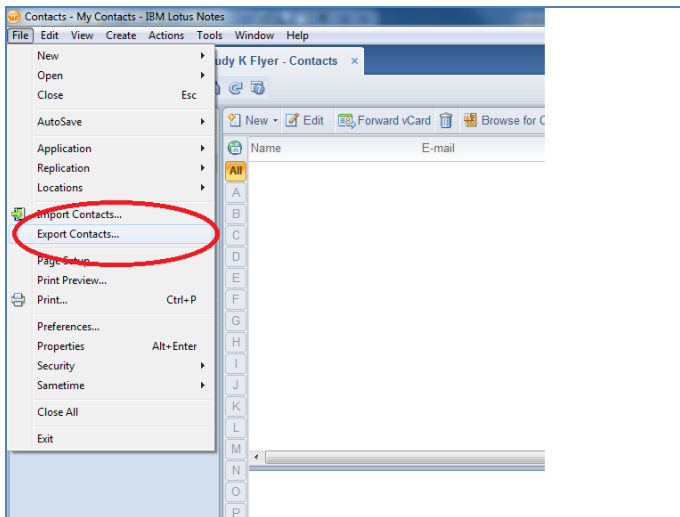


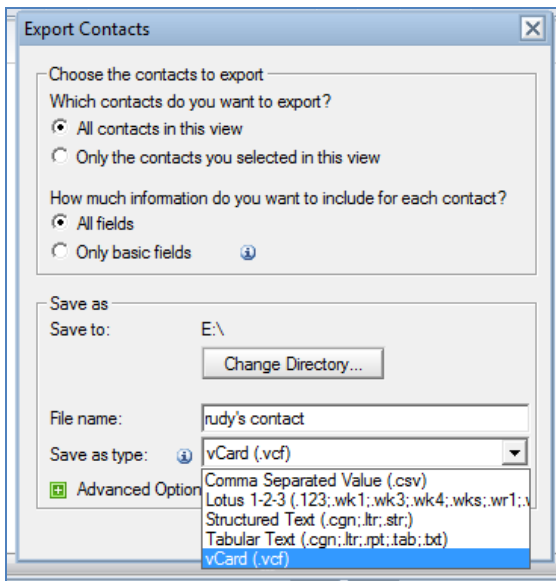
Manually Exporting Contacts from Lotus Notes and Importing to UDMail

Instructions are for contacts from Lotus Notes client only (not <http://notes.udayton.edu>)

1. On your department computer where your contacts are stored (e.g., likely not your home computer), open Lotus Notes
2. Open Lotus Notes Contacts (your personal address book).
3. Click the **All** tab to show all contacts.
4. Select one or more contact records that you wish to export. (NOTE: CTRL-A selects all contacts.)
5. Click **File > Export Contacts**.

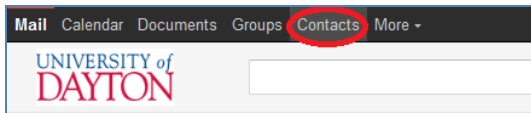


6. Click **Change Directory ...** to specify where you want to save the file
7. In the **File name:** field, enter a file name.
8. For **Save as type**, click the drop-down arrow and select **vcard (.vcf)**

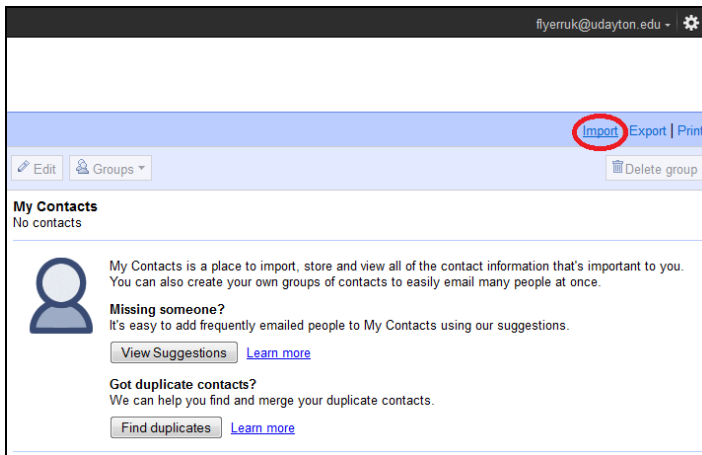


9. Click **OK**.
10. Log in to Porches
11. In your UDMail channel, click **Go to Inbox** to launch your full inbox.

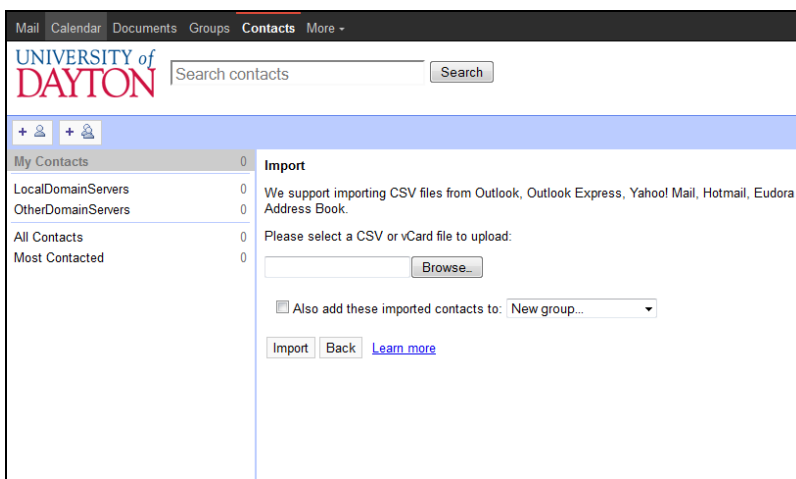
12. Click **Contacts** in the menu bar



13. Click **Import**



14. Click the Browse button and navigate to the location where you saved your vcard file in Step #8.



15. Click the **Import** button.

16. Click OK after the import has finished.