

## Exporting your Contacts from Outlook

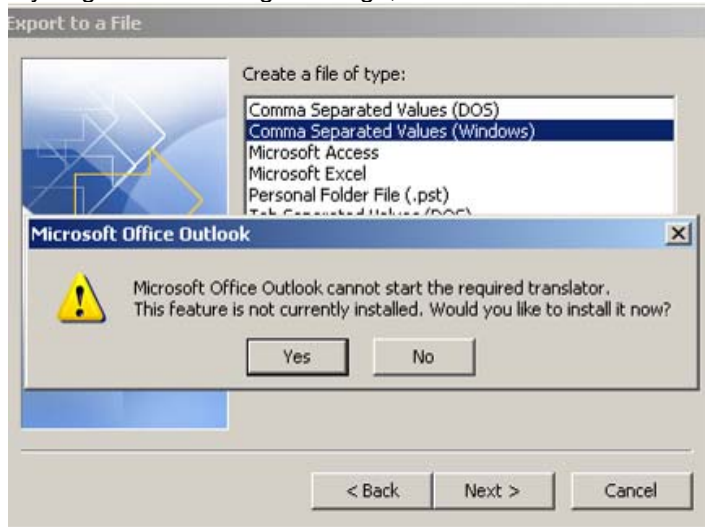
Open Outlook

Go to **File** and select **Import and Export**

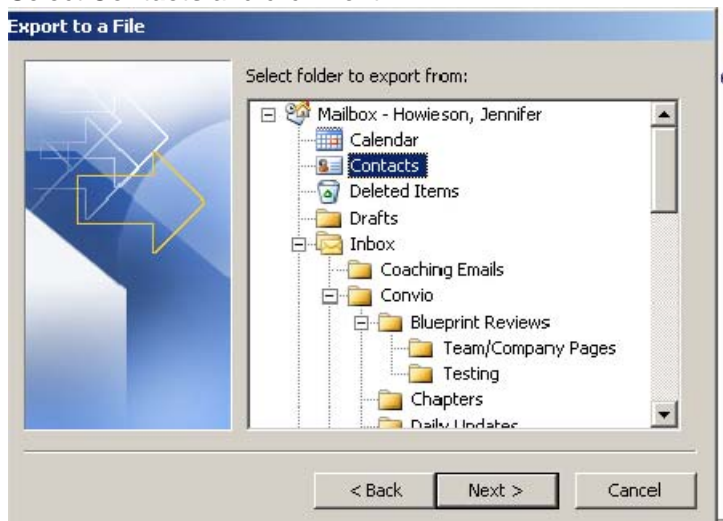
Select **Export to a File** and click **Next**

Select Comma Separated Values (either DOS or Windows depending on your operating system)

If you get the following message, click **Yes**.



Select **Contacts** and click **Next**.



Click **Browse** to select file destination on your computer.  
Name the file and Click **Ok**.

Click **Next**, then click **Finish**.

Open the file on your computer and set up your spreadsheet as follows:

- Rename appropriate column headers as: First, Last and Email
- Delete the other columns
- Save

Log in to your **Participant Center**.

Click the **Email Tab** and select **Contacts** from the right navigation.

Click **Upload Contacts**.

Click **Browse** and select your saved file.

Click **Upload Contacts**.

Your contacts are now uploaded.