## **Exporting Addressbooks Campus Cruiser**

## To export your address book from CampusCruiser for use in WUmail web client follow these steps:

- 1. From CampusCruiser:
  - Log into CampusCruiser.
  - Click on Address Book from Personal Tools box on left.
  - In the Address Book Tools box choose Import/Export.
  - In the main screen, choose Export. The system will default to file type CVS.
  - Click **Export Now** button.
  - When the File Download dialog box appears on your screen, choose Save.
  - In the Save As window, click on desktop icon to the left.
  - Let the file name default to cc\_addr\_outlook.csv.
  - Click Save button.
  - Logout of CampusCruiser.
- 2. Open WUMail Web Client
  - Choose Contacts in the left side of window.
  - From Menu bar choose Tools button, and Import/Export, from list in the drop down pane.
  - Click **Browse** and in *Look in:* type click on desktop icon to the left. Find the file you saved when exporting from CampusCruiser and click **Open**.
  - Be sure type is set to CSV.
  - Click on **Import Now** button.
  - Your newly imported list will appear.

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