

Copying Address Book from Outlook Express to Mirapoint Webmail.

You can export your Outlook Express Address Book as a Comma Separated Values (.csv) file and then import your contacts into your Webmail account.

Export Outlook Express Address Book

1. In Outlook, on the **File** menu, Scroll to **Export** and **Select Address Book** from the list of Options.
2. From the window Select **Text File (Comma Separated Values)**, and then click **Export**.
3. Browse to the folder where you want to save the contacts as a .csv file.
4. Type a name for the exported file, and then click **OK**.
5. Click **Next**.
6. Place a **Checkmark in all the boxes** that currently are without one.
7. Click **Finish**.
8. Click on **OK** once export process has completed..

Import Address Book into Webmail

1. Log on to Webmail, and then click **Contacts** at the left side of the page. .
2. Click on **Tools** and Select **Import/Export**.
3. Click **Browse**, and then navigate to the .csv file that you created in the "Export Outlook Contacts" section of this article.
4. Select the file, and then click **Open**.
5. Change the **File Type** to .CSV.
6. Click on **Import Now**.