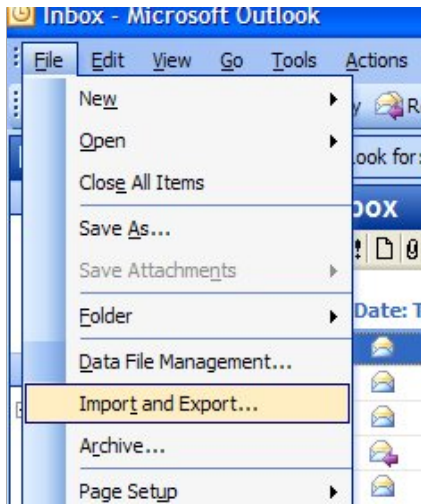


Welcome to the Mail For Exchange User Guide

This guide will help you export your current Microsoft Outlook contacts to a file which can be used with your Mail for Exchange account.

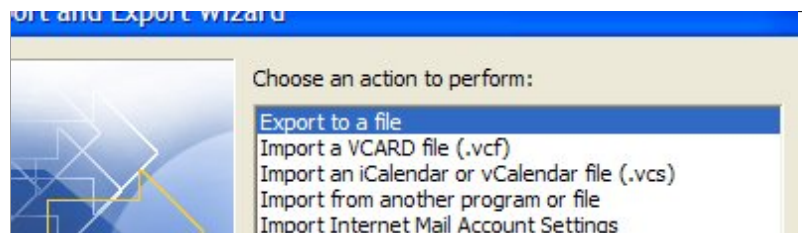


Step 1. Run Microsoft Outlook

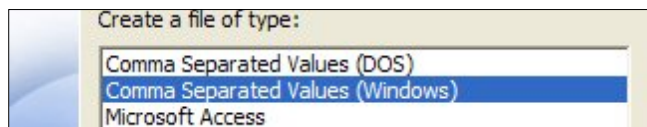
Click on File -> Import and Export

Select 'Export to a File'

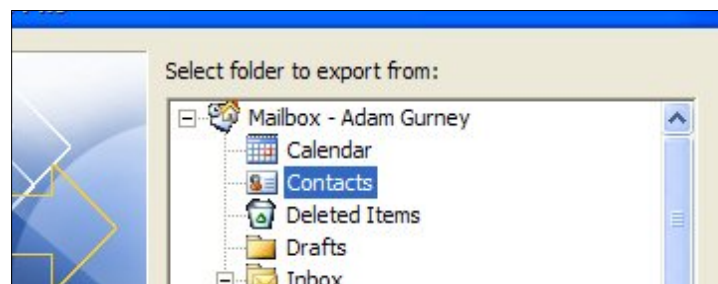
(At this stage it may prompt to install an Outlook Translator - Click OK)



Create a Comma Separated Values (Windows) [CSV] file



Select the 'Contacts' folder to export from



It will then prompt you to select a file name and a location for saving. Name the file using your firstname and lastname to a memorable location. Click on 'Next' and then 'Finish' and the CSV file will be created. Email this file to info@mailforexchange.com and we will update your contacts.

If you experience any Technical problems when installing either the software or the Mail for Exchange profile you can contact the Support Team using the following details

Technical Support Helpline - 0905 818 0051 (75p / min)

Email - Info@mailforexchange.com