Import / Export Contacts in Webmail for DC Metro, IL, MA, NY and PA- Article no. 2123

Self-Service Support Alert: this article is available for customers on help.astound.com

Resolution Steps

Import Contacts: Ajax Interface

- Go to the **left** navigation bar on the **Preferences** tab and click **Import / Export**
- Under Import, click Browse and select the file with the email contacts
- For the **destination**, select the **Address Book** folder
- Webmail automatically detects the file type to import

Exporting Contacts: Ajax Interface

- Go to the left Navigation Bar on the Preferences tab and click Import / Export
- Under Source select Account Contacts
- Click the address book All Folders to populate the download window

Importing Contacts: HTML Interface

- On the **Preferences** tab, select the **Address Book** tab on the **top** navigation bar
- On the **Manage Address Books** page, find the correct **Address book** on the **left**
- Click **Browse** to select the contact file, then **Import** to the appropriate Address book

Exporting Contacts: HTML Interface

- On the **Preferences** tab, select the **Address Book** tab on the **top** navigation bar
- On the **Manage Address Books** page, find the correct **Address book** on the **left**
- Click **Export** to link

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