

Exporting Contacts and Updating the
Contacts in Your New Vision Source Email
Address

How to Export Yahoo Contacts

You can export your contacts from Yahoo to an external file as a backup or in preparation for importing them into another email service/client.

Note: Exporting contacts/address has no effect on the original contact list.

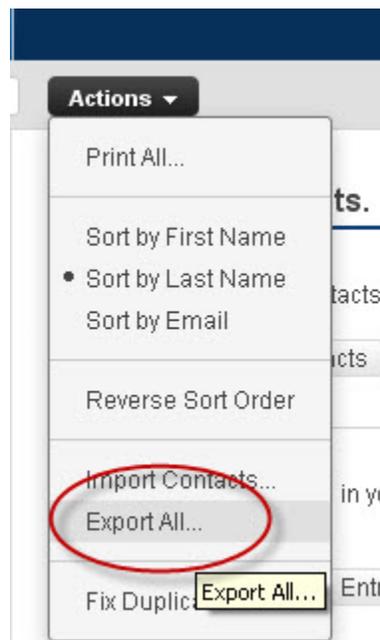
To Export your Yahoo Address book (contacts list) proceed as follows:

Exporting Contacts

You can export contacts in a variety of formats depending on which email client you will be using when you do the import.

To Export your Yahoo Address book (contacts list) so that you can import it into other email clients proceed as follows:

1. Sign in and go to Yahoo mail.
2. Go to the Yahoo! **Contacts**.
3. Click the “**Actions**” link on the and select Export all from the drop down menu.



4. In the Export section choose the output format. The format you choose will depend on what you will be doing with the contacts.

If you will be importing them into outlook or outlook express choose **Microsoft outlook**, and click the “**Export Now**” button.

Export [?](#)

Choose the program you want to export to and click the corresponding button.

Microsoft Outlook:	<input type="button" value="Export Now"/>
Netscape/Thunderbird:	<input type="button" value="Export Now"/>
Yahoo! CSV:	<input type="button" value="Export Now"/>
vCard Single File: (recommended for Palm Desktop users)	<input type="button" value="Export Now"/>
vCard, Zip of .VCF files: (One .VCF file per contact, Outlook compatible)	<input type="button" value="Export Now"/>

5. When prompted enter the captcha code and then **save the file**.

NOTES:

- The exported .csv file can be used as an import file in Outlook Express, Gmail etc.
- The import/export feature allows you to import and export contacts between Yahoo! Address Book and other clients.
- Most email programs support the .csv format so the file may be usable with other email programs not listed on the Yahoo export/import page.

Export Your AIM Mail or AOL Mail Contacts

To save your AIM Mail or AOL Mail address book to a file:

- Select *Contacts* in the AIM Mail or AOL Mail folder list.
- Click *Export*.
- Choose the desired file format under *File Type*:
 - **CSV is used by many email programs and services. You can import contacts from CSV files into Outlook and Gmail, for example.**

Hotmail

Internet Explorer

1. Sign in to your Hotmail account.
2. Click the 'Contacts' tab.
3. Click 'Print view.'
4. Align the cursor with the first letter of the 'Name' column.
5. Highlight your contacts by holding down the cursor and dragging it down the list.
6. Hold down the 'Control + c' keys to copy the list.
7. Open Microsoft Excel (or a similar spreadsheet program that supports comma separated values).
8. Select cell A1 in Excel (the top square on the left side).
9. Hold down the 'Control + v' keys to paste (don't use 'Paste Special').
10. Choose 'Save as' from the 'File' menu, and select the type 'CSV (Comma delimited).' Make a note of where you saved the file.

Firefox

1. Sign in to your Hotmail account.
2. Click the 'Contacts' tab.
3. Click 'Print view.'
4. Align the cursor with the first letter of the 'Name' column.
5. Highlight your contacts by holding down the cursor and dragging it down the list.
6. Hold down the 'Control + c' keys to copy the list.
7. Open Microsoft Excel (or a similar spreadsheet program that supports comma separated values).
8. Select cell A1 in Excel (the top square on the left side).
9. Right click in cell A1 and select 'Paste Special.'
10. Select 'Text,' and click 'OK.'
11. Choose 'Save as' from the 'File' menu, and select the type 'CSV (Comma delimited).' Make a note of where you saved the file.

Hotmail Live

1. Sign in to your Hotmail account.
2. Click the **Contacts** list on the bottom left of the page.
3. Click the **Manage** drop-down menu at the top of the Contacts list and select **Export**.
4. On the page that appears, click the **Export Contacts** button.
5. When you're prompted to open or save the file, click **Save**.
6. Select a location to save the file, and click **Save**.

Microsoft Outlook and Outlook Express

Here are some general directions to follow, though instructions may vary by version. For more detailed instructions, open 'Help' in Outlook or Outlook Express and type 'export' in the search box. Look for topics that include 'export wizard,' 'export information,' 'exporting contacts' or 'exporting address book contacts' in the title.

From **Outlook**:

1. Select **File > Import/Export > Export** from the main menu
2. Choose **Comma Separated Values (Windows) > Select "Contacts" > Save exported file**

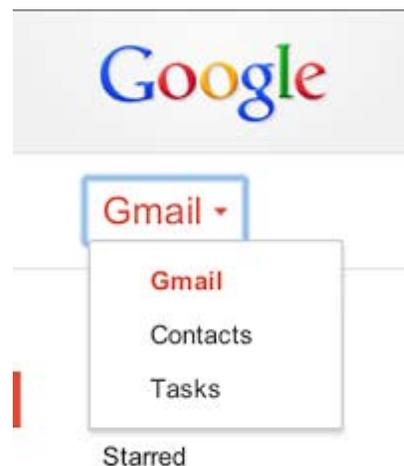
From Outlook Express:

1. Select **File > Export > Address Book** from the main menu.
2. Select **Text File (Comma Separated Values)**.
3. Click **Export**.

Import contacts into your Vision Source Email

To import contacts to Gmail:

1. Create a [custom CSV file](#), or [export the address book](#) from your other webmail provider or email client as a CSV file.
2. Sign in to Gmail.
3. At the top-left corner, click **Gmail > Contacts**.



4. Above the contacts list, click **More > Import....**

5. Click **Choose File**.
6. Select the file you'd like to upload.
7. Click **Import**.

When it's done, Gmail will display the number of contacts imported.

If you receive any error messages during the import, you might need to [edit your CSV file](#).

About CSV files

These CSV files work with Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora, and some other email providers. But the CSV files that these applications produce might not contain all of the supported contact fields. For example, when Outlook exports to a CSV file, it omits data including attachments, distribution lists, contact pictures, the "file as" field, the "alias" field, and text formatting in the "notes" field. Google Contacts doesn't have a way to know what was omitted, so we suggest that you manually copy over any important information in these fields after you import your contacts.

Notes

- Google Contacts doesn't support rich text formatting, or unlimited length in the "notes" field. When we're unable to import a certain field from the CSV, we do our best to let you know so that you can fix it manually.
- The maximum size for a contact is 128 KB. If a contact exceeds this size, the "notes" field might be truncated.