

2009 CVS/pharmacy Strong Legs Run

Fundraising Tools

How to Export and Import Your Email Address Book

*Outlook, Yahoo, Netscape, Lotus Notes, General
Frequently Asked Questions at the bottom*

Outlook Address Book

How to Export Your Outlook Address Book

- Go to your contacts page
- Click on File
- Click on Import and Export
- Choose Export to File then click Next
- Choose Comma Separated Values (Windows) then click Next
- Select Contacts then click Next
- Choose File Name and Location then click Next
- Make sure there is a check in the box next to “Export Contacts from the Contacts Folder”
- Then click Finish
- You should now have a “.csv” file saved on your computer

How to Import Your Address Book

- On the CVS/pharmacy Strong Legs Run website log into our homepage
- <http://stronglegs.kintera.org/faf/home/default.asp?ievent=315980&lis=0&kntae315980=EC2D2EB037EC4AF4AB57FBAFCBEAA1B7>
- Click on Email tab
- On the bar under the tab click on Address Book import
- Choose the source from where you have exported. Use Microsoft Outlook (.CSV file) option for Microsoft Outlook then click Next
- Browse for file that you have saved when exporting, click Open and then Next
- Choose your fields (First Name, Last Name, Email Address) then click Continue
- Once the list has been imported, click on Send Email link (on the bar under the tab)
- You can now edit your address book and begin sending emails

Yahoo Address Book

How to Export Your Yahoo Address Book

(please note these are NOT directions for Yahoo!Mail Beta)

- Login to your account and click Addresses
- Click on Import/Export on the upper right
- Choose Export Now next to Yahoo! CSV
- Select Save in the File Download box
- In the Save As box choose a location and name for your file then click Save
- You should now have a “.csv” file saved on your computer

How to Import Your Address Book

- On the CVS/pharmacy Strong Legs Run website log into our homepage
- <http://stronglegs.kintera.org/faf/home/default.asp?ievent=315980&lis=0&kntae315980=EC2D2EB037EC4AF4AB57FBAFCBEAA1B7>
- Click on Email tab
- On the bar under the tab click on Address Book import
- Choose the source from where you have exported. Use Yahoo (.CSV file) option for Yahoo then click Next
- Browse for file that you have saved when exporting, click Open and then Next
- Choose your fields (First Name, Last Name, Email Address) then click Continue
- Once the list has been imported, click on Send Email link (on the bar under the tab)
- You can now edit your address book and begin sending emails

Netscape Address Book

How to Export Your Netscape Address Book

- Open Netscape Communicator version 4.0 or higher
- Under Communicator menu select Address Book
- In the Address Book window open the File menu and
- Choose "Save As" or Export
- Choose File Name and Location then click Save
- You should now have an ".ldif" file saved on your computer

How to Import Your Address Book

- On the CVS/pharmacy Strong Legs Run website log into our homepage
- <http://stronglegs.kintera.org/faf/home/default.asp?ievent=315980&lis=0&kntae315980=EC2D2EB037EC4AF4AB57FBAFCBEAA1B7>
- Click on Email tab
- On the bar under the tab click on Address Book import
- Choose the source from where you have exported. Use Netscape (.LDIF file) option for Netscape then click Next
- Browse for file that you have saved when exporting, click Open and then Next
- Choose your fields (First Name, Last Name, Email Address) then click Continue
- Once the list has been imported, click on Send Email link (on the bar under the tab)
- You can now edit your address book and begin sending emails

Lotus Notes Address Book

How to Export Your Lotus Notes Address Book

- Open your Address Book
NOTE: If you only want to export selected contacts, select the contacts you want to export by clicking to the left of the contact
- From the Menu select File, Export
- In the "Save as type" field, select Lotus 1-2-3
- The "123 Worksheet Export" box will display
- Select the Include View Titles option
NOTE: If you only want to export select contacts, choose Selected Documents
- Click OK after your selection
- Open the exported file in Excel
- Select File. Save As and "Save as type" to CSV (Comma delimited)(*.csv)

How to Import Your Address Book

- On the CVS/pharmacy Strong Legs Run website log into our homepage
- <http://stronglegs.kintera.org/faf/home/default.asp?ievent=315980&lis=0&kntae315980=EC2D2EB037EC4AF4AB57FBAFCBEAA1B7>
- Click on Email tab
- On the bar under the tab click on Address Book import
- Choose the source from where you have exported. Use Comma Separated Values (.CSV file) option for Other Service Providers, then click Next
- Browse for file that you have saved when exporting, click Open and then Next
- Choose your fields (First Name, Last Name, Email Address) then click Continue
- Once the list has been imported, click on Send Email link (on the bar under the tab)
- You can now edit your address book and begin sending emails

General Address Book Directions

How to Export Your Address Book (General Directions)

- Login to your email
- Look for an Export option on the menu or in the address book area of the software
- Export the file into CSV format
- Select Save option
- In the Save As box choose a location and name for your file, then click Save
- You should have a “.csv” file saved on your computer

Please NOTE: These are general directions, and not specific to any email provider.

How to Import Your Address Book

- On the CVS/pharmacy Strong Legs Run website log into our homepage
- <http://stronglegs.kintera.org/faf/home/default.asp?ievent=315980&lis=0&kntae315980=EC2D2EB037EC4AF4AB57FBAFCBEAA1B7>
- Click on Email tab
- On the bar under the tab click on Address Book import
- Choose the source from where you have exported. Use Comma Separated Values (.CSV file) option for Microsoft Outlook then click Next
- Browse for file that you have saved when exporting, click Open and then Next
- Choose your fields (First Name, Last Name, Email Address) then click Continue
- Once the list has been imported, click on Send Email link (on the bar under the tab)
- You can now edit your address book and begin sending emails

How to Send Emails to Imported Contacts

- On the Email tab click the Address book link
 - In the box that pops up, check the box(es) next to the name(s) that you would like to receive the email and click the Send Email to Selected Contacts button
 - Check the box next to Salutation and type a Salutation in the larger box (ex. Hello)
 - Click Save when you are finished
- NOTE: It is a good idea to add yourself to the list of recipients, so that you can see the email as your contacts receive it
- Then you can customize an email starting with a template and editing it, or starting from scratch
 - When you are done customizing your message, click the Send Email button

Email Address Book

Frequently Asked Questions

Q: If I imported my address book last year will I have to import my address book this year?

A: If you use the same Username & Password that you used last year your address book will be retained from the previous year. NOTE: You can import your address book this year and the system will only import contacts that do not match ones you have previously imported or you can add them manually.

Q: I do not have Outlook, Yahoo, or Netscape. How can I Export my address book?

A: If you have an email provider other than the ones listed, you can open that email and see if you see an Export option. Many providers support an export function, however AOL and Hotmail do not..

Q: My email provider does not have an export function, how do I put email addresses into the CVS/pharmacy Strong Legs website to send emails out?

A: You can go directly into your personal web page and add addresses manually. Simply type first name, last name, and email address for each contact.

Q: The download seems very slow is this normal?

A: Download times vary depending on the amount of contacts being transferred.

Q: Will all of the contacts from my email provider address book transfer over?

A: Yes, all of your contacts will be transferred if they have a first name, last name and email address. You can choose specific people to email to once they are imported. You do not have to send your email to the entire contact list.

Q: Not all of my contacts were transferred, why is that?

A: A contact must have a first name, last name and email address to import. If some of your contacts didn't transfer they may be missing one of these required items.