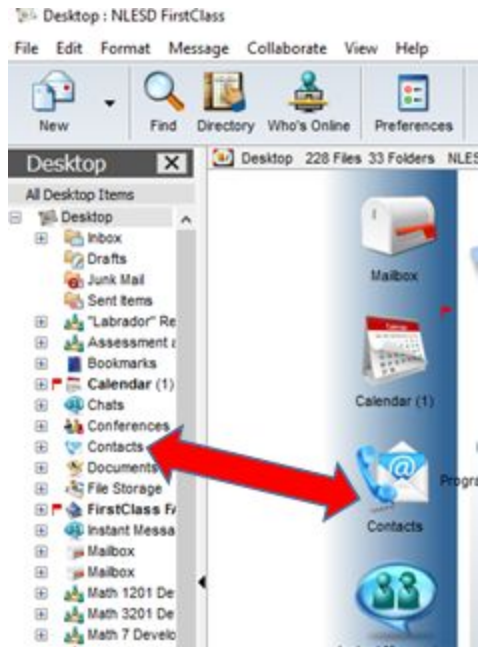




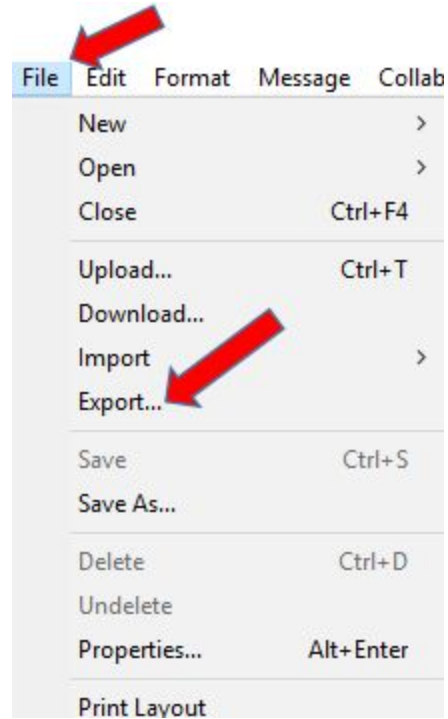
Exporting “contacts” from FirstClass and Importing to a GAFE account

FirstClass Steps

STEP 1 – Log into your FirstClass account and in the **Desktop** area, click **once** on **Contacts**. (choose one of the two places indicated below)

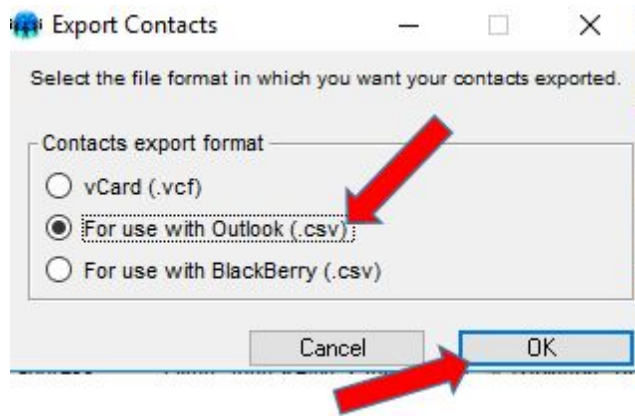


STEP 2 – Go to **File** and click on **Export**.

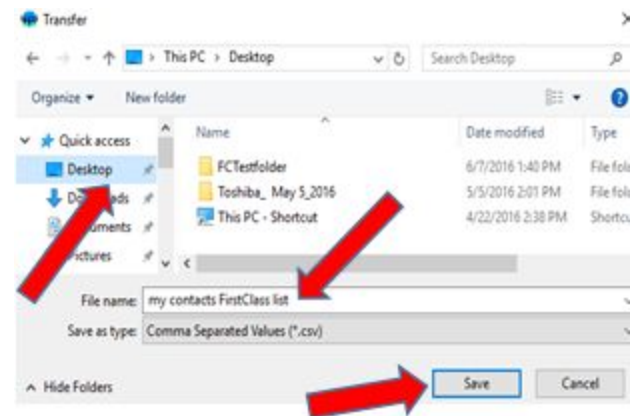




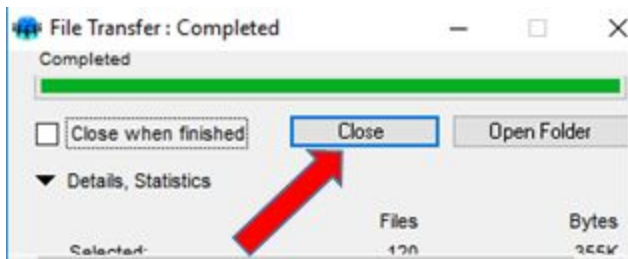
STEP 3 – Choose **For use with Outlook (.csv)** and click on **OK**.



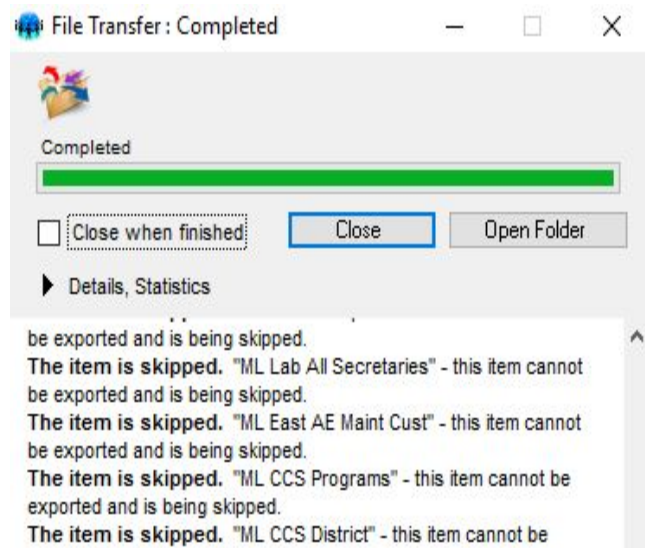
STEP 4 – Choose a place to save the file (for example, to your computer's **Desktop** area), enter a file name (for example, “**my contacts FirstClass list**”), and click on **Save**.



STEP 5 – Your “contacts” will be downloaded as a .csv file. Click on **Close**. (this window may close automatically)



NOTE: Any email lists you had will not be downloaded. (i.e. you will see “The item is skipped” messages similar to below)



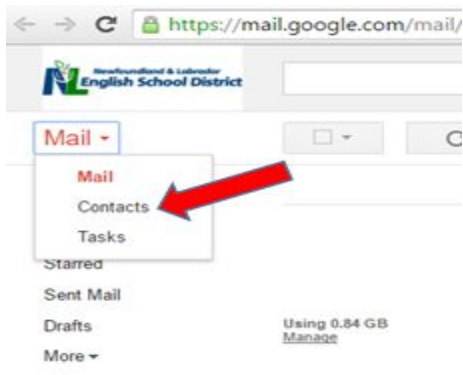


Google Contacts Steps ***NOTE: Use Google Chrome as your web browser.***

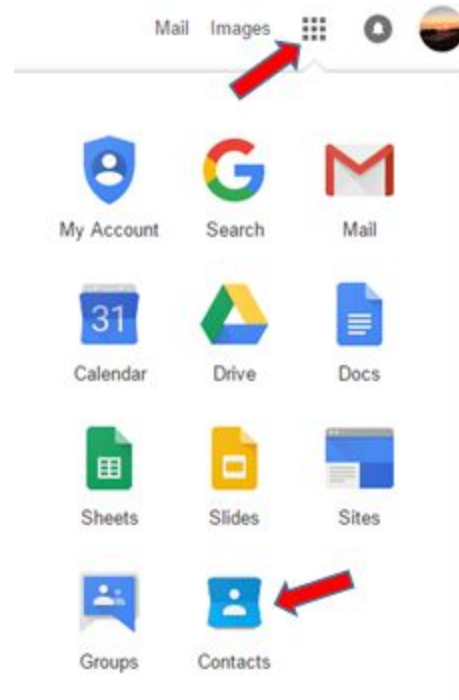
STEP 1 – Navigate to the **Contacts** area of your nlesonline GAFE account.

One way is via contacts.google.com.

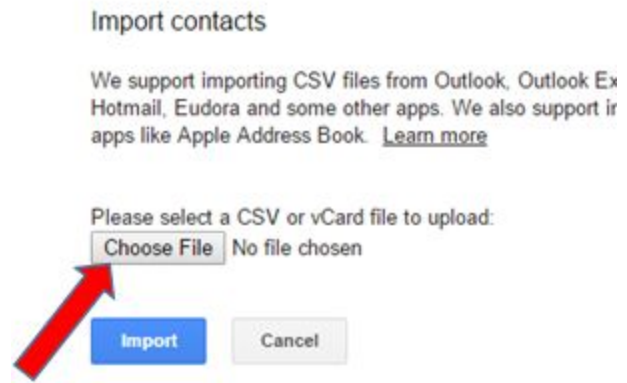
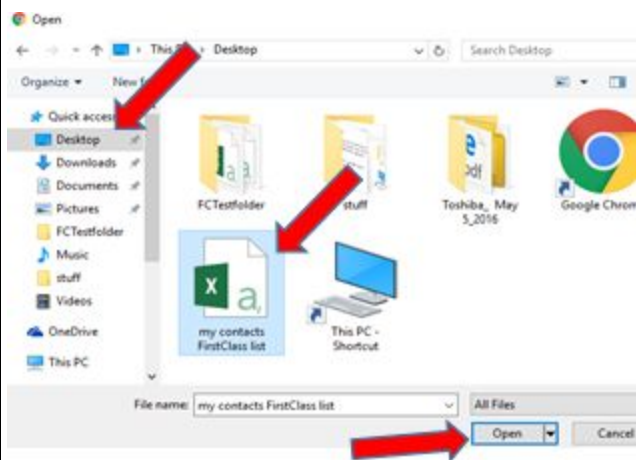
A second way is via the “Gmail” area of your account. In the **Mail** drop-down menu (top left), choose **Contacts**.



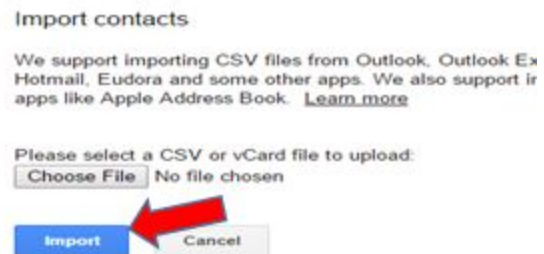
A third way is via drive.google.com. Click on the “waffle” icon and then the **Contacts** icon.



STEP 2 – Click on **Import Contacts**

STEP 3 – Click on **Choose File**.

STEP 4 – Navigate to where you saved the .csv file (Excel file) on your computer, click on the file, and click **Open**.


(In the example above, the .csv file is saved in the **Desktop** area and is called **my contacts FirstClass list**.)

STEP 5 – Click on **Import**.


Your FirstClass “contacts” should now be in the **My Contacts** area.

