COPY YOUR CONTACTS FROM WINDOWS MAIL TO YOUR DESKTOP FOR SAFE KEEPING

- 1. Open Windows Mail.
- 2. Click on Contacts.
- 3. From the Menu bar, click on Export Contacts and Export contacts to a csv file. The following dialogue box will appear.

CSV Export				×
	Save exported file as:		Browse	
		< Back	Next>	Cancel

- 4. Type **Contacts** in the box and click browse.
- 5. The new empty Contacts file should be assigned a position on the Desktop so that it can be found easily.
- 6. Click on Next and then Save. The following dialogue box will appear

CSV Export		×
	Select the fields you wish to export:	-
	 First Name Last Name Middle Name Name Nickname Email Address 	^
	 Home Street Home City Home Postal Code Home State Home Country/Region 	~
	< <u>B</u> ack Finish	Cancel

- 7. At a minimum, make sure Name and Email Address are checked. It's a good idea to uncheck many of the others.
- 8. Finally, click Finish.
- 9. The file (called **Contacts**) will appear as an Excel spreadsheet on your Desktop. (Note: you do not have to have the Excel program on your computer.)
- 10. You may want to modify the width of each column to accommodate all the data.