# SJCSDInfoTech

Export FirstClass Mail Lists and Import into Outlook - Windows

NOTE: These steps must be completed using the Microsoft Outlook 2010 or 2013 Client. If you are using Outlook Web Access you will need to add contacts one at a time. If you have a large number of contact groups to import, please contact your site TSS for assistance.

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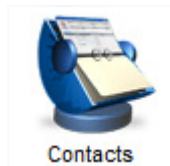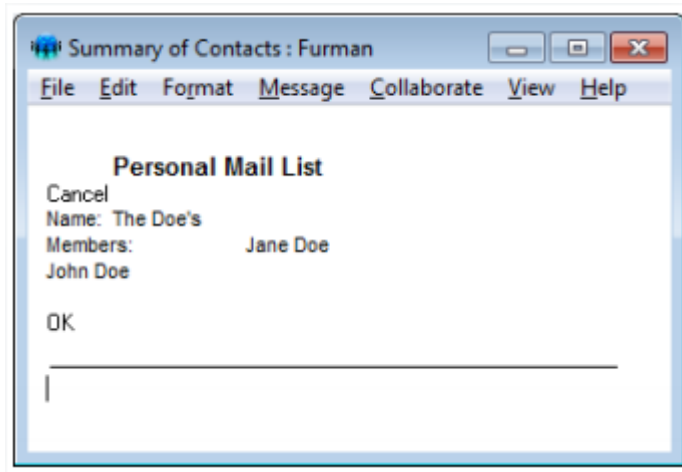

Contacts

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.


FIRSTCLASS CONTACT

FIRSTCLASS MAILING LIST
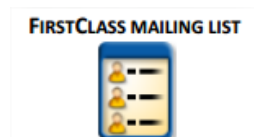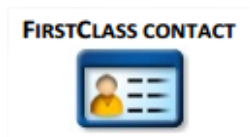
3. Select the mailing list you wish to export, right-click on the contact icon, and select *"Summarize Selected"* from the drop-down menu.
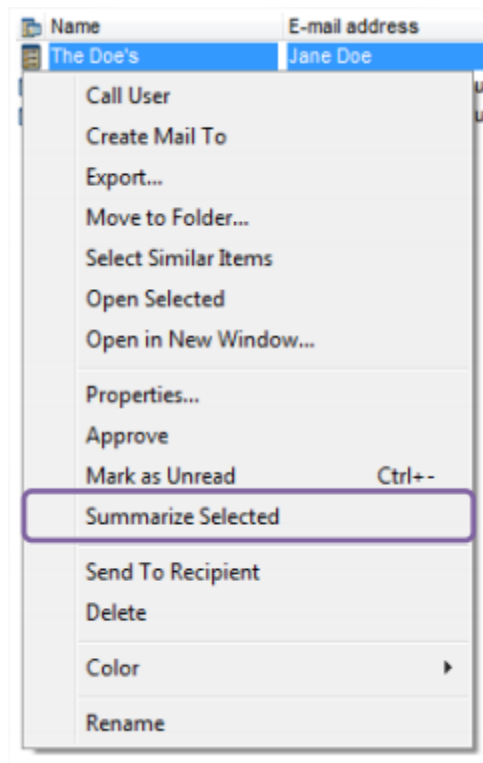
4. A new window will appear with a list of e-mail addresses that you have associated with the mail list. Highlight the list of addresses and copy the entries pressing the **"Ctrl"** and **"C"** keys at the same time.


5. Open Microsoft Outlook and click on the **"Contacts"** icon in the lower right hand corner of the screen. Once the screen refreshes to show your contacts click on the **"New Contact Group"** icon in the upper left hand corner of the window.
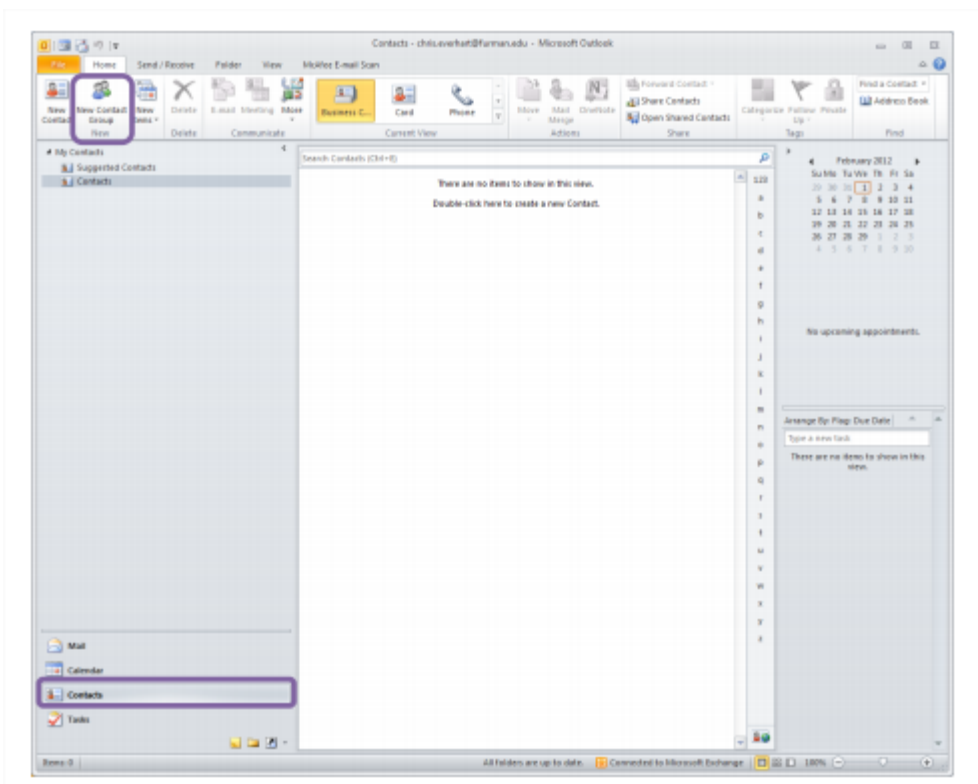
 6. Type the desired name for your group into **"Name"** field of the new contact group window that opens. Click on the "Add Members" button and select **"From Address Book"** from the menu that appears.
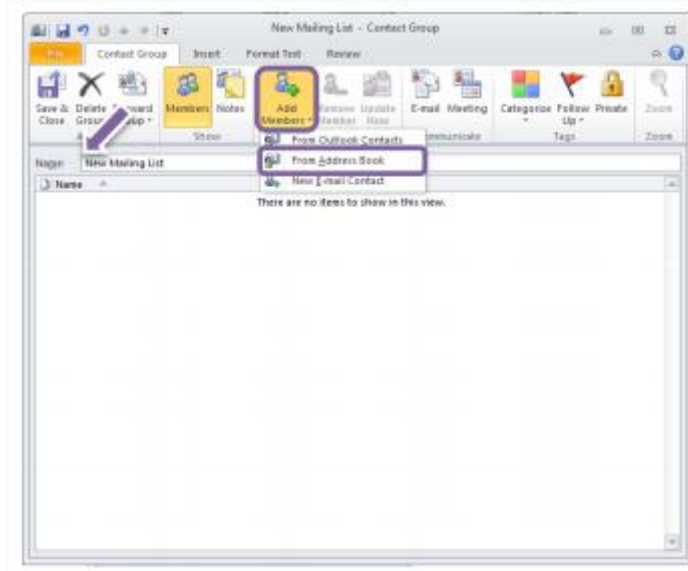
7. In the **"Select Members: Global Address List"** window that appears, click in the white space to the right of the **"Members"** button, and press the **"Ctrl"** and **"V"** keys at the same time to add the list of members that you copied in step four to the mailing list. Once you have finished click the "OK" button.
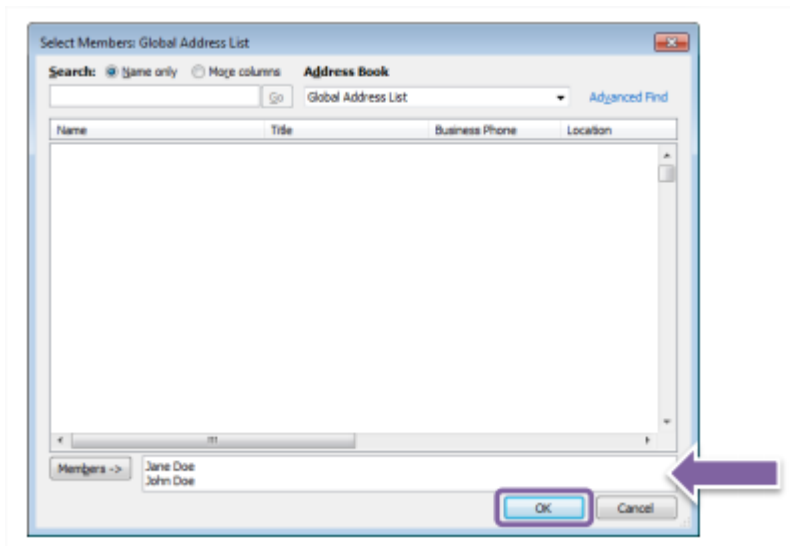
8. Once you have added all of the desired users to your new group, click on the "**Save and Close**" button in the top left corner to save your work.
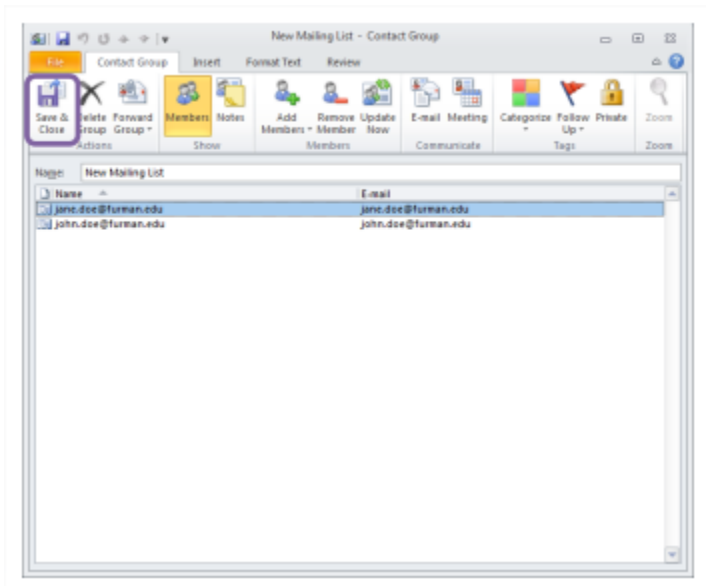
If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please contact the Information Technology Help Desk at **904-547-HELP(4357)**, if at home or outside the district, or **1HELP (14357)** from inside any district building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.

Need assistance with this process?