

# Exporting your Archmil contacts

Log into your account

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Pa	assword:
La E	nguage: nglish (United States) ~
	Use Lite Web Client
C	Remember My Email Address
	Remember My Password
	Automatically Login On The Next Visit
	og in

Once the account is open...

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

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https://mail.archmil.org/Pages/ContactsList.a	aspx?Tabld=000002f-0000-0000-00000-00000000000=

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

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

# In Edge (Internet Explorer will be similar)

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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.

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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.