

Contacts : Canton Public Schools

File Edit Format Message Collaborate View Admin Help

New View by List View by Index Card Print Delete Create Mail To Find Directory Quick Sort

Contacts Contact Database 916 Files 1 Folder Canton Public Schools

Name E-mail address

Mobile Phone Home Phone FAX Web Page Notes

123

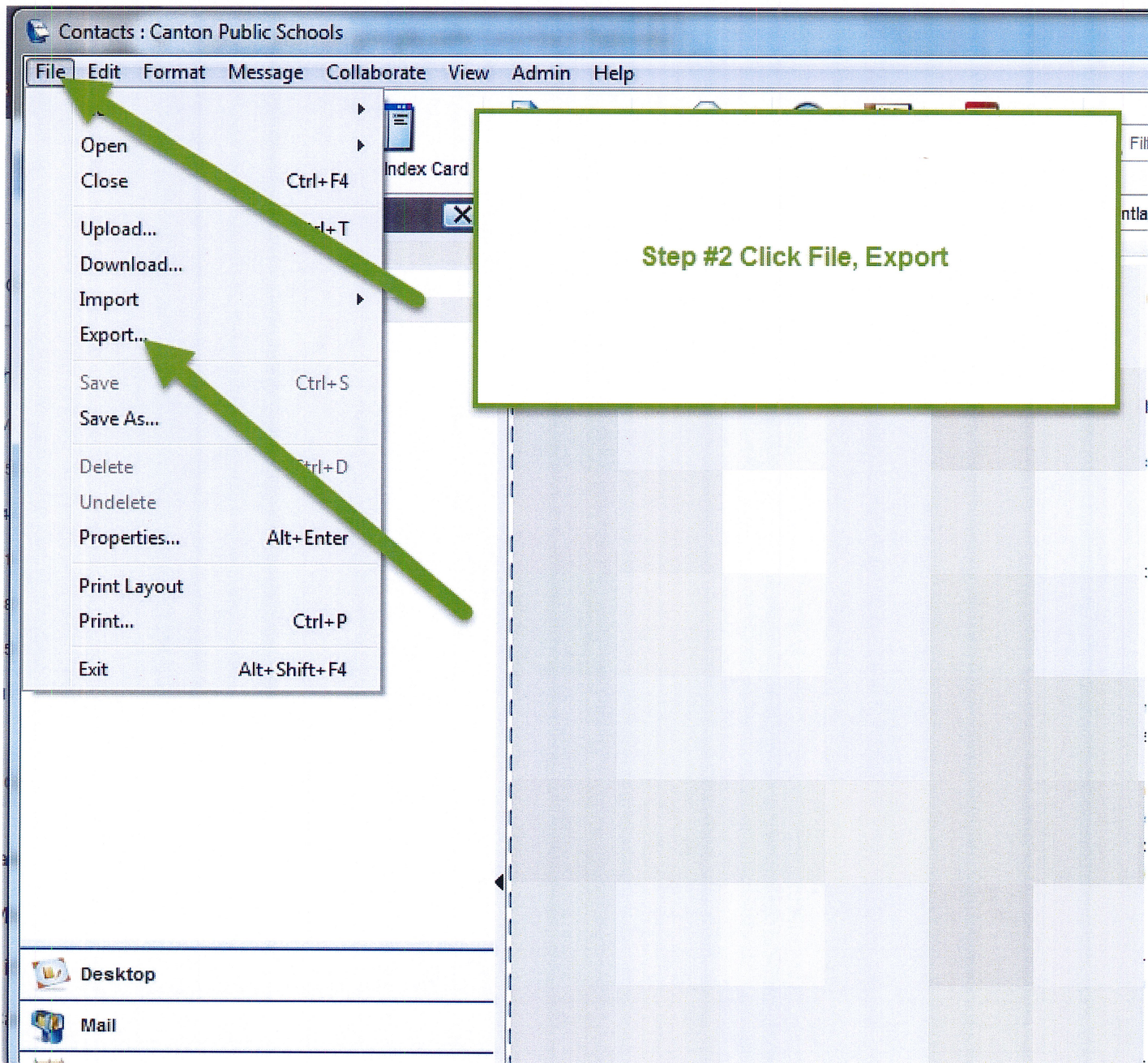
a b c d e f g h i j k l m n o p q r s t u v w x y z

1 item selected.

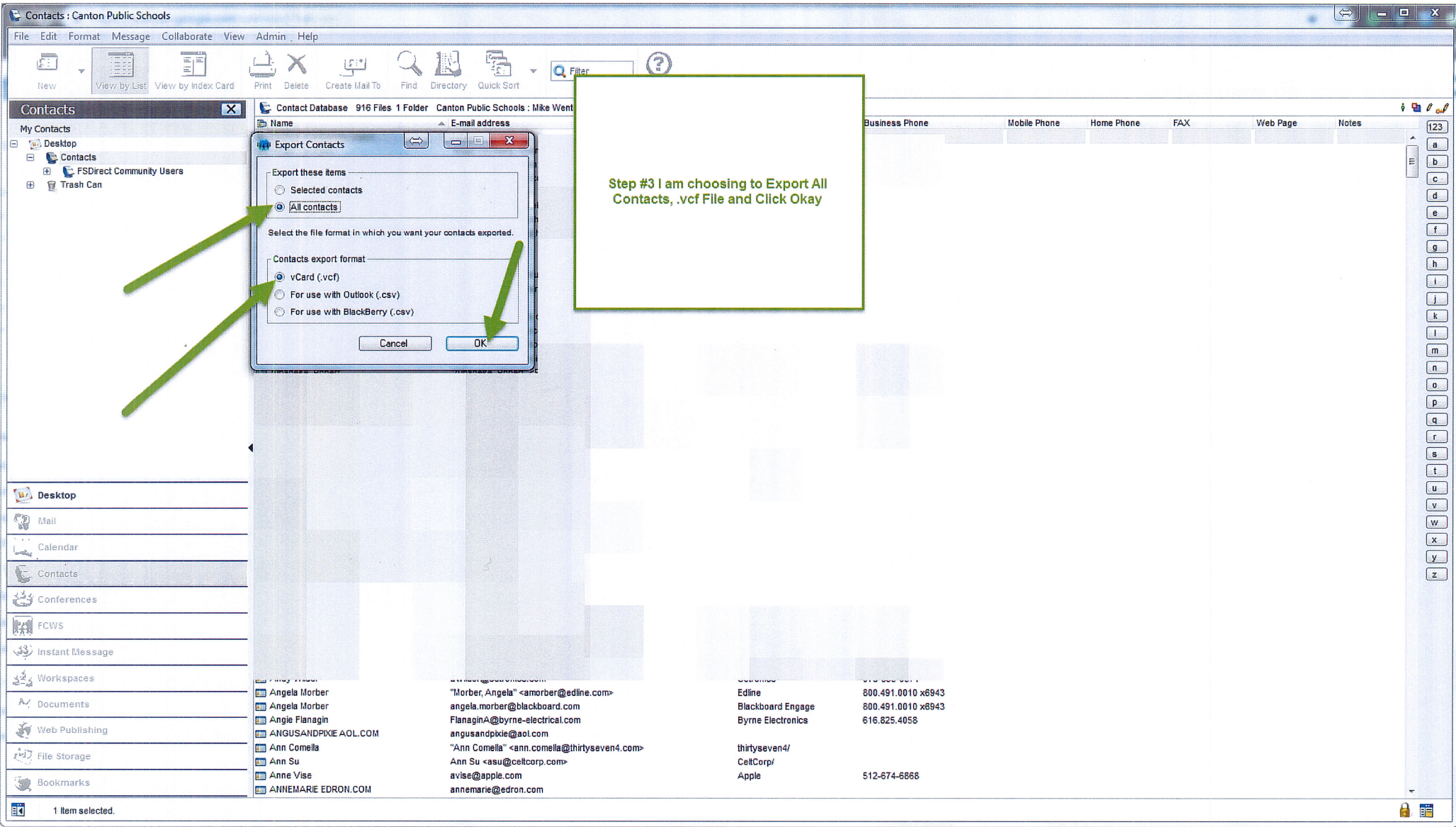
1 Ann Comella "Ann Comella" <ann.comella@thirtyseven4.com> thirtyseven4/
2 Ann Su Ann Su <asu@celtcorp.com> CeltCorp/
3 Anne Vise avise@apple.com Apple 512-674-8868
4 ANNEMARIE EDRON.COM annemarie@edron.com

Phase #1 Export Firstclass Contacts
Step #1 Open Firstclass Contacts

The screenshot shows the Microsoft Outlook 'Contacts' window for 'Canton Public Schools'. The interface includes a menu bar (File, Edit, Format, Message, Collaborate, View, Admin, Help), a toolbar with options like 'New', 'View by List', 'View by Index Card', 'Print', 'Delete', 'Create Mail To', 'Find', 'Directory', and 'Quick Sort'. On the left, the 'My Contacts' sidebar is visible, with a green arrow pointing to the 'Contacts' folder. The main pane shows a contact list with columns for 'Name' and 'E-mail address'. A green box in the center contains the text 'Phase #1 Export Firstclass Contacts' and 'Step #1 Open Firstclass Contacts'. The right side of the window features tabs for 'Mobile Phone', 'Home Phone', 'FAX', 'Web Page', and 'Notes', along with a vertical alphabetical index (a-z) and a page number '123'. At the bottom, a status bar indicates '1 item selected.' and a list of contact entries is displayed.



Step #2 Click File, Export



Step #3 I am choosing to Export All Contacts, .vcf File and Click Okay

Export Contacts

Export these items

Selected contacts

All contacts

Select the file format in which you want your contacts exported.

Contacts export format

vCard (.vcf)

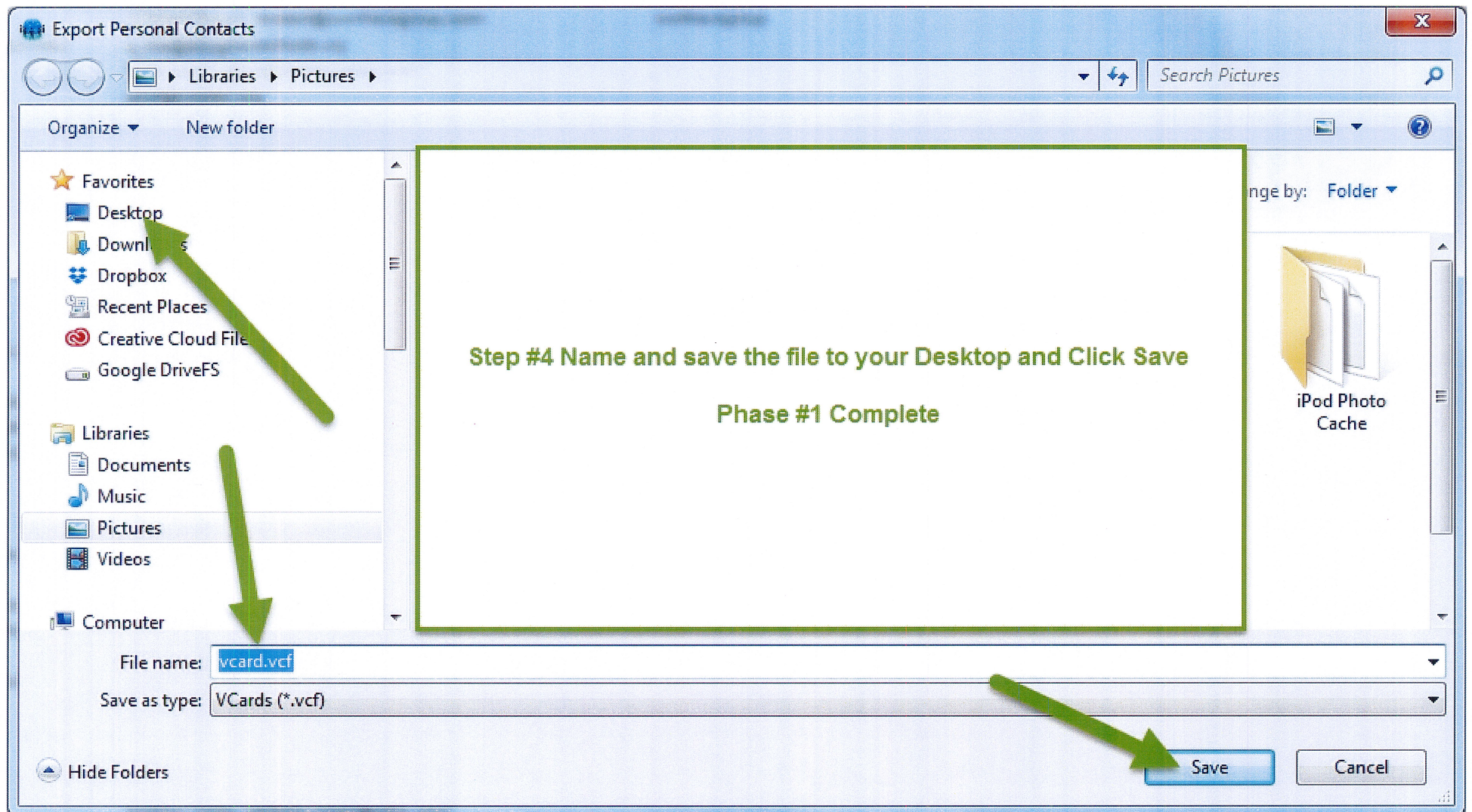
For use with Outlook (.csv)

For use with BlackBerry (.csv)

Cancel OK

Name	E-mail address	Business Phone	Mobile Phone	Home Phone	FAX	Web Page	Notes
Angela Morber	"Morber, Angela" <amorber@edline.com>	Edline	800.491.0010 x6943				
Angela Morber	angela.morber@blackboard.com	Blackboard Engage	800.491.0010 x6943				
Angie Flanagan	FlanaginA@byrne-electrical.com	Byrne Electronics	616.825.4058				
ANGUSANDPIXIE AOL.COM	angusandpixie@aol.com						
Ann Comella	"Ann Comella" <ann.comella@thirtyseven4.com>	thirtyseven4/					
Ann Su	Ann Su <asu@celtcorp.com>	CellCorp/					
Anne Vise	avise@apple.com	Apple	512-674-6868				
ANNEMARIE EDRON.COM	annemarie@edron.com						

1 item selected.



Create contact

- Contacts
- Frequently contacted
- Duplicates
- Labels
- Import
- More
- Import
- Export
- Print
- Delegate access
- Undo changes
- Other contacts
- Settings
- Send feedback

#2 Click More to expand options

#3 Click Import





Phase #2 Import Contacts to Google

Name	Job title & company	Labels
TECH GROUP (4)		
Jim Duncan duncanj@cpsmail.org	CPS	Tech Group
Justyn Pelchat pelchatj@cpsmail.org	CPS	Tech Group
Mike Barruci baruccim@cpsmail.org	CPS	Tech Group
Terrance Malloy malloyt@cpsmail.org		Tech Group

#1 Click Contacts to Open

Account Gmail Drive
Classroom Docs Sheets
Meet
Google+ Sites Contacts
Support

More

Name	Email	Phone number	Job title & company	Labels
TECH GROUP (4)				
 Jim Duncan	duncanj@cpsmail.org		CPS	Tech Group
 Justyn Pelchat	pelchatj@cpsmail.org		CPS	Tech Group
 Mike Barruci	baruccim@cpsmail.org		CPS	Tech Group
 Terrance Malloy				Tech Group

Create contact

- Contacts
- Frequently contacted
- Duplicates

- Labels
- Imported 1/4/19 9
- Tech Group

Create label

- More
- Import
- Export
- Print
- Delegate access
- Undo changes
- Other contacts
- Settings
- Send feedback

#4
Click "Select File" and
select the .VCD file you
created from the FC
Export

Import contacts

To import contacts, select a CSV or vCard file. [Learn more](#)

Select file

Cancel Import

WALA !!
Your Done