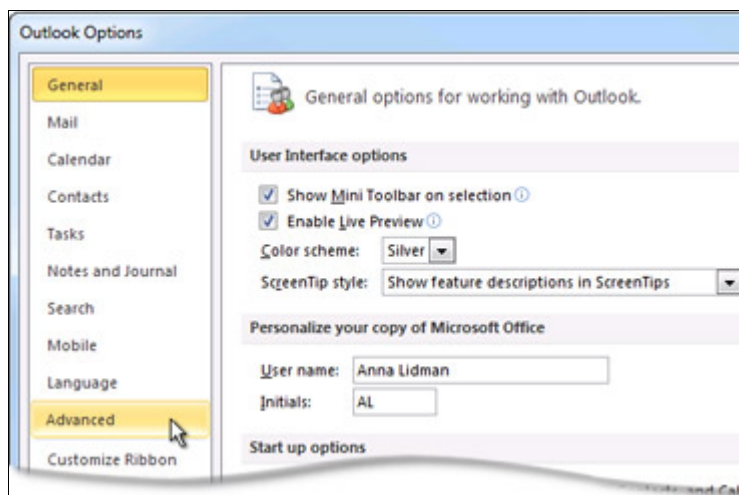


You can export contacts from Outlook to a file that can then be imported into your From Your Friends account. These instructions apply to Microsoft Outlook 2010.

1. Click the **File** tab.
2. Click **Options**.



Click **Advanced**.



Under **Export**, click **Export**.

5. In the **Import and Export Wizard**, click **Export to a file**, and then click **Next**.
Under **Create a file of type**, click the **Comma Separated Values (Windows)**, also known as a CSV file.
7. Under **Select folder to export from**, select the contact folder that you want to export, and then click **Next**.
Note see below on how to select only a portion of your contacts to export.
8. Under **Save exported file as**, click **Browse**, select a destination folder, and in the **File name** box, type a name for the file. Remember the location of where you save the file so you can access it when uploading to your From Your Friends account.
9. Click **OK**.
10. In the **Export to a File** dialog box, click **Next**.
11. Click **Finish**.

EXPORTING ONLY A PORTION OF YOUR CONTACTS:

If you want to send only a certain selection of your Outlook contacts you will need to create a new Contact Folder, and then copy the desired contacts into that folder for export.

1. Click on the contacts icon.
2. Click on the Folder option in the top menu.
3. Click New Folder
4. Select "Contact Item" under Folder contains:
5. Select Contacts as the location to place the folder.
6. The new folder will now appear.
7. If you want to move contacts into the new folder, you can click on the folder that currently contains them and drag them to the new folder
8. If you want to copy contacts into the new folder, leaving the original in it's current location, select the contacts you want, and the right-click to copy. Click on the new folder and right click to paste a copy to the new folder.
9. When using the export instructions above, select the new folder during step 7.

