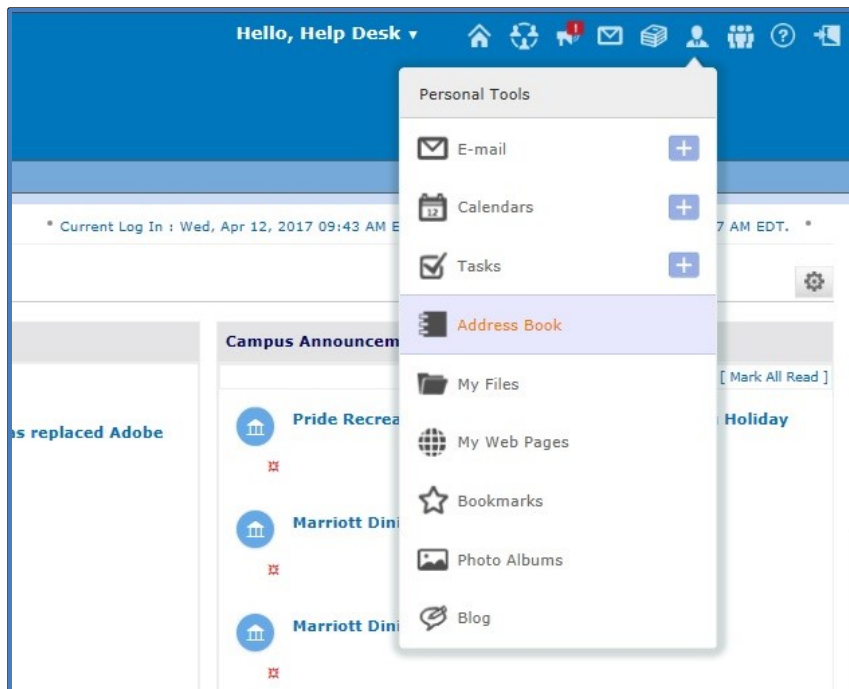


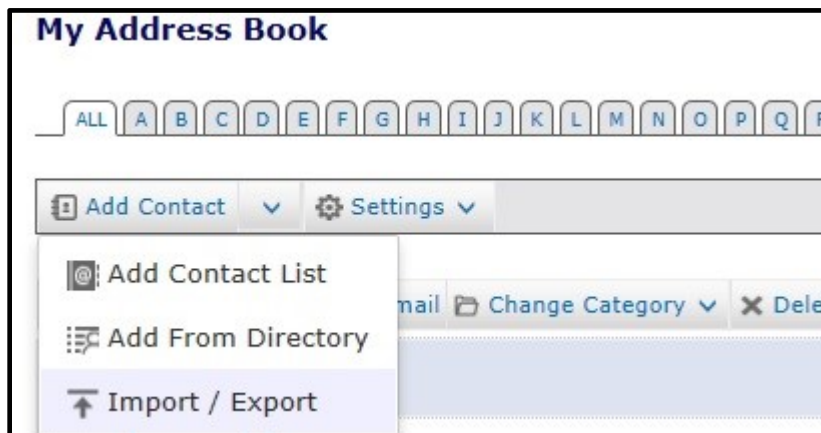



## Exporting contacts from CampusCruiser and importing into WUmail/Office 365

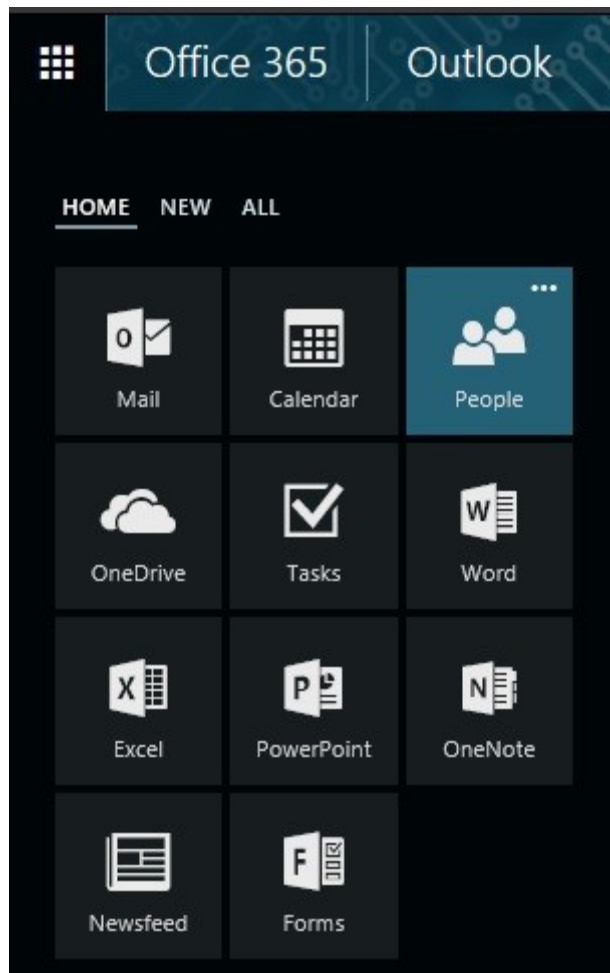
1. Open your Internet Explorer browser and sign in to CampusCruiser.
2. Hover cursor over Personal Tools icon, and click on **Address Book**.



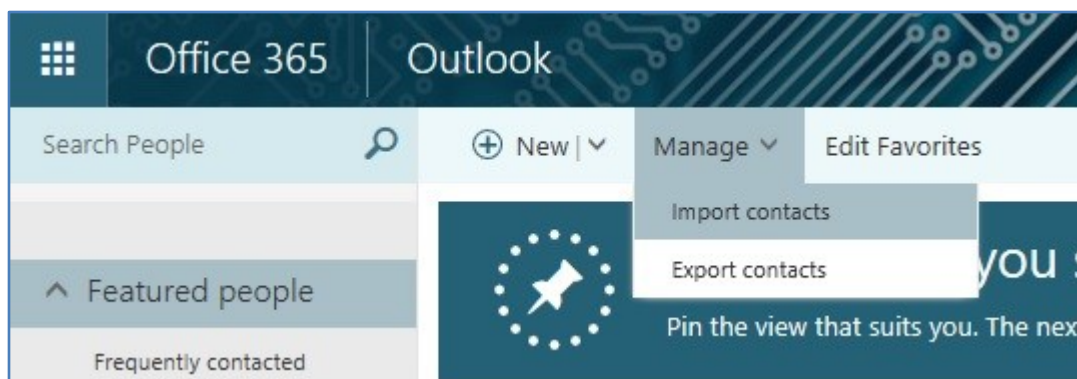
3. Click on **caret** next to Add Contact, and click on **Import / Export**.



4. On right side of screen, click **Export Now**.
5. Click **Save** at bottom of screen.
  - a. If using Chrome, exported file should be in your Downloads folder.
  - b. If using Firefox, click Save File, it should be in your Downloads folder.
6. Sign out of CampusCruiser, and sign into Office 365.
7. Click on the Apps Launcher ,  and click on People.



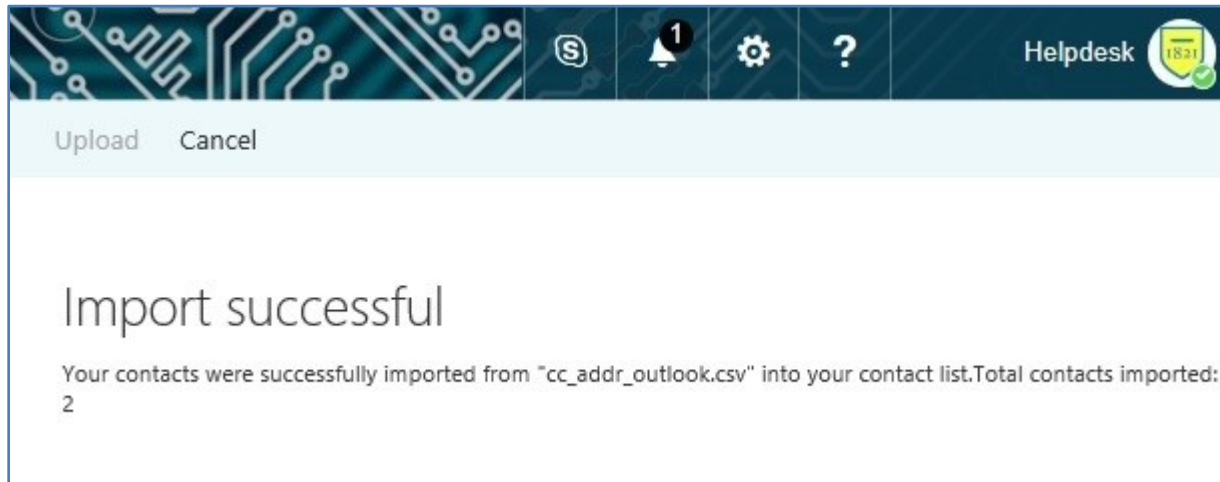
8. Click on **Manage**, then click on **Import contacts**.



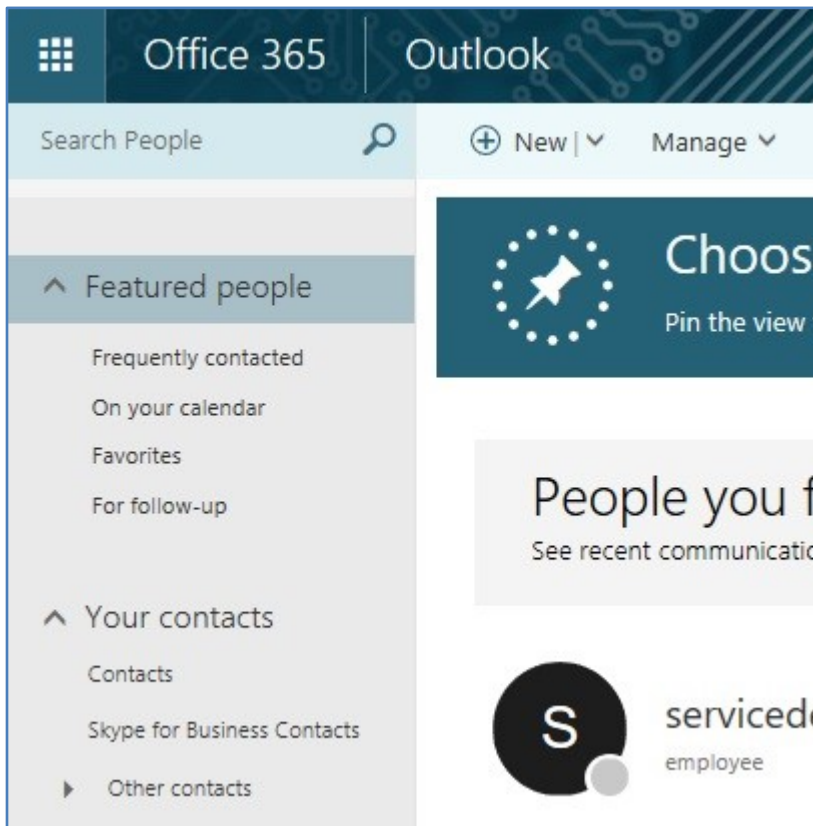
9. Click on **Windows Live Mail**.

10. Click Browse button and navigate to your Downloads folder.

11. Choose cc\_addr\_outlook.csv file then click Open.



12. Click Upload at top of screen. Import process will begin.



13. When contacts have finished importing into Office 365, you will see "Import successful".

It will also state the quantity of contacts that were imported.

14. Click on left side of screen to go to People. Click on Contacts to see your imported contacts.