

## How do I import my contacts from Outlook to my Email Co...

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If you can export your contacts from Outlook to a .vcard file, you can import that file to the Email Continuity or IzzyMail Address Book. Here is an example of a few entries in a .vcard file:

```
BEGIN:VCARD
VERSION:2.1
N:Lastname;Firstname;;;
FN:Firstname Lastname
EMAIL;INTERNET:firstnamelastname@domain.com
NOTE:id: cn=Firstname lastname,mail=firstnamelastname@domain.com
END:VCARD
```

```
BEGIN:VCARD
VERSION:2.1
EMAIL;INTERNET:jd@domain.com
NOTE:id: mail=jd@domain.com
FN:jd@domain.com
END:VCARD
```

Once the .vcard file is created, log into your web-based email account.

- » Select "Address Book" from the top-right navigation
- » Select the import icon from the top left navigation. (This icon looks like a Rolodex card with a green up arrow.)
- » Click "Browse" and navigate to the .vcard file created above.
- » Click "Import"

When the import is complete, a screen will appear listing the number of contacts successfully created. If no contacts are created, please go to: <http://support.webservio.net>. Create a ticket and attach the .vcard file you are using for the import.