



## Exporting your Archmil contacts

### Log into your account

ARCHDIOCESE  
of MILWAUKEE

Email Address:

Password:

Language:  
English (United States) ▾

Use Lite Web Client

Remember My Email Address

Remember My Password

Automatically Login On The Next Visit

[Log in](#)

Once the account is open...

1. Select **Contacts** under Address Books
2. Then, click the **Export Contacts** button

barthell@ext.archmil.org

Today

[Add Contact](#) [Add Group](#) [Delete](#) [Select All](#) [Import Contacts](#) [Export Contacts](#)

No contact has been selected.

Sort By: Display Name ▾

Search:

ABC...

1

1, Mark  
marknnad@...

2

2, Mark  
marknnad@...

A

alries  
alries@...

alries  
alries@...

archmil.webmaster  
archmil.webmaster@...

B

barthell  
barthell@archmil.org

barthelm@archmil.org  
barthelm@archmil.org

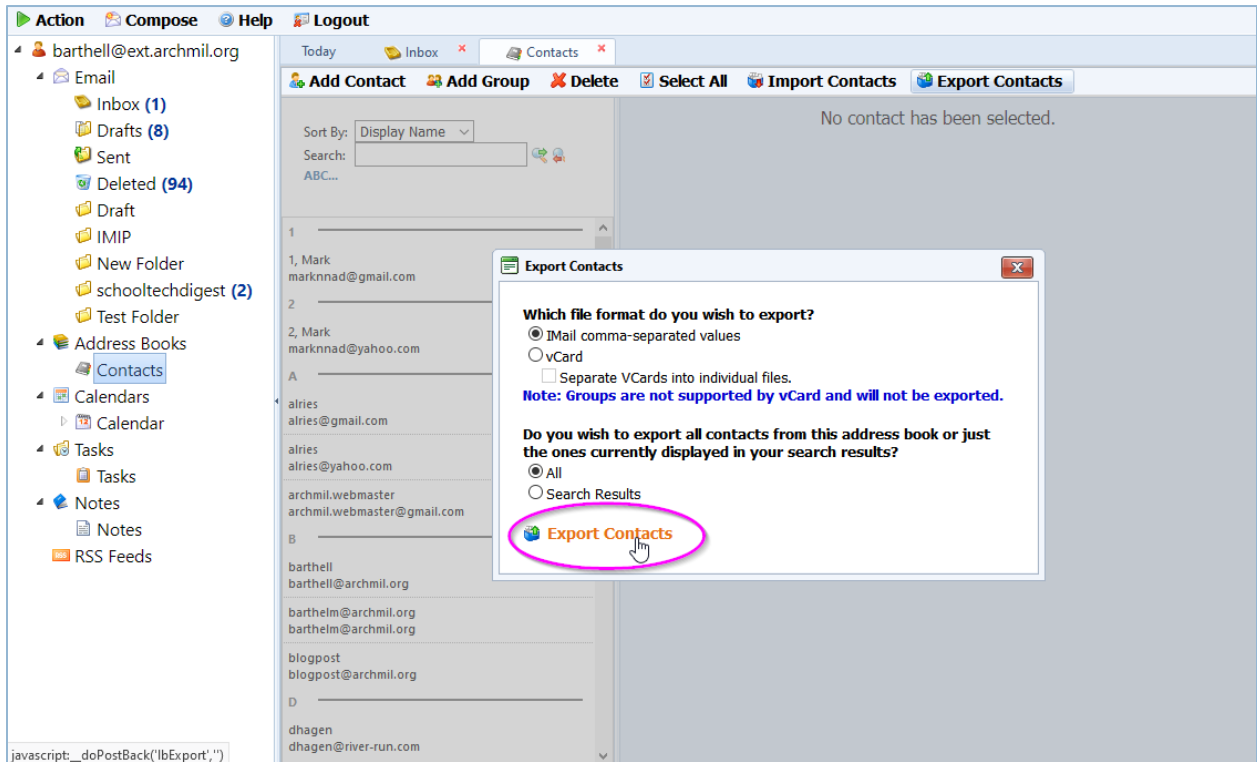
blogpost  
blogpost@archmil.org

D

https://mail.archmil.org/Pages/ContactsList.aspx?TabId=0000002f-0000-0000-0000-000000000000#

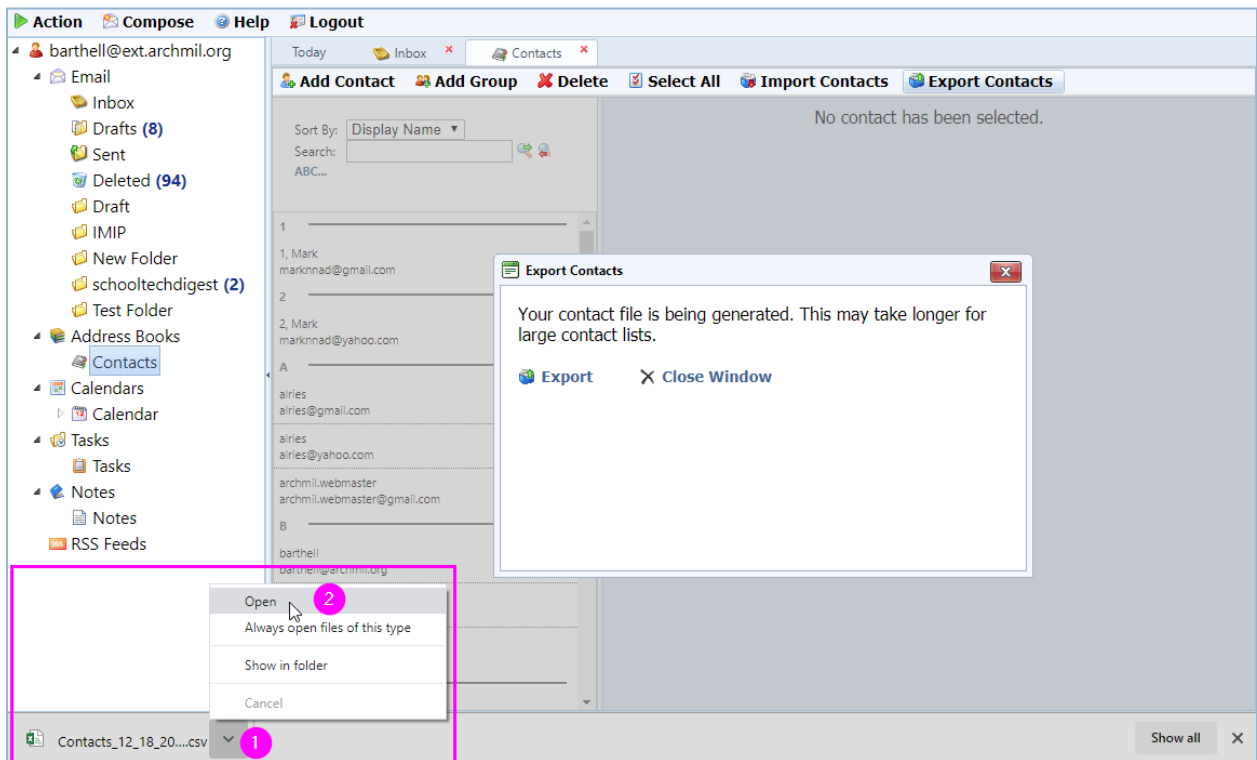
Continued on next page...

A new window will appear, click **Export Contacts**.



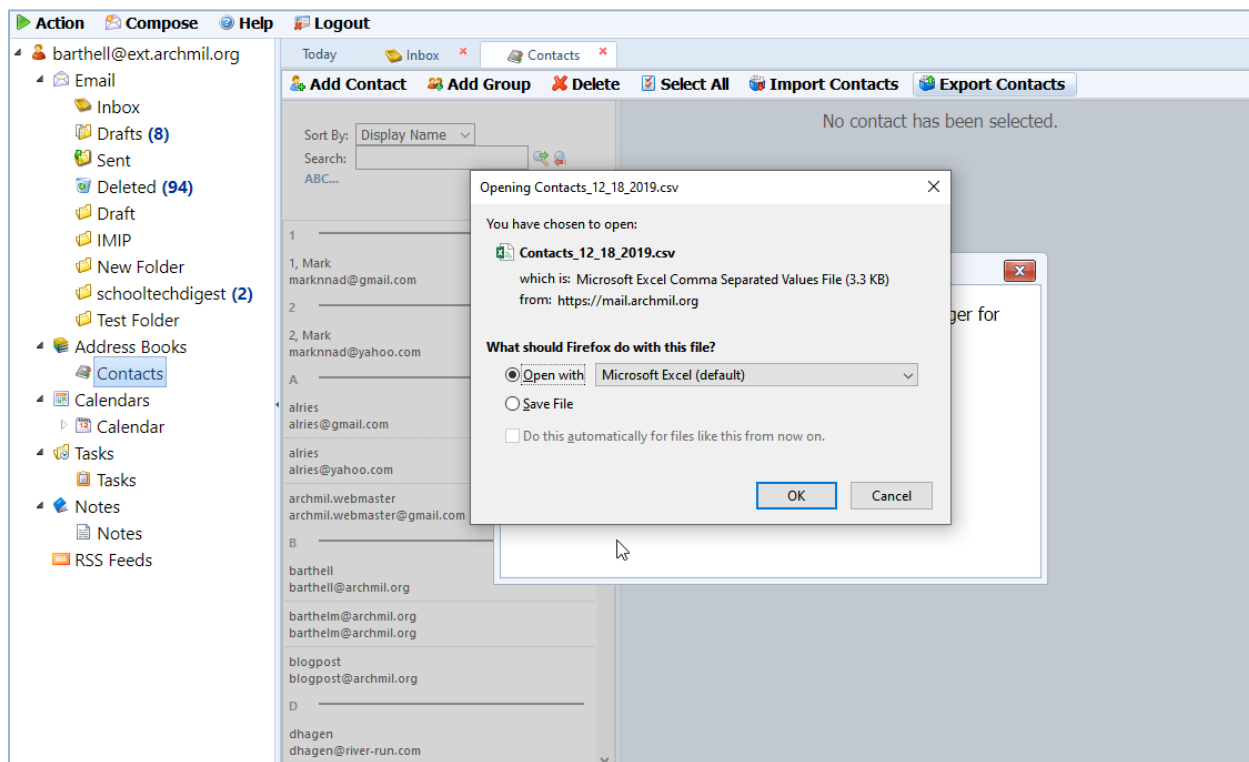
The next screen varies based on the browser you use.

## In Chrome



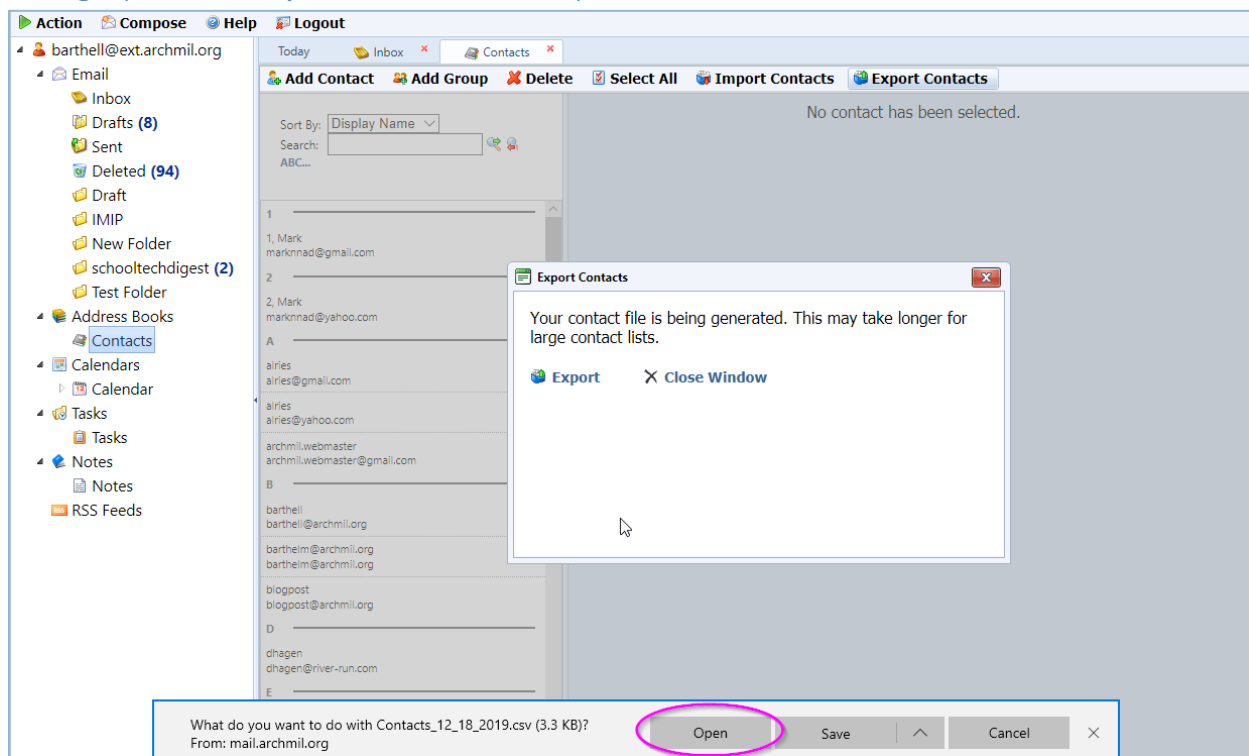
The file appears at the bottom of your browser, open the file with Excel. *Go to Excel instructions on page 4.*

## In Firefox



Leave the default settings and open the file with Excel. *Go to Excel instructions on page 4.*

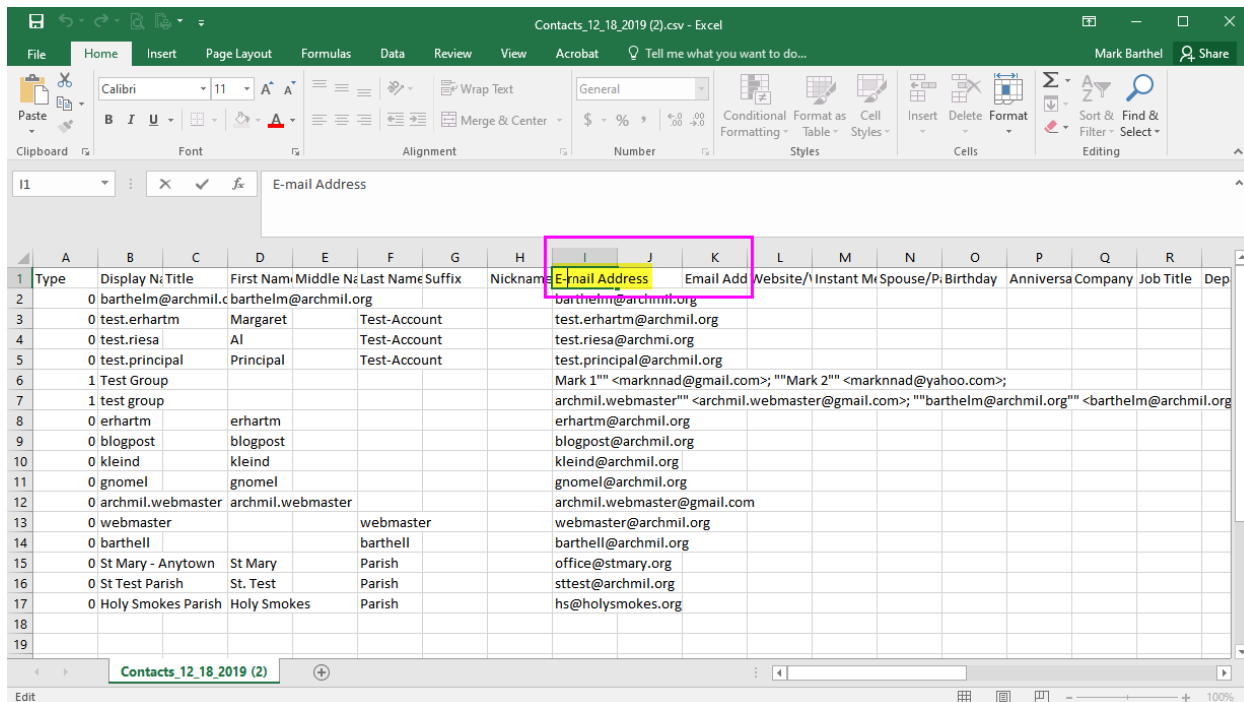
## In Edge (Internet Explorer will be similar)



Leave the default settings and open the file with Excel. *Go to Excel instructions on page 4.*

## Editing your contacts with Excel

By default, the column heading for the e-mail addresses is **Email Address**. You **must** change this to **E-mail Address**, by adding a dash, or the addresses will not import properly into Outlook, O365 or Gmail.



Double-click on cell I1 to edit the column name. Add a dash (-) after the E in Email.

Note: If you have more than one e-mail address listed for an individual. Those addresses are stored in J1 and K1; you will need to rename those column headings to include a dash as well.

Once the change(s) are made, save the CSV file to your computer. I recommend saving it to your desktop so it is easy to find when you want to import it into your new platform.