

Engage the Students. Infuse the Curriculum. Empower the Faculty. Enhance the Administrative Process.

## **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 <u>webmail.hunter.cuny.edu</u> 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

🖂 Mail	View Contacts	
Contacts	📰 New 🔻   🗙 Delete 🔻	🛃 Tools 🔻 🔓
Contacts		Find Contacts
<ul> <li>My Contacts</li> </ul>	Name Name	👯 Find Groups Ph
Categories	admissions	Rind Directory Service Contacts
Commercial	Albert	强 Import/Export
Personal	🔲 ali	alichouhdry@hotmail.com 🖻
Professional	cisco alvarez	cialvare@hunter.cuny.edu 🖻
Unfiled	isabel apolinar	iapolinar@aol.com 🖻
Groups Directory Services	aubrey	aetwaroo@hunter.cuny.edu 🗹
	im hare	iim hami@huatacauauadu 📼

- 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**

Export	
Export from Category:	All
File Type:	.CSV -
Language:	
Charset:	Default for selected language 👻
Export Now	
Done	

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

Opening addrbook.csv	
You have chosen to	open
addrbook.csv	
which is a: Mi from: https://	crosoft Excel Comma Separated Values File webmail.hunter.cuny.edu
What should Firefo	x do with this file?
Open with	Microsoft Excel (default)
<u> Save File</u>	
🔲 Do this <u>a</u> uto	matically for files like this from now on.
	OK Cancel