

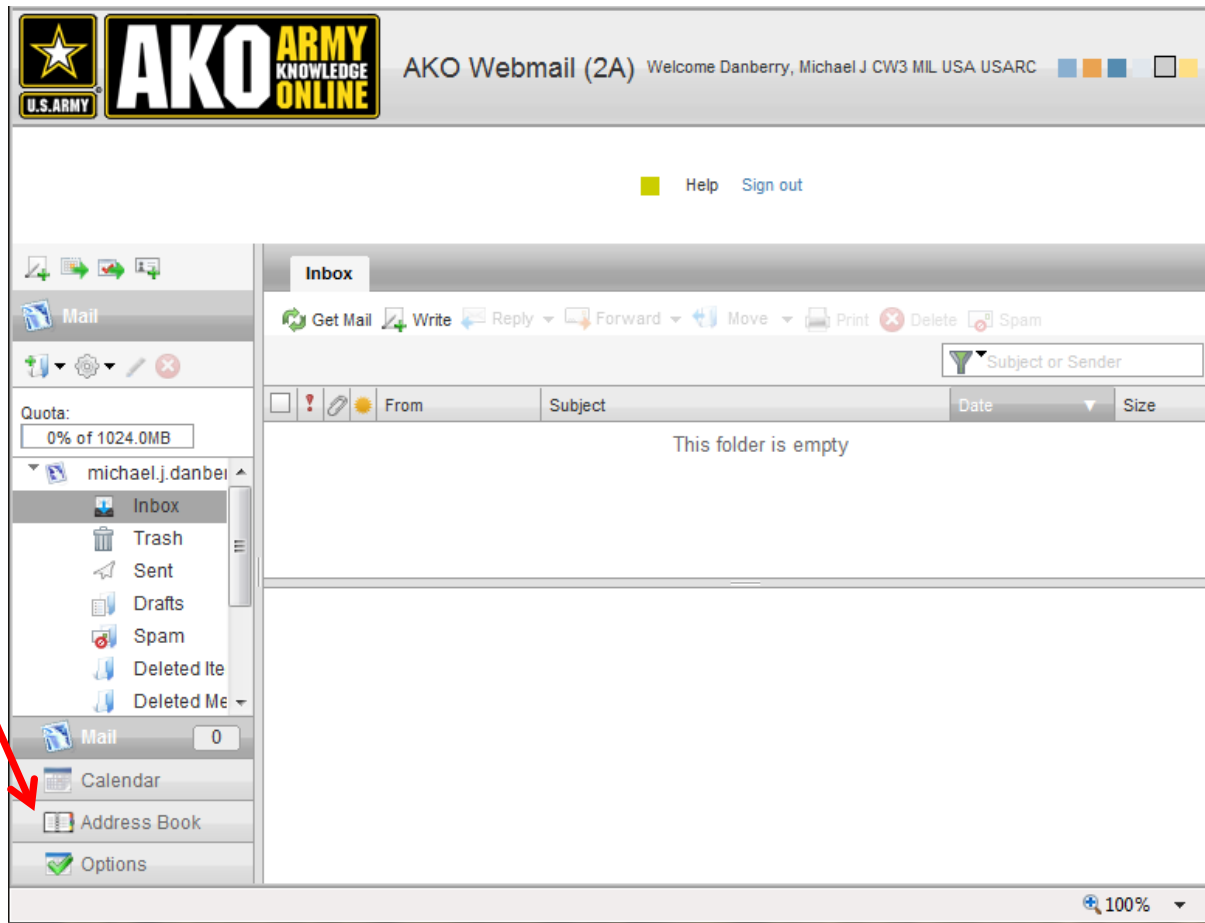


# How to export Contacts from AKO webmail to Outlook 2010, 2007, or 2013

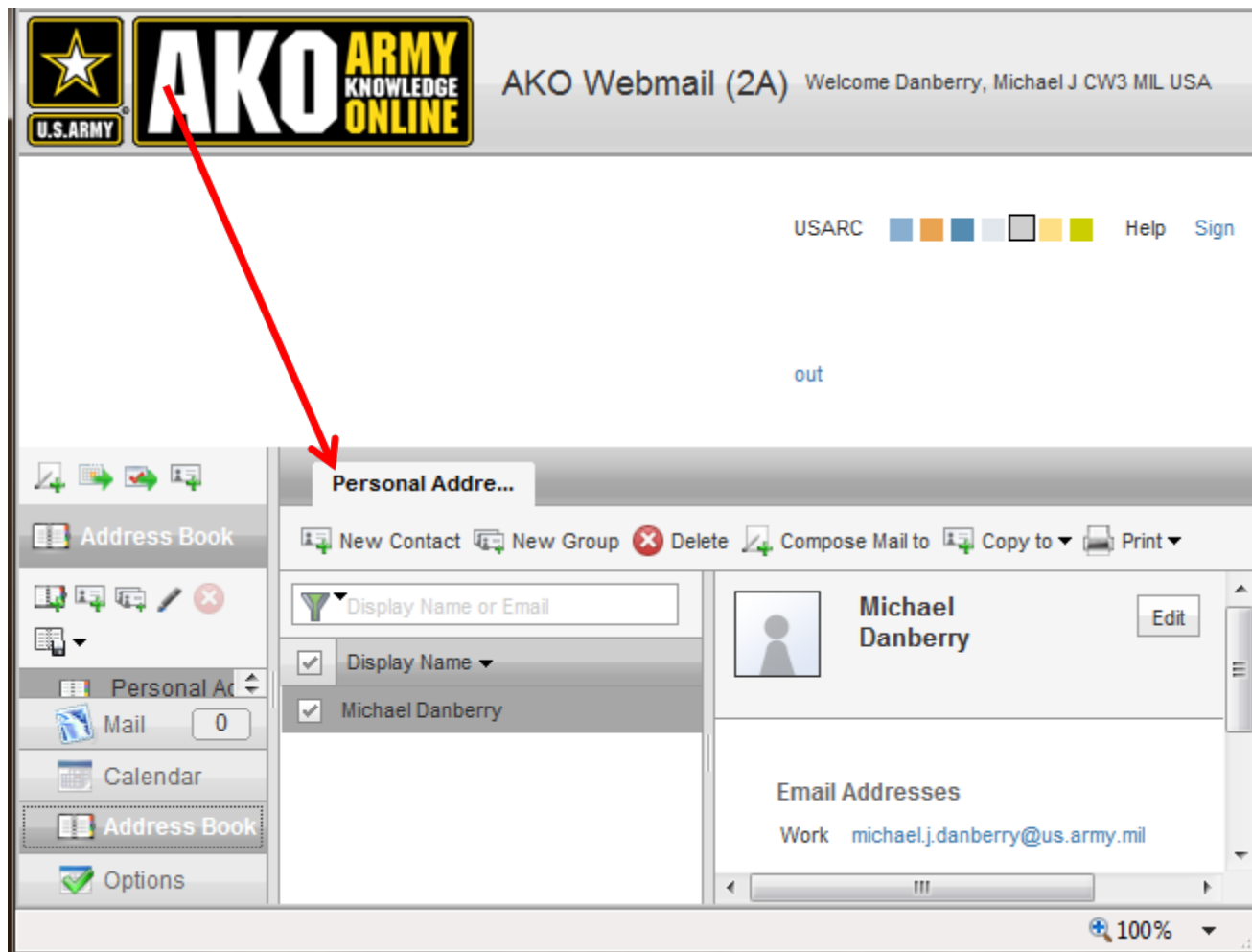
Presented by Michael J. Danberry

Login to: <https://webmail2.us.army.mil>

Click Address Book

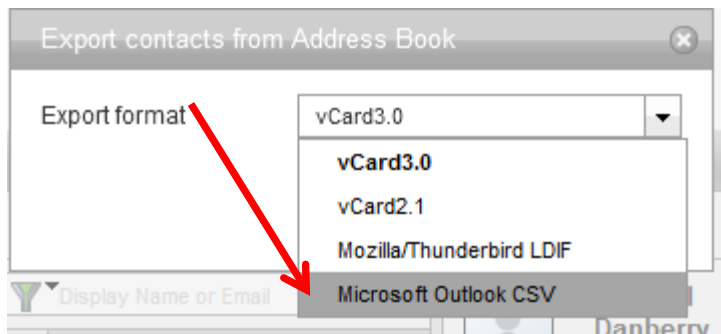
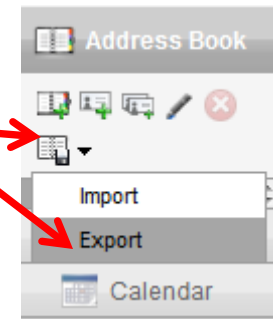


# You'll see you Personal Addre...

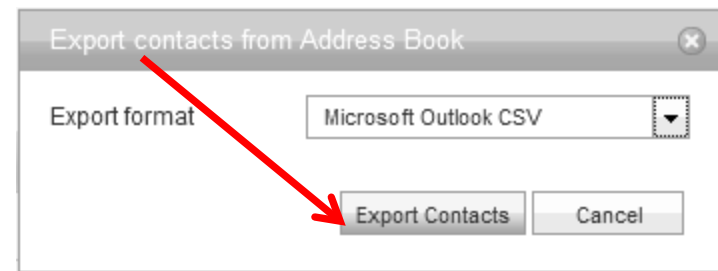


# In the Address Book

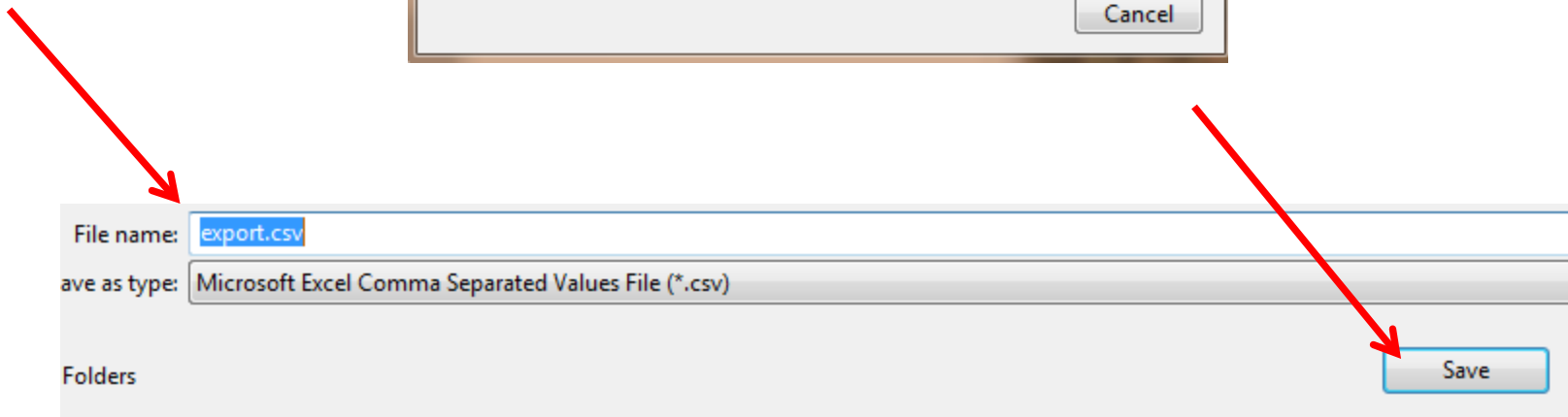
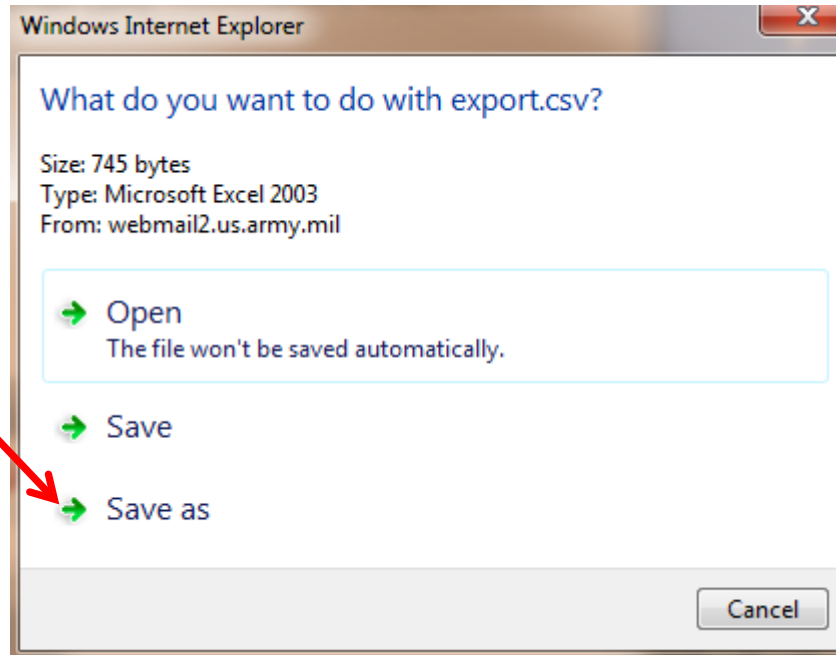
- Click the tiny disk, then Export
  - In the Export contacts from Address Book Export format block
- Select Microsoft Outlook CSV



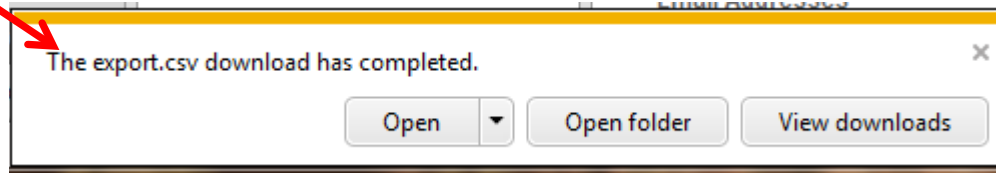
## Select Export Contacts



# Save the file to your desktop



# You should receive this message

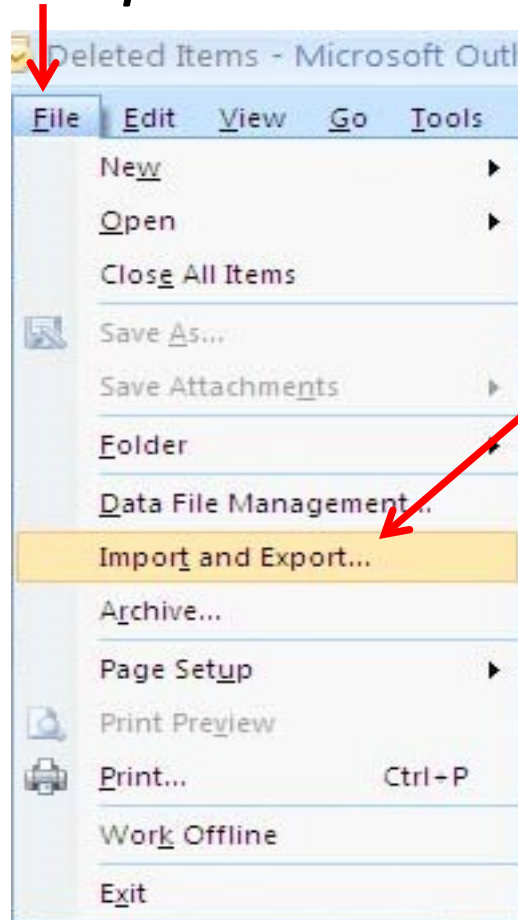


Look for this icon on your desktop



# Open Outlook 2007

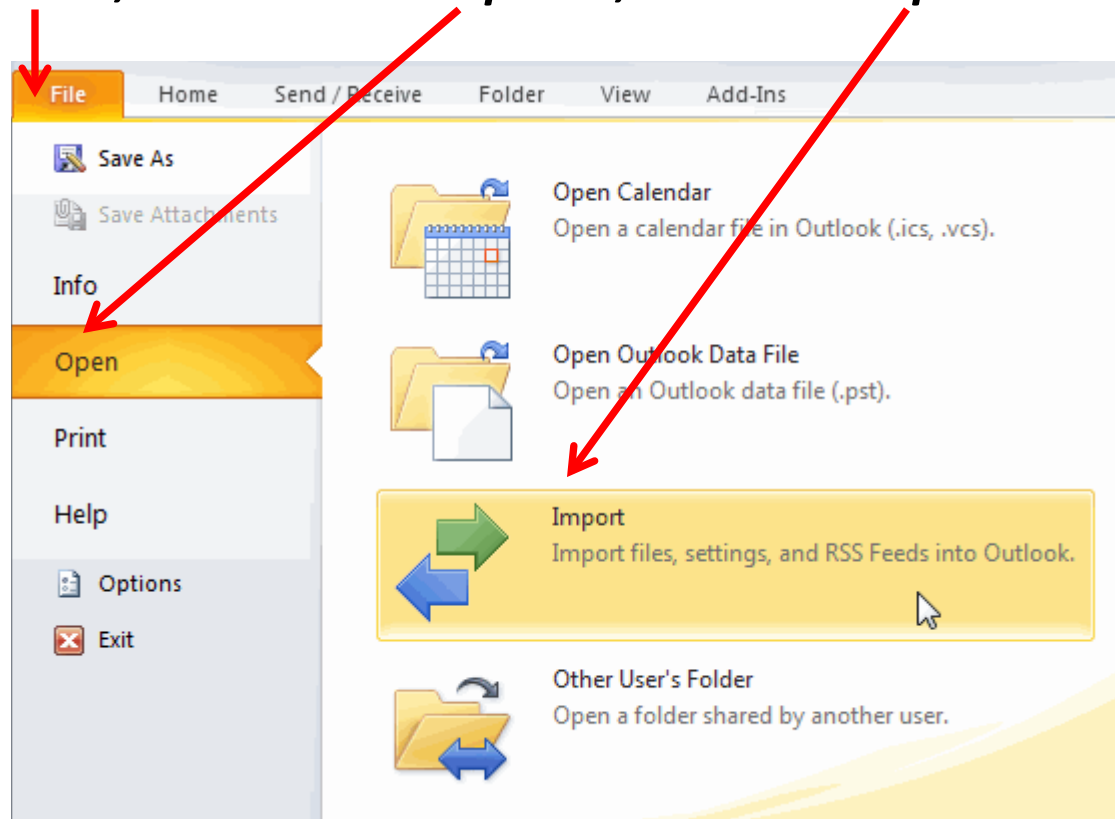
- Click *File*, click *Import and Export...*



Now go to slide 9

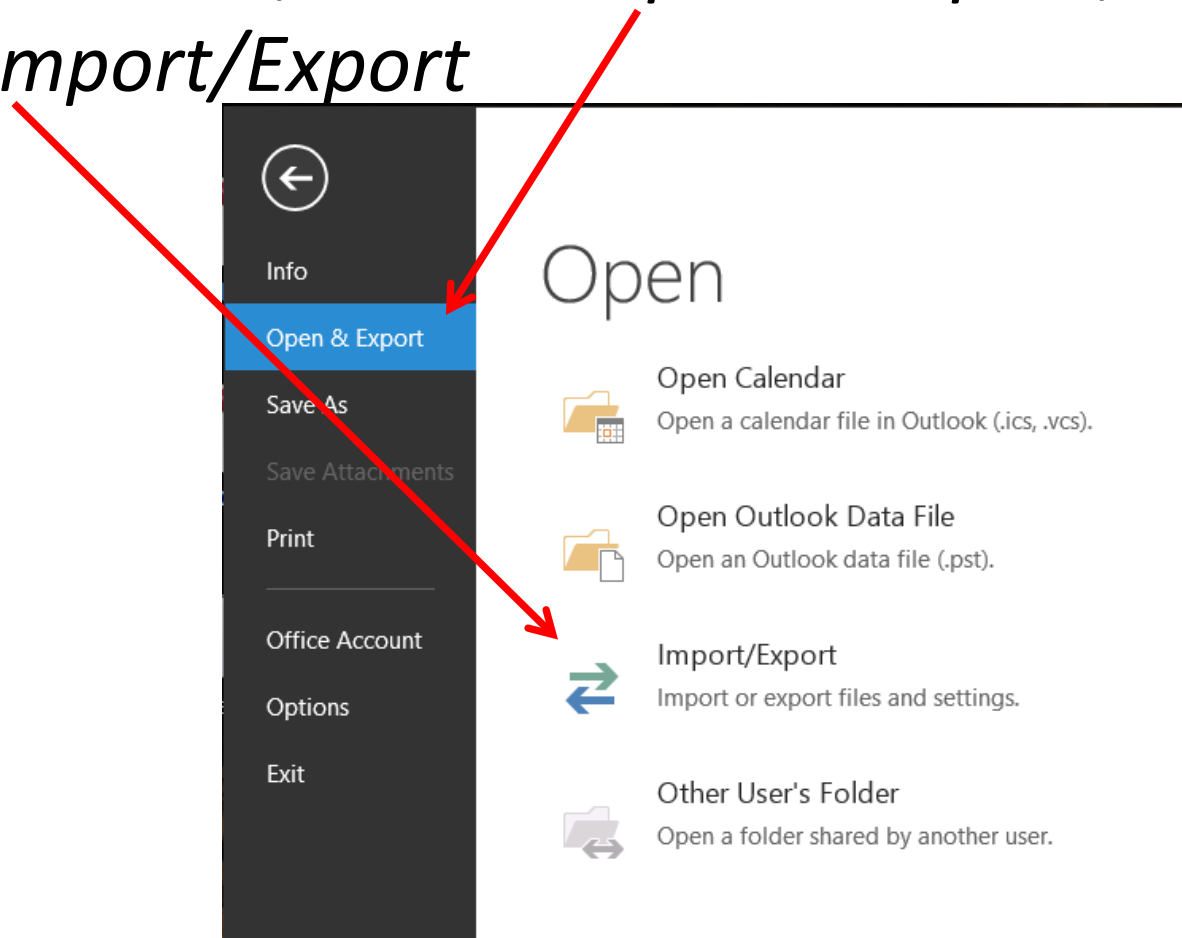
# Open Outlook 2010

- Click *File*, Choose *Open*, click *Import*

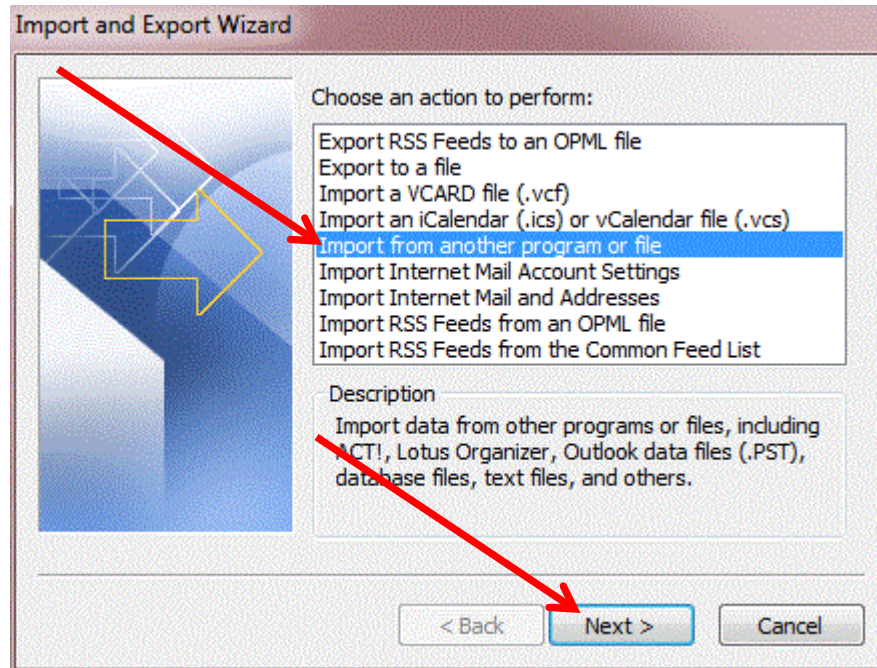


# Open Outlook 2013

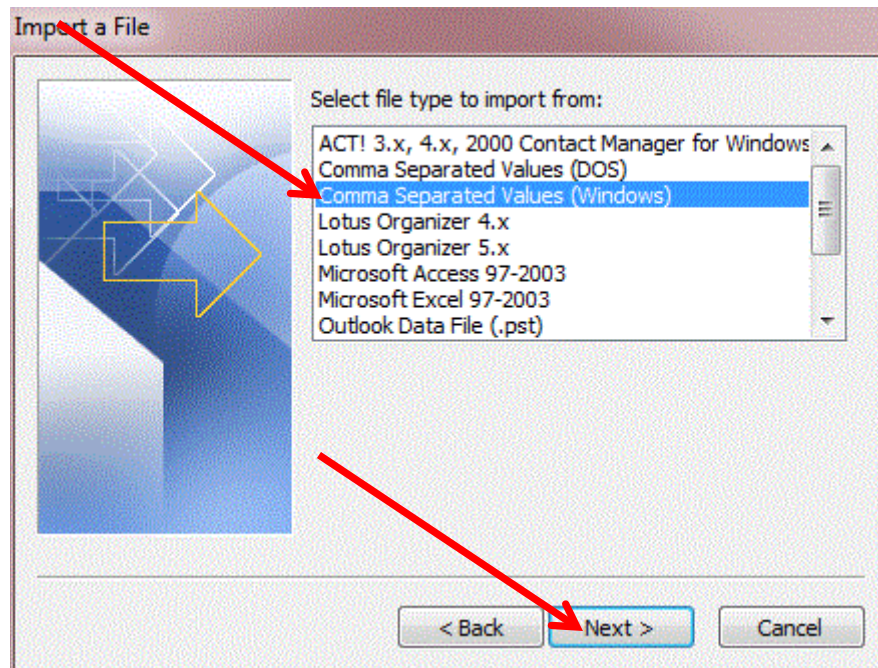
- Click *File*, Choose *Open & Export*, click *Import/Export*



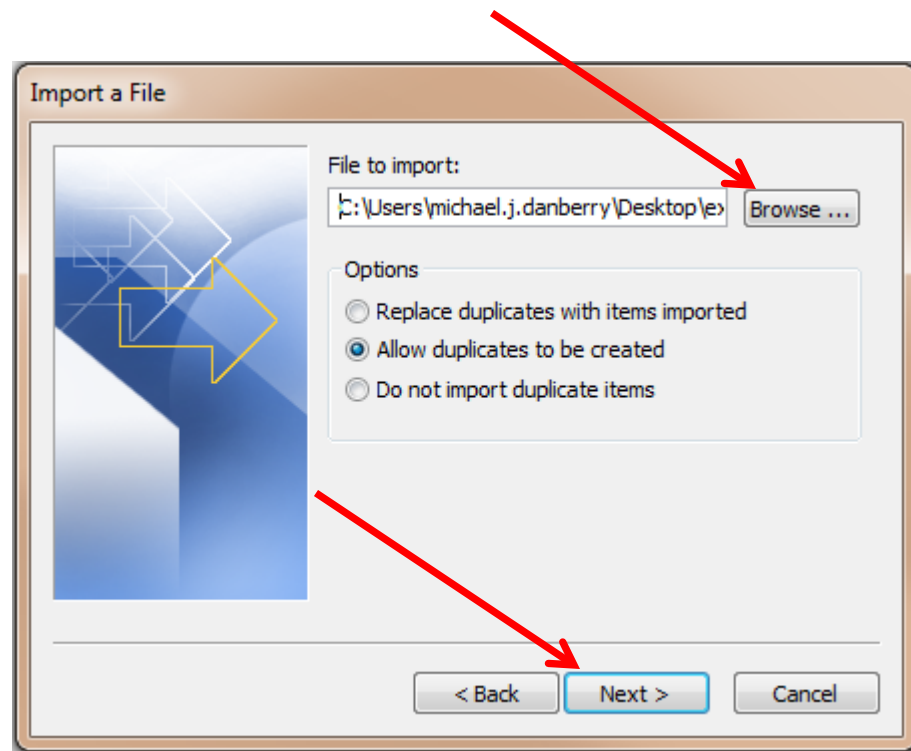
# Select *Import from another program or file* or file, then *Next*



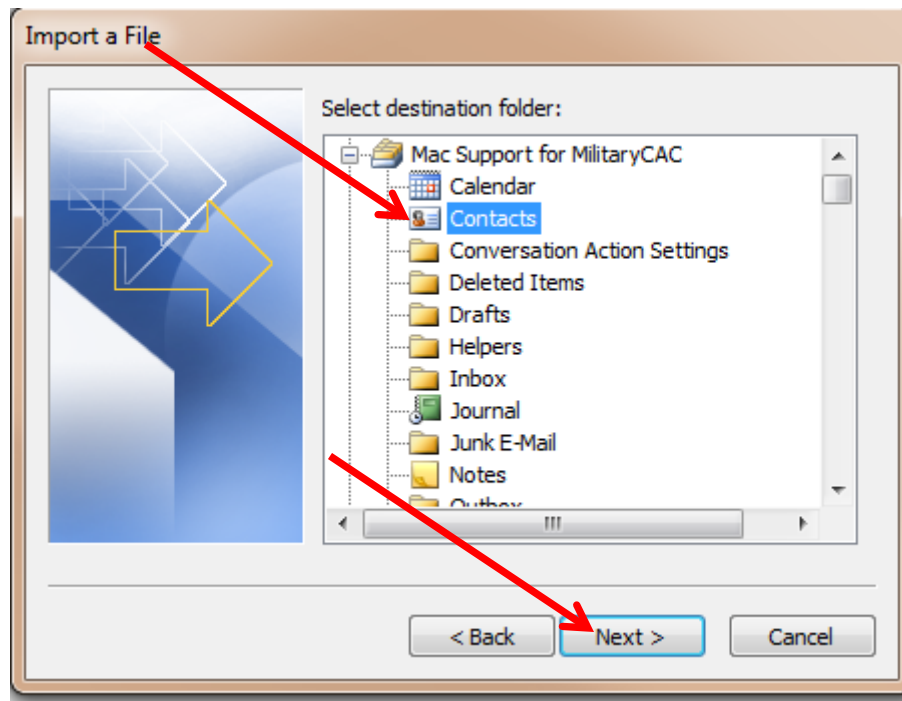
# Select *Comma Separated Values* (*Windows*), then *Next*



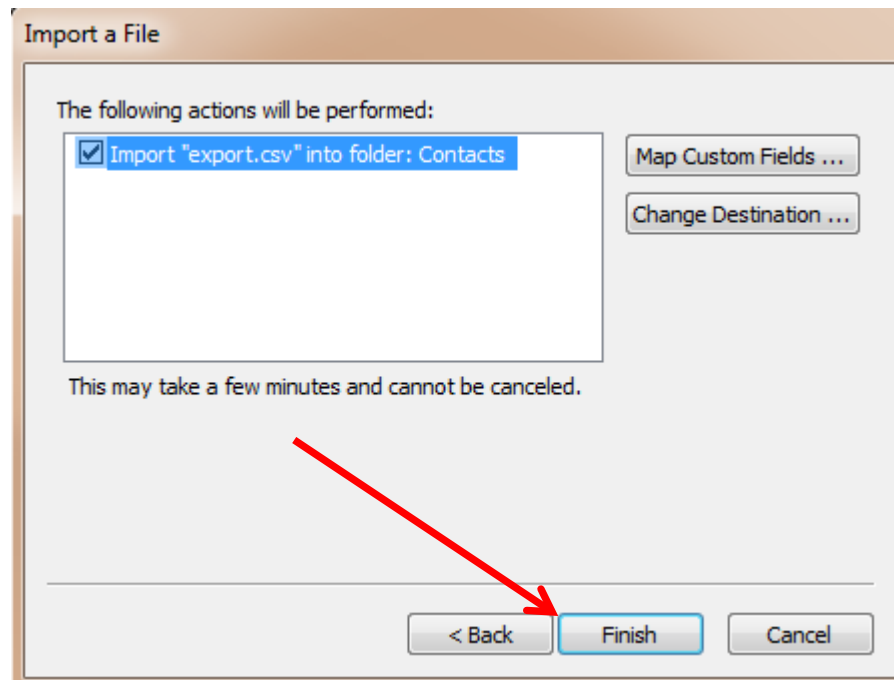
Choose *Browse...* to navigate to the .csv file you want to import, click *Open* to return to Import a File window, then select *Next*



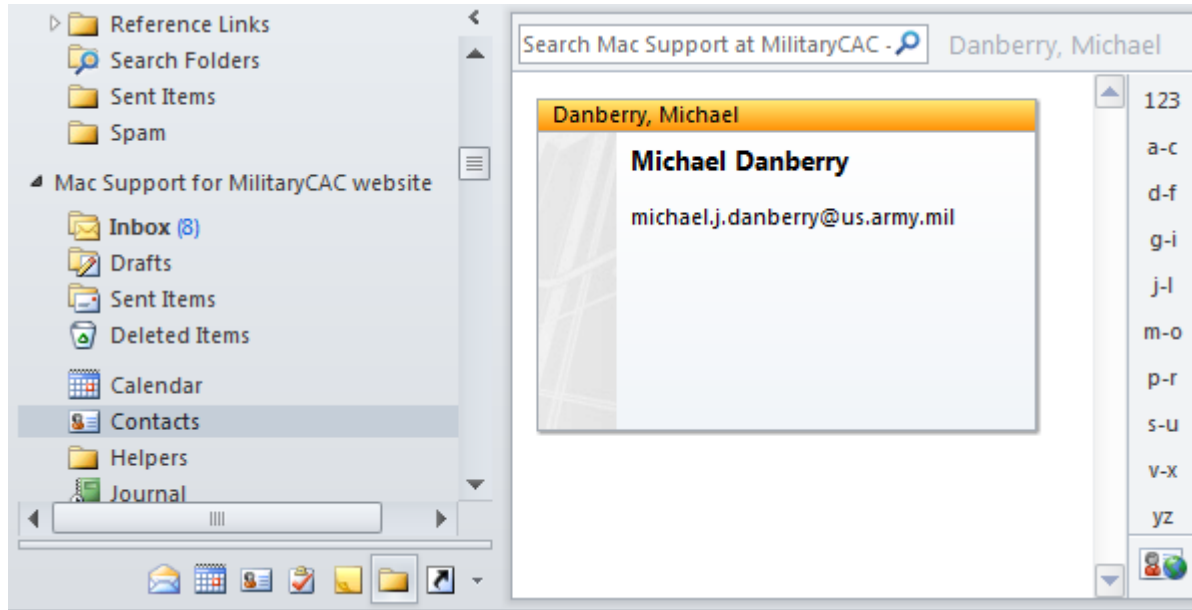
Choose *Contacts* as the destination folder, Click *Next >*



# Click *Finish* to import the Address Book



# You will now see the contact in your contacts



Presentation created by:

Michael J. Danberry

<https://MilitaryCAC.com>

If you still have questions, visit:

<https://militarycac.com/questions.htm>