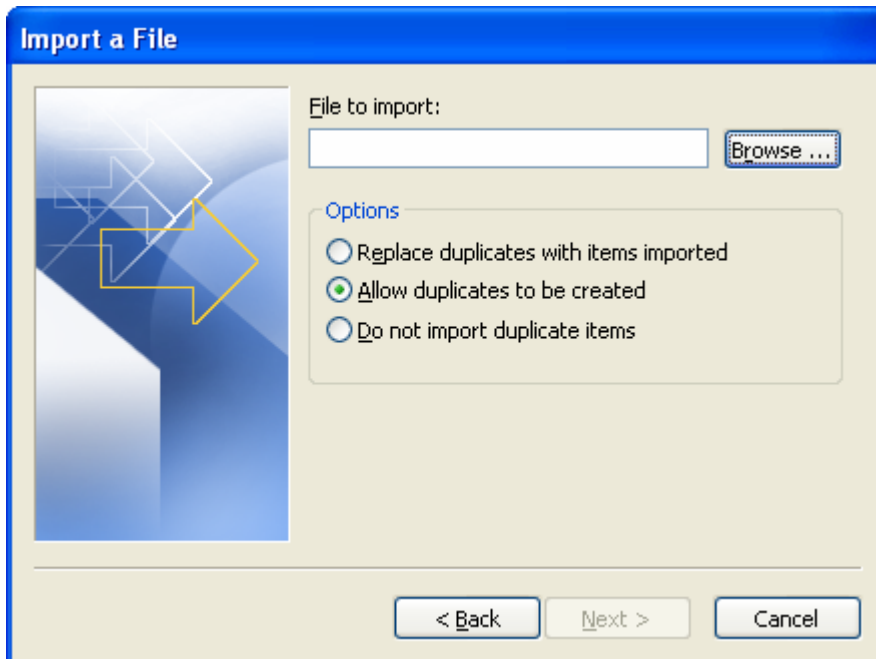
Click the next button

Choose the option highlighted below:

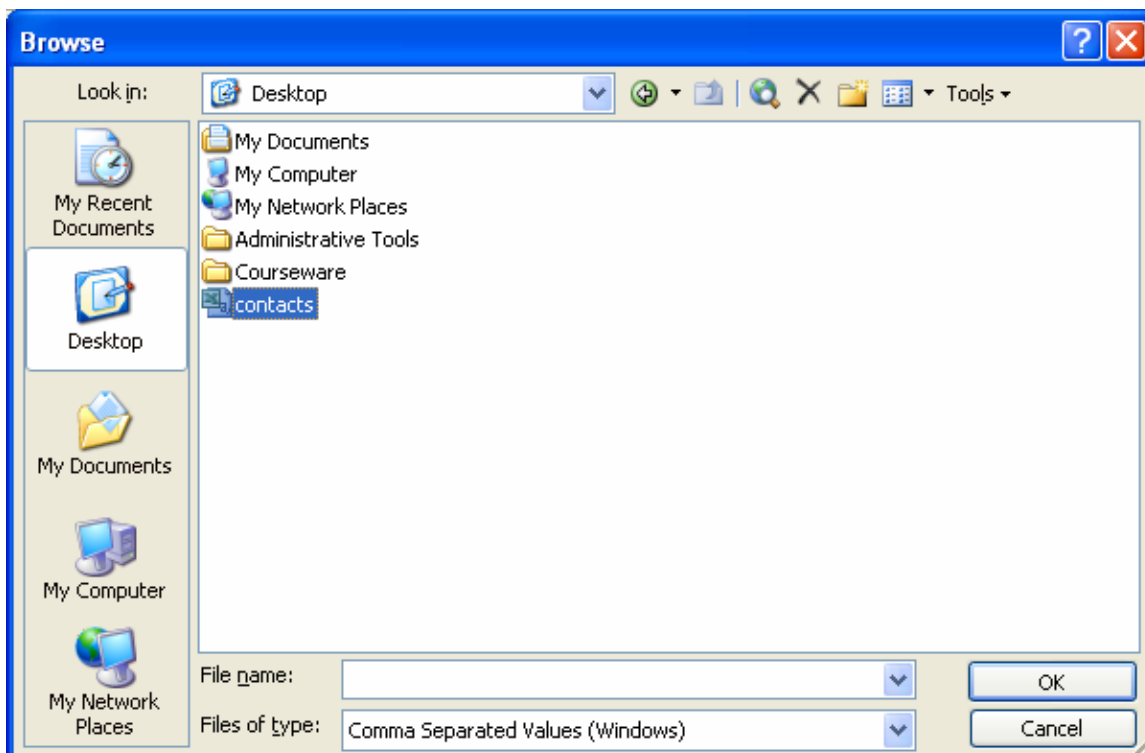


Click the next button

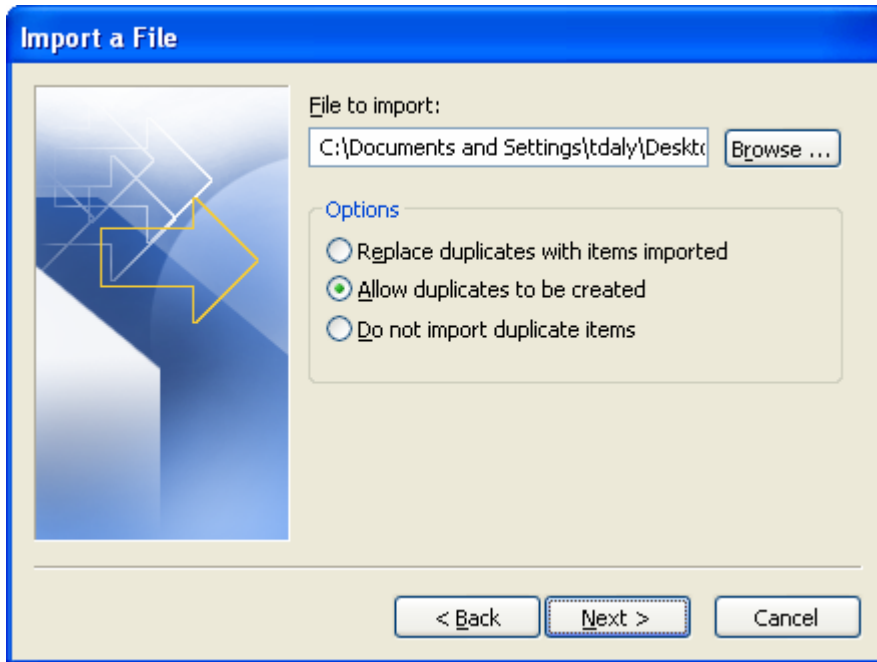
Click the browse button:



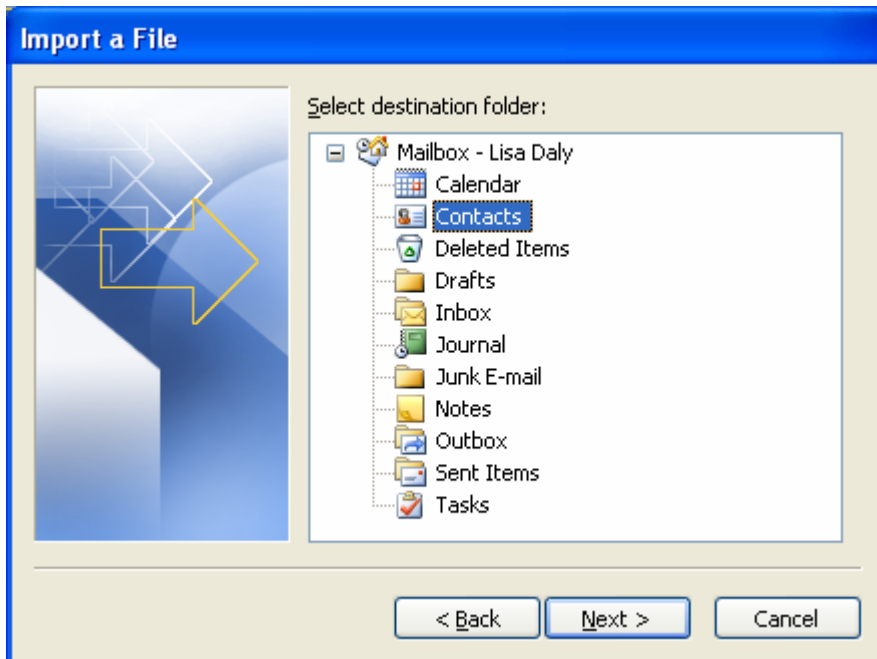
Browse to your desktop and select the file you created:



Click the next button:

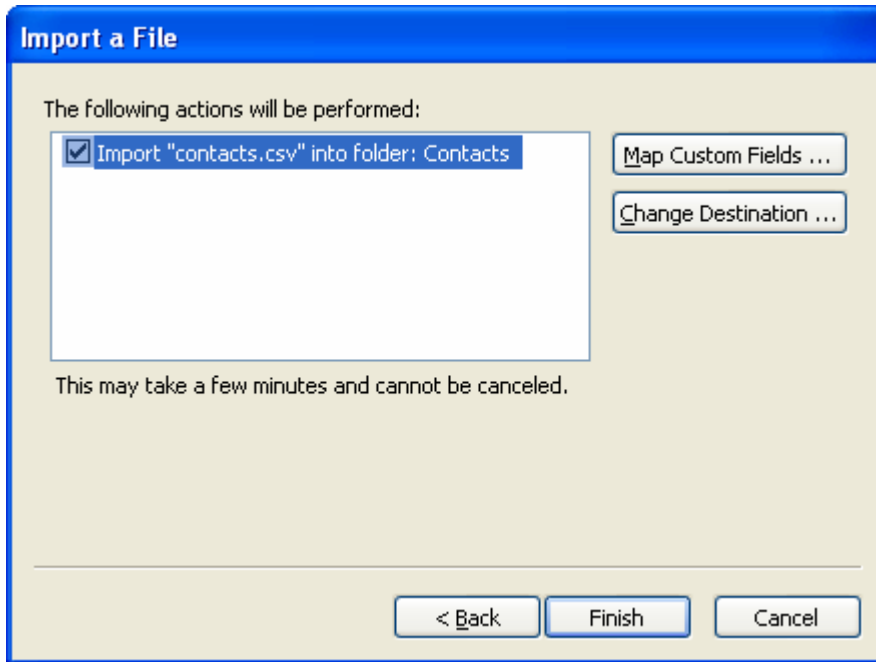


Select the Contacts folder:



Click the next button:

Click the Finish button:



Your Address book should now be successfully transferred to your Outlook Contacts folder. Congratulations.