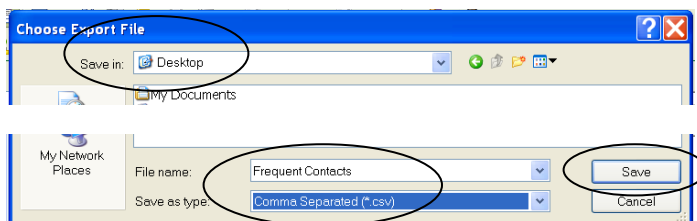
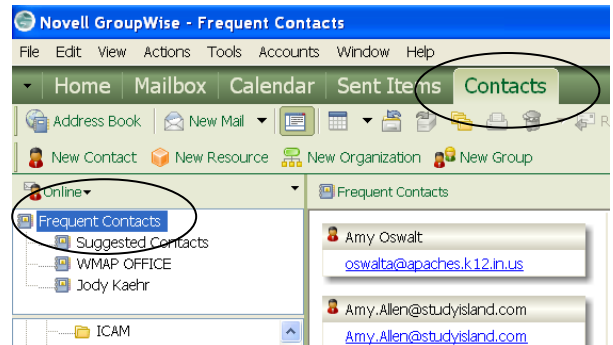


Exporting Contacts from Groupwise

To export contacts from Groupwise:

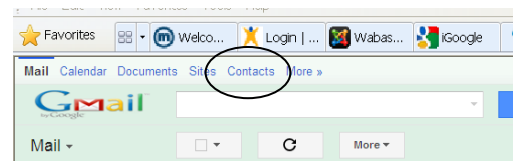
1. Open **Groupwise**
2. Click on the **Contacts** tab
3. Right click **Frequent Contacts**
4. Click on **Export**
5. Enter a name
6. Save as type **Comma Separated (*.csv)**
7. **Save** file to desktop



Importing Contacts (.csv file) into Gmail

To import contacts into Gmail:

1. **Sign in** to Gmail.
2. Go to **Contacts** on the menu bar along the top
3. Click **Import Contacts** (on left side near bottom of the menu)
4. Browse to **Choose File**
5. **Locate** exported .csv file saved on desktop
6. Click **Open**



Gmail will then display the number of contacts imported as a dated file and also will add those contacts to your My Contacts address book.

