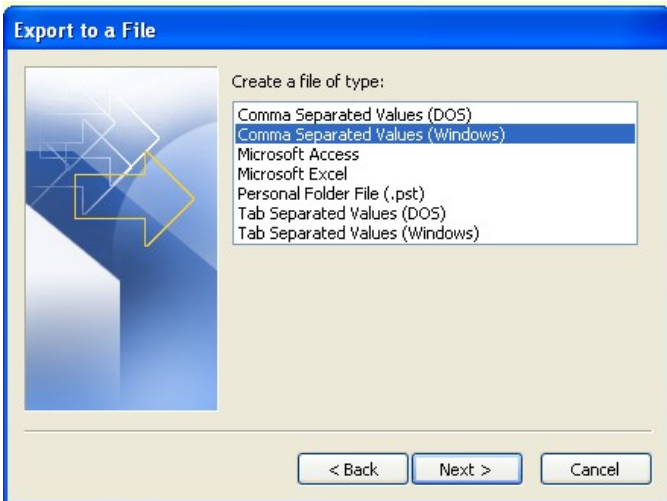
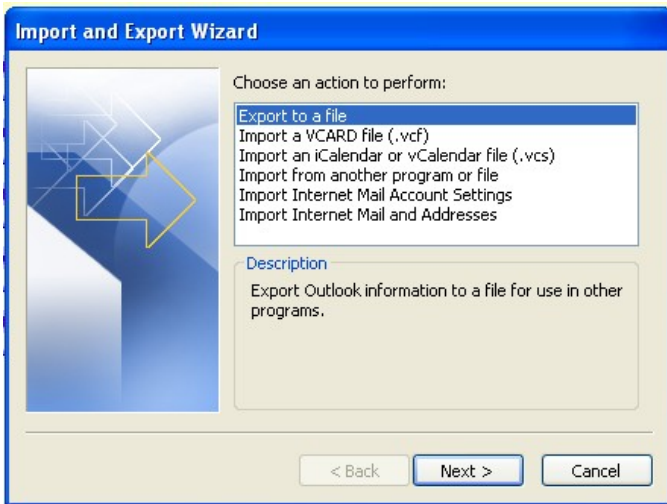
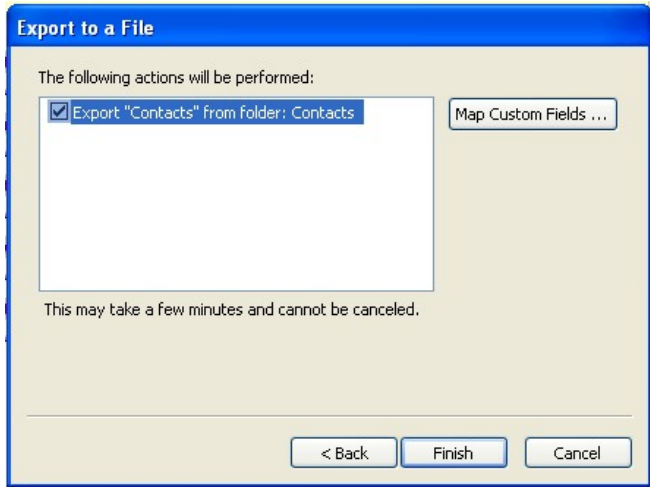
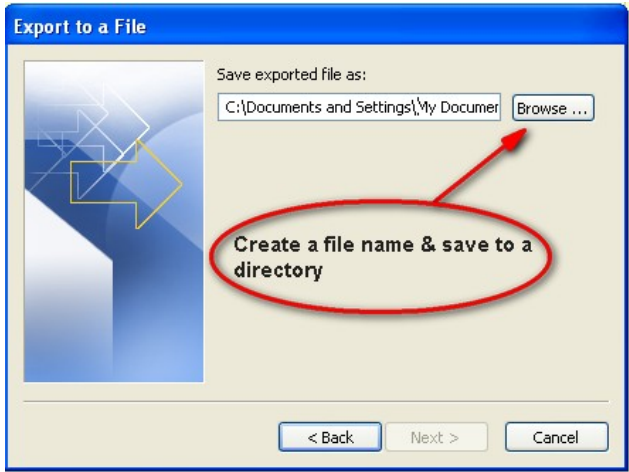
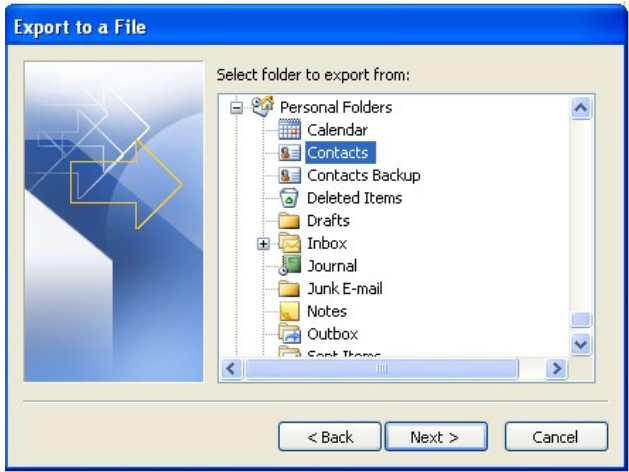
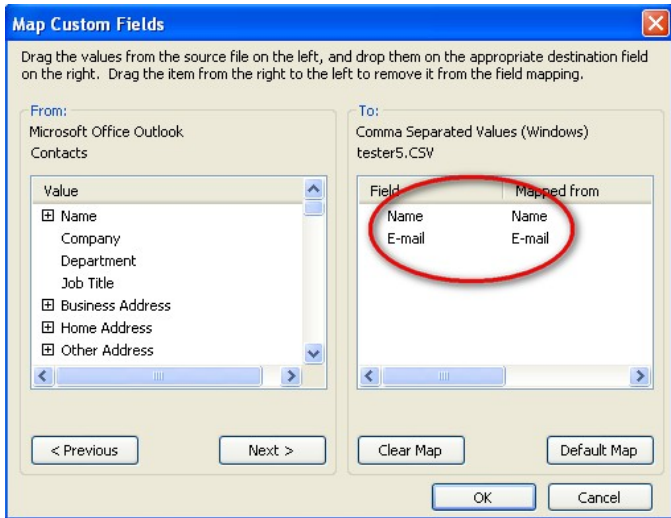


Instructions for adding contacts to your address book.

1. Create a CSV file from your contacts in Outlook or other mail server address book. This file should include the following fields (**use this exact spelling**): **Name** (in the order of First Name, Last Name **NOT**, Last Name, First Name), E-mail, Notes. A comma should follow the Name, and E-mail,
2. This file can be created by exporting your contacts as a CSV (Windows) file in Outlook(see images below). Check the file in MS-Excel or a text Notepad to make certain that no other fields are included, such as phone numbers, addresses, etc.
3. Click the Address Book link at the bottom of the home page. Then click the import button. Locate and load the CSV file and click the submit button.
4. You can manage your contact list by creating groups and selecting the contacts to include.





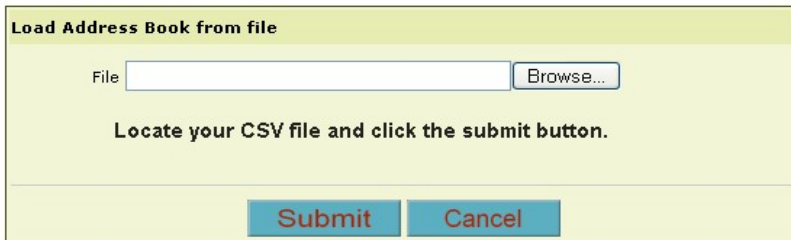


USE THIS FORMAT

Name, E-mail, Notes
 John Smith, JSmith@abc.com,
 Jane Doe, JDoe@xyz.com,
 Al Albert, A_Albert@123.com,



Home | eCards | enVites | Featured | Create Your O



Home | eCards | enVites | Featured | Create Your C

