# Exporting your Archmil contacts

## Log into your account



Once the account is open…

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



*Continued on next page…*

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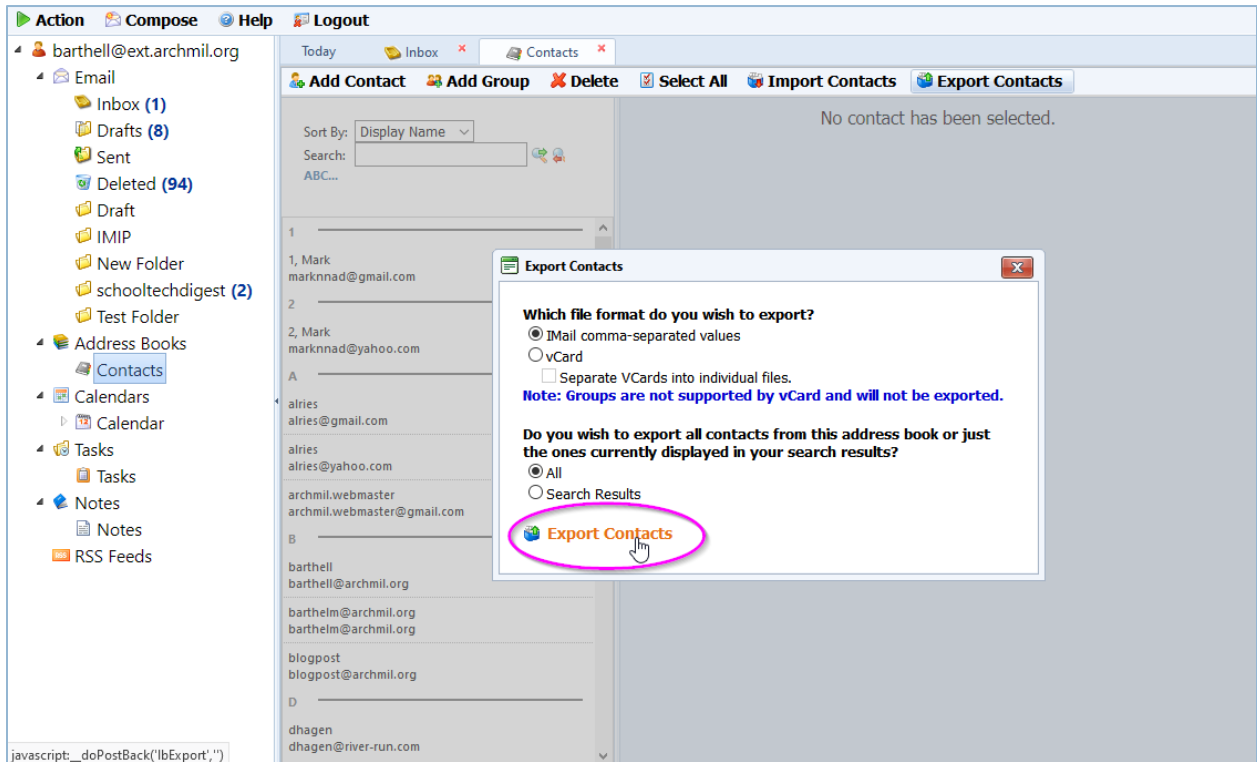


The next screen varies based on the browser you use.

## In Chrome



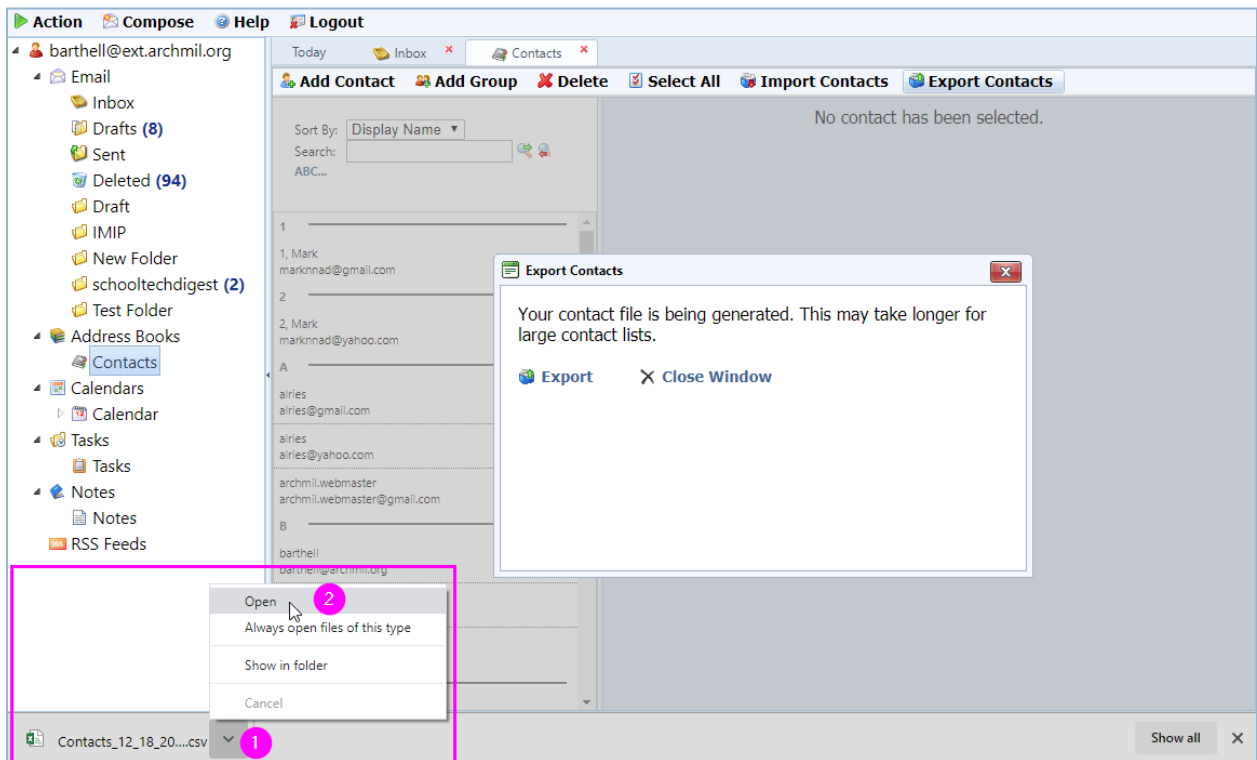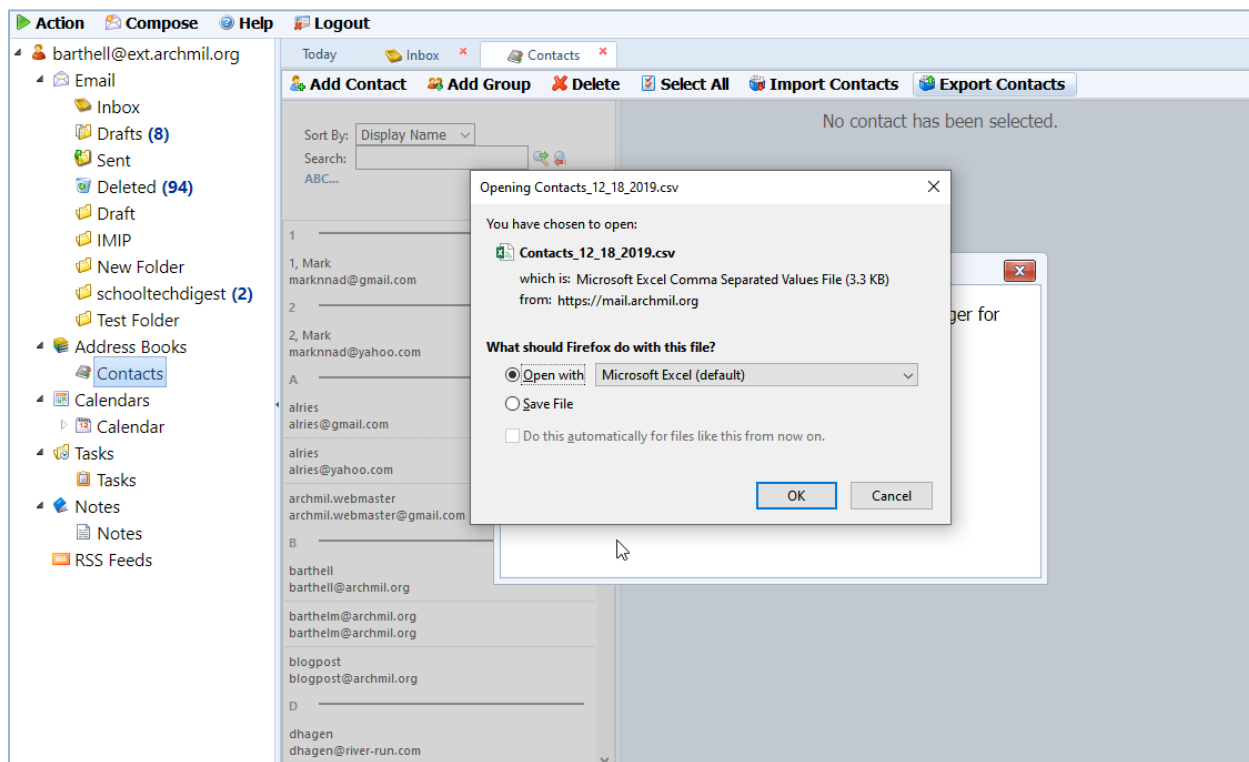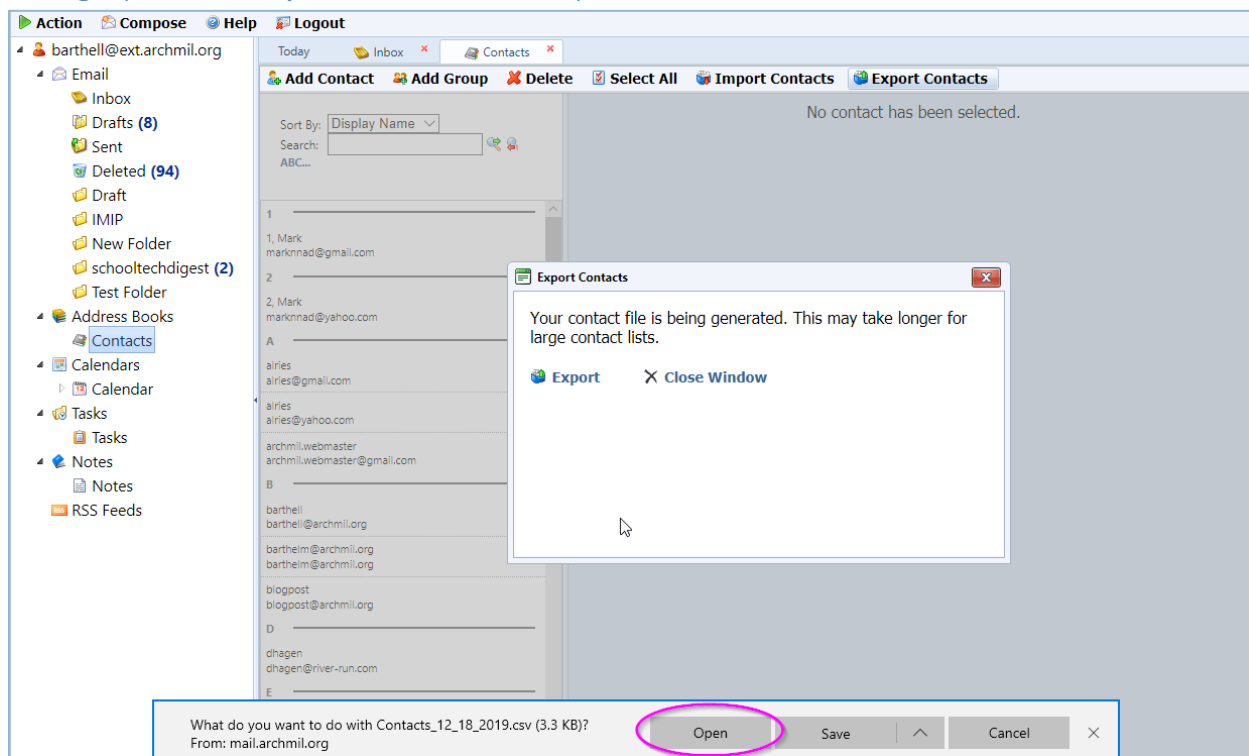The file appears at the bottom of your browser, open the file with Excel. *Go to Excel instructions on page 4.*

## In Firefox



Leave the default settings and open the file with Excel. *Go to Excel instructions on page 4.*
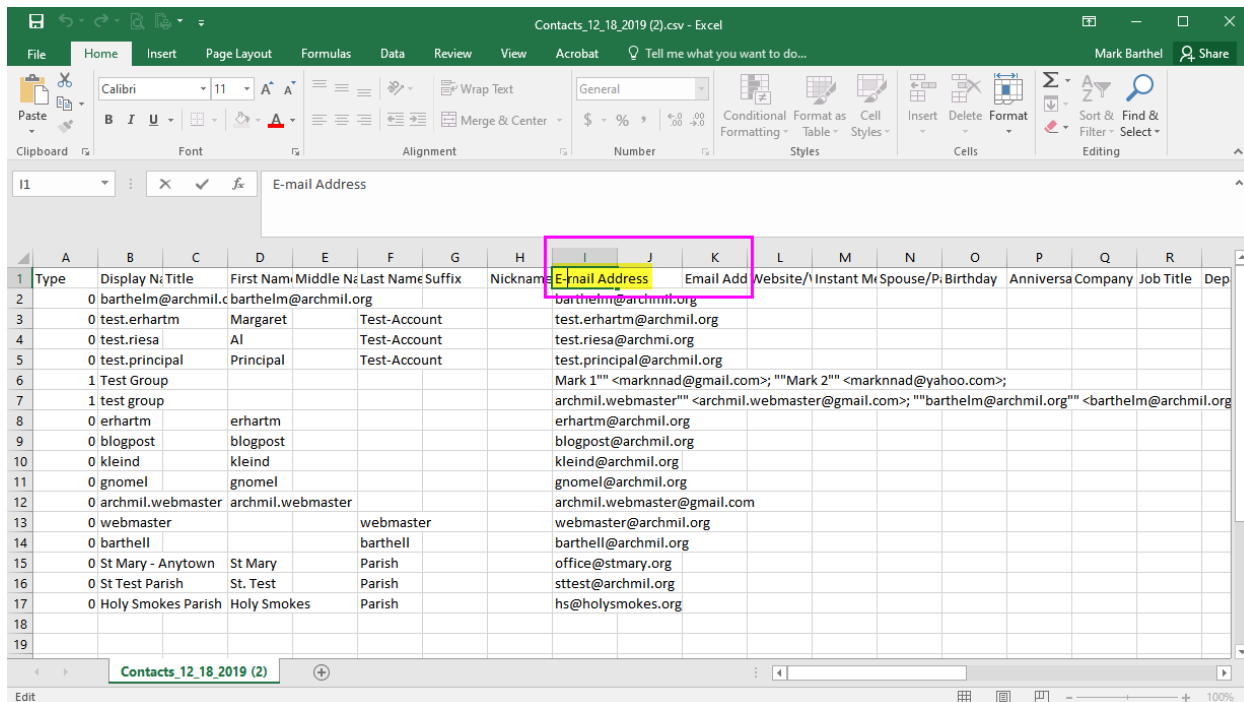
## In Edge (Internet Explorer will be similar)



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.