

## Exporting Contacts from Webmail



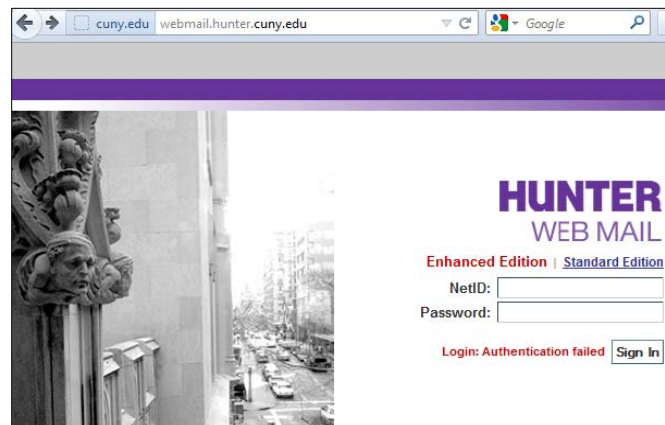
### Overview

Your contacts will not automatically move over to your new **@MyHunter** (Office 365) email account. This document will walk you through exporting your webmail contacts to be imported into **@MyHunter** (Office 365) email account.

### Logging On

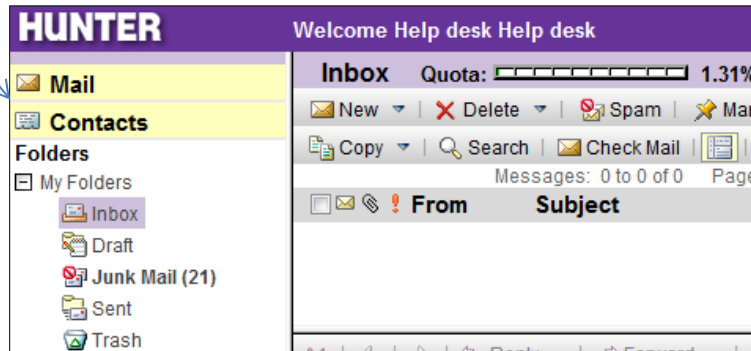
To Log on to your webmail account:

1. Type [webmail.hunter.cuny.edu](http://webmail.hunter.cuny.edu) into your address bar.
2. Press **Enter** and the Webmail login screen will appear.
3. Type your **NetID** (username) and **Password**
4. Click **Sign In** to log on



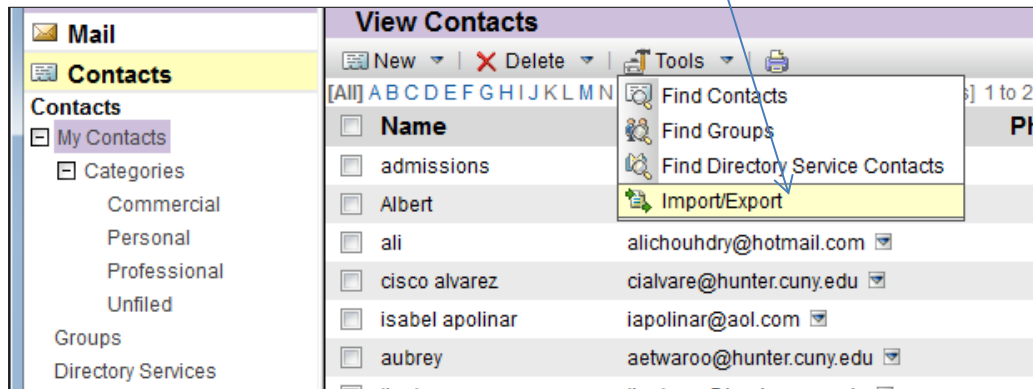
### Navigating to Contacts Page

Once you are logged on, on the top left hand side of your email screen, click on **Contacts**:

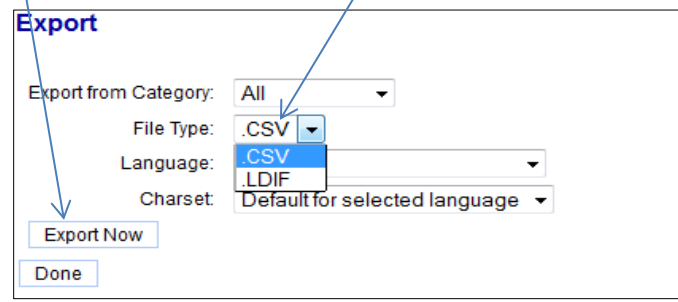


## Exporting Contacts

1. Once you are in your contacts page, under the top menu panel, click on **Tools**
2. From the expanded tools menu, click on **Import/Export**



3. On the next screen, under the import section, you will notice the **Export** section
4. In the **File type** drop down option, select **.CSV**
5. You will not have to touch any other options in the export menu
6. Click on **Export Now**



7. In the pop-up download prompt, click on **Save File**
8. Click **OK**

