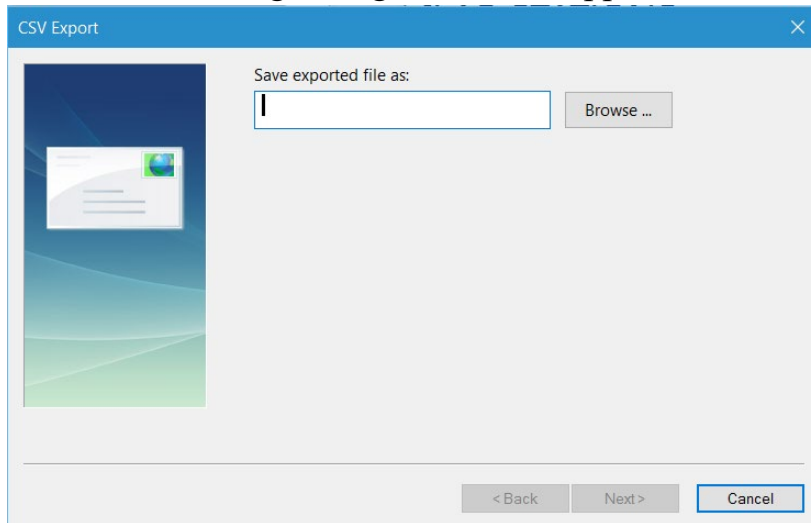
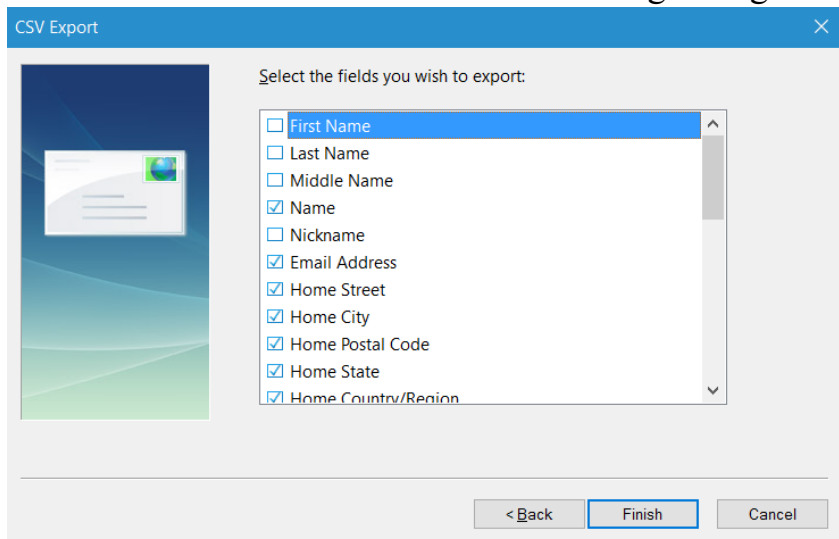


# COPY YOUR CONTACTS FROM WINDOWS MAIL TO YOUR DESKTOP FOR SAFE KEEPING

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.



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



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.