



User Guides


If any of the following is unclear or does not work, please call our technical support team on 01608 434 000.

You can export contacts or distribution lists to those formats:

- vCard. You can e.g. use this format to exchange contacts with other email applications.
- CSV You can use this format to export contacts to spreadsheet formats.

You can export single contacts or distribution lists or all objects from an address book.


How to export single contacts or distribution lists:

1. Select a single contact or distribution list, multiple contacts or distribution lists from the list.
2. Click the **More actions** icon  in the toolbar. Click on **Export**. The **Export selected** window opens.
3. Select a format.

To export contacts and distribution lists, enable **With distribution lists**.

4. Click on **Export**. Complete the entries.

How to export all contacts from an address book:

1. Select a personal or public address book in the folder view.
2. Click the **Actions** icon  next to the folder name. Click on **Export**. The **Export folder** window opens.
3. Select a format.

To export contacts and distribution lists, enable **With distribution lists**.

4. Click on **Export**. Complete the entries.