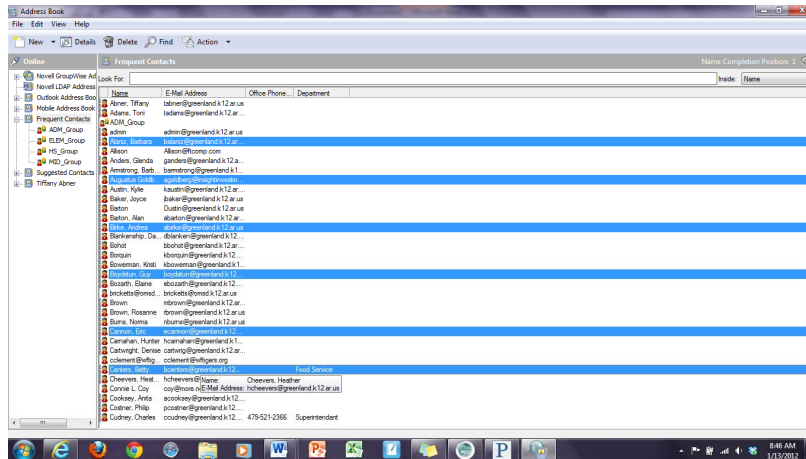
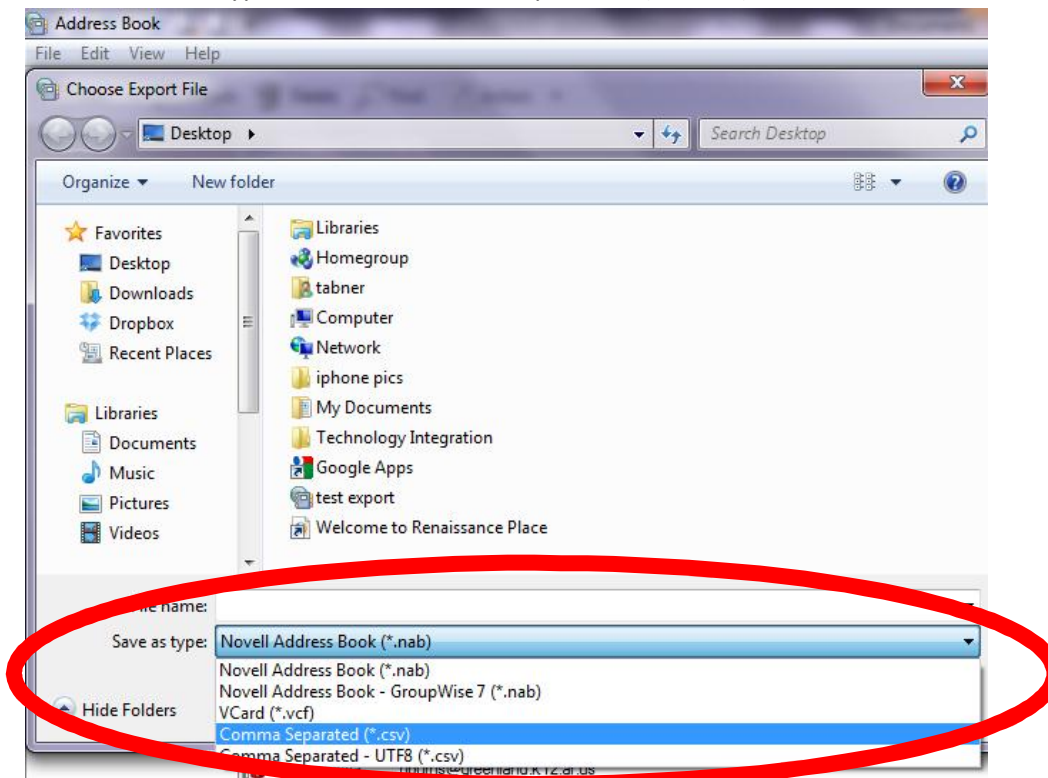


HOW TO EXPORT CONTACTS FROM GROUPWISE INTO GOOGLE MAIL

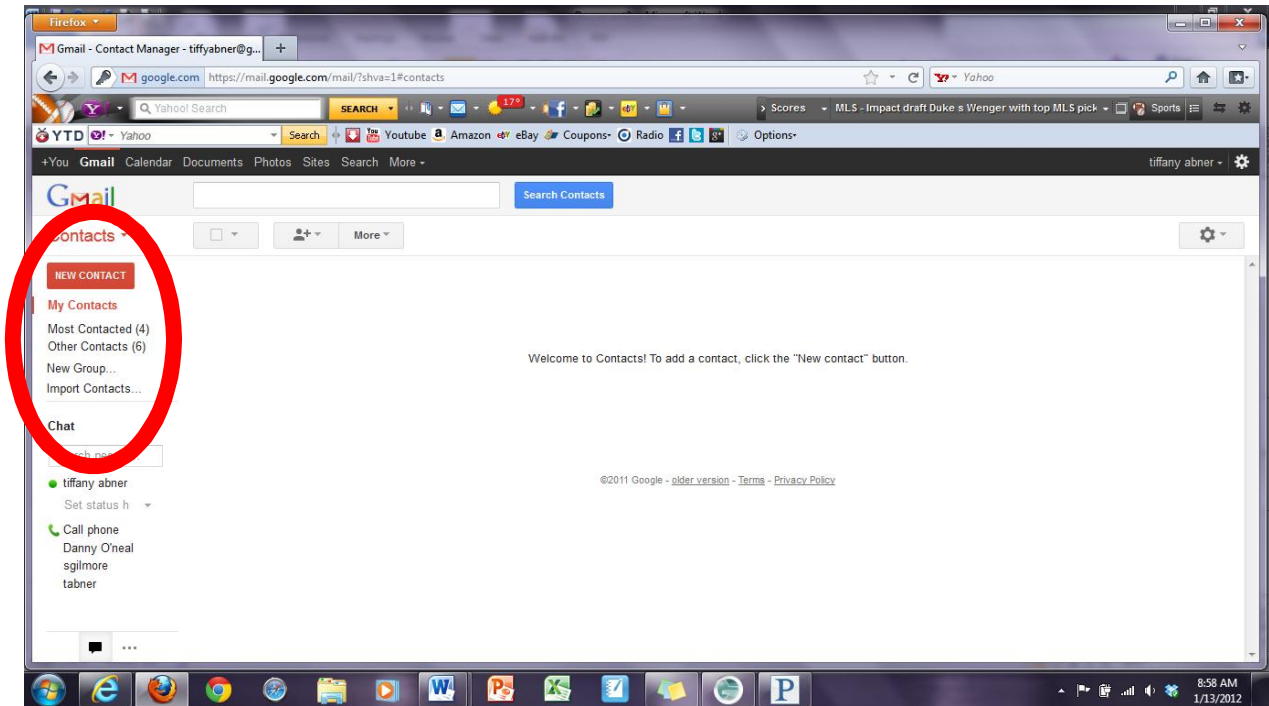
1. Log into your Groupwise account
2. Click on your Address Book at the top left of the screen
3. Choose which address book you want to export. The addresses will appear in the second screen on the right.
4. You can choose only a few selected contacts by holding down **CTRL** and clicking on the addresses you want OR you can choose the entire address book. The selected addresses will be highlighted in BLUE like in the picture below.



5. After you have selected the addresses you want to Export go to FILE and Choose EXPORT
6. Choose either "ENTIRE ADDRESS BOOK" or "SELECTED CONTACTS"
7. Navigate to where you want to save your exported file
8. Under "Save As Type" Choose a Comma Separated. (CSV file). SEE EXAMPLE BELOW



9. NOW.....Log into your Greenland Google Account and go to MAIL and choose CONTACTS



10. Choose IMPORT CONTACTS from the list on the left side of the screen

11. Click Browse to the location you saved the Groupwise CSV file and click IMPORT

