SJCSDInfoTech

Export FirstClass Contacts - Windows

1. To begin, locate the "Contacts" icon on your FirstClass desktop and double-click on the icon to open your contacts list.


2. Depending on how you have stored your contacts you may have a mix of individual contacts or mailing lists for multiple individuals or e-mail addresses. See the icons below to determine which item you are working with.

NOTE: Mailing Lists cannot be exported using this method. To export a FirstClass mailing list, please see your site TSS or enter a WebHelpDesk ticket.

3. Once you have verified that you are working with a FirstClass Contact, select the contact(s) you wish to export, right-click on the contact icon, and select "Export" from the drop-down menu.
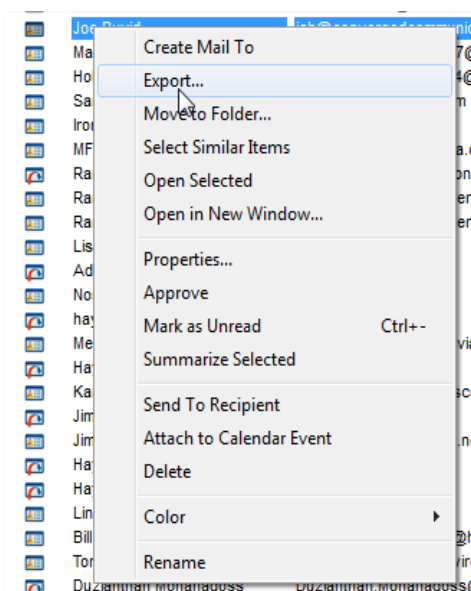

NOTE: You can select multiple contacts by holding down the "Ctrl" key when clicking each name.

4. On the "Export Contacts" window that appears choose the "Selected contacts" option, set the

"Contacts export format" to "For use with Outlook (.csv)", and click the "OK" button.

5. On the "Transfer" window that appears, choose a location that is easy for you to find where you would like to save your contacts, type in a name for the contacts list in the "File name:" field, and click the "Save" button.
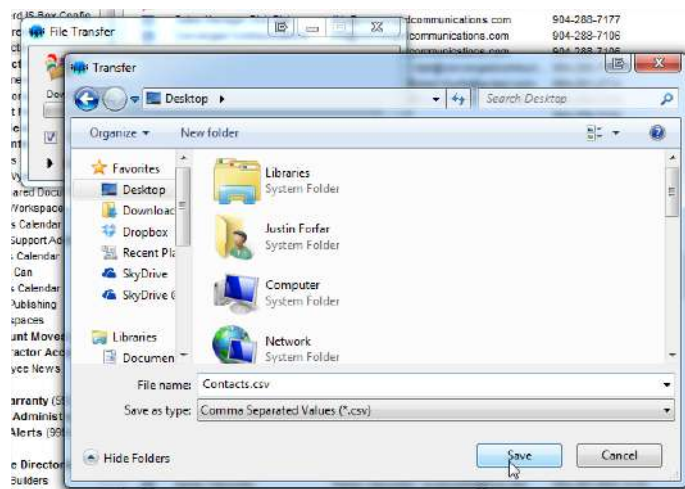
NOTE: The most convenient place for you to save your exported contacts will more than likely be either your My Documents folder or your computer desktop.

6. Once the export has completed you will be presented with the "File Transfer: Completed" window.

Click on the "Close" button to finish the export process.
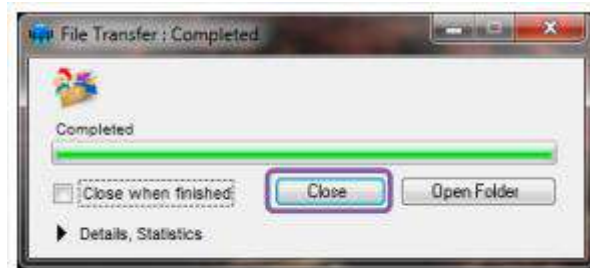
NOTE – Before importing these contacts into Office 365, take some time to review the .CSV file in Excel and make sure that all of the values for "email address" contain only the email address and not the first and last name of the person as well (eg. Last name, First name <someone@somewhere.com>. If you find any email addresses listed like that, simply delete the first and last name from the record and save so that only the email address remains.

Need assistance with this process?

If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please contact the Information Technology Help Desk at **904-547-HELP(4357)**, if at home or outside the district, or **1HELP (14357)** from inside any district building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.