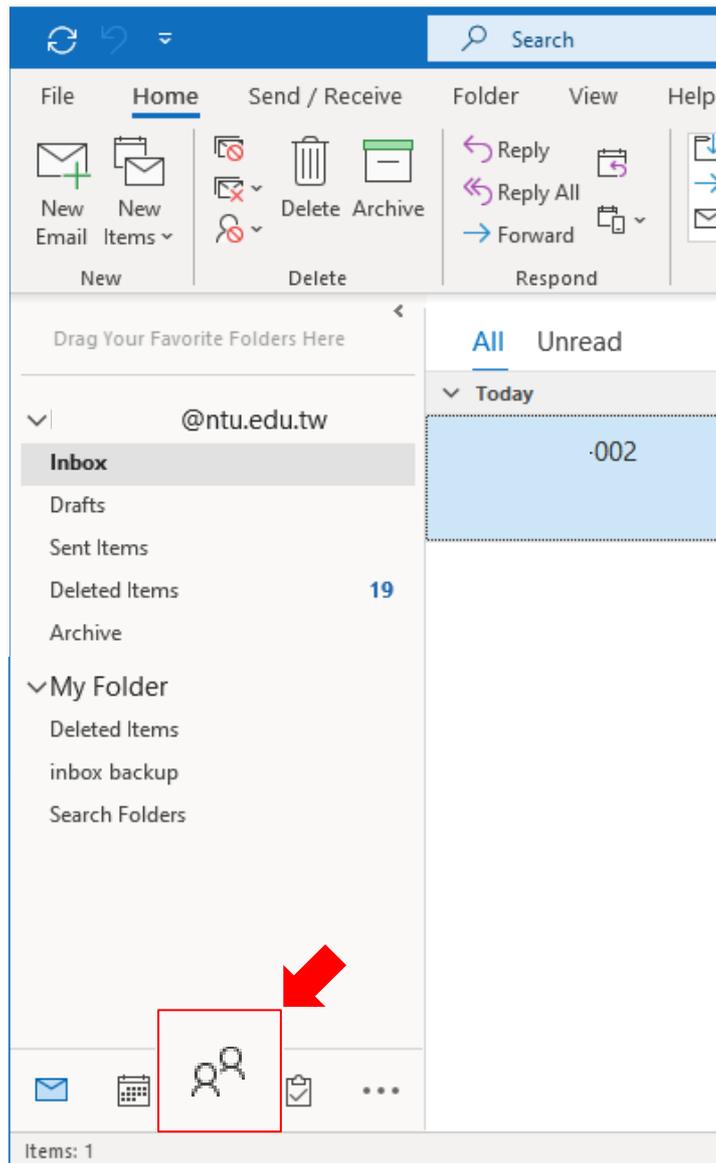


## Copy contacts from folders to Exchange contacts.

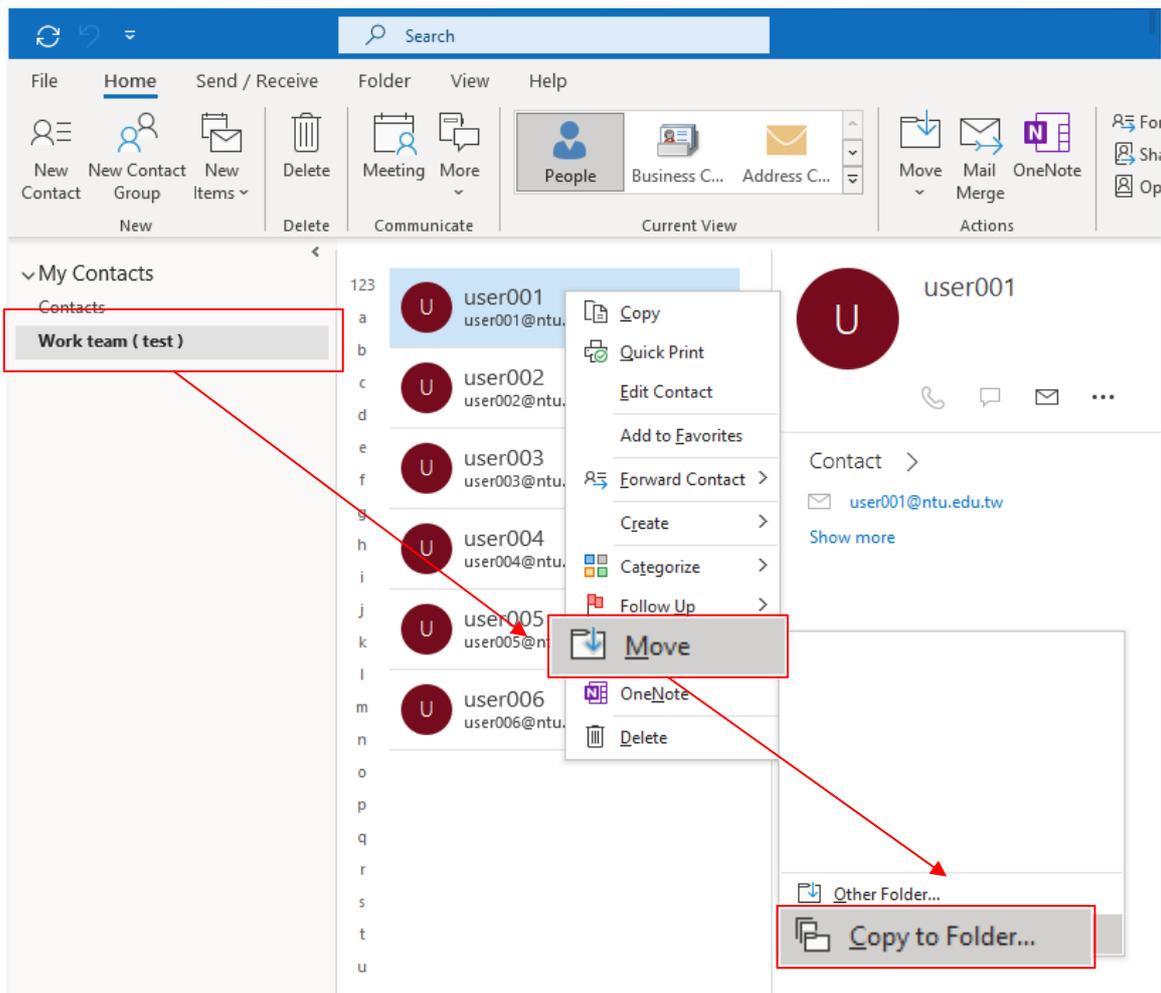
You can copy contacts from your personal folders to Exchange contacts by using the contact copying feature in Outlook.

1. Click on the icon and switch Contact.

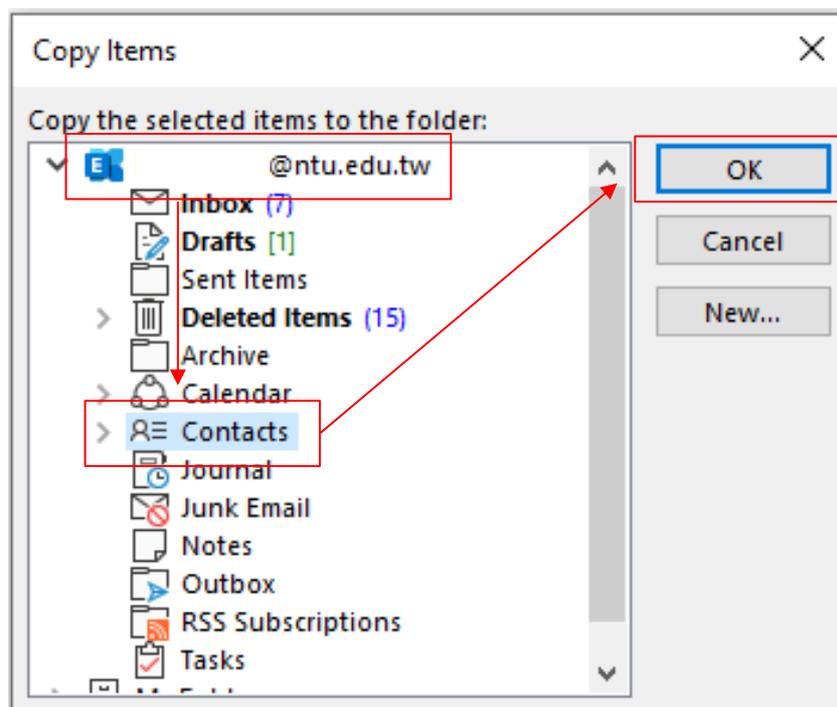


2. Select the folder where the contact is located.

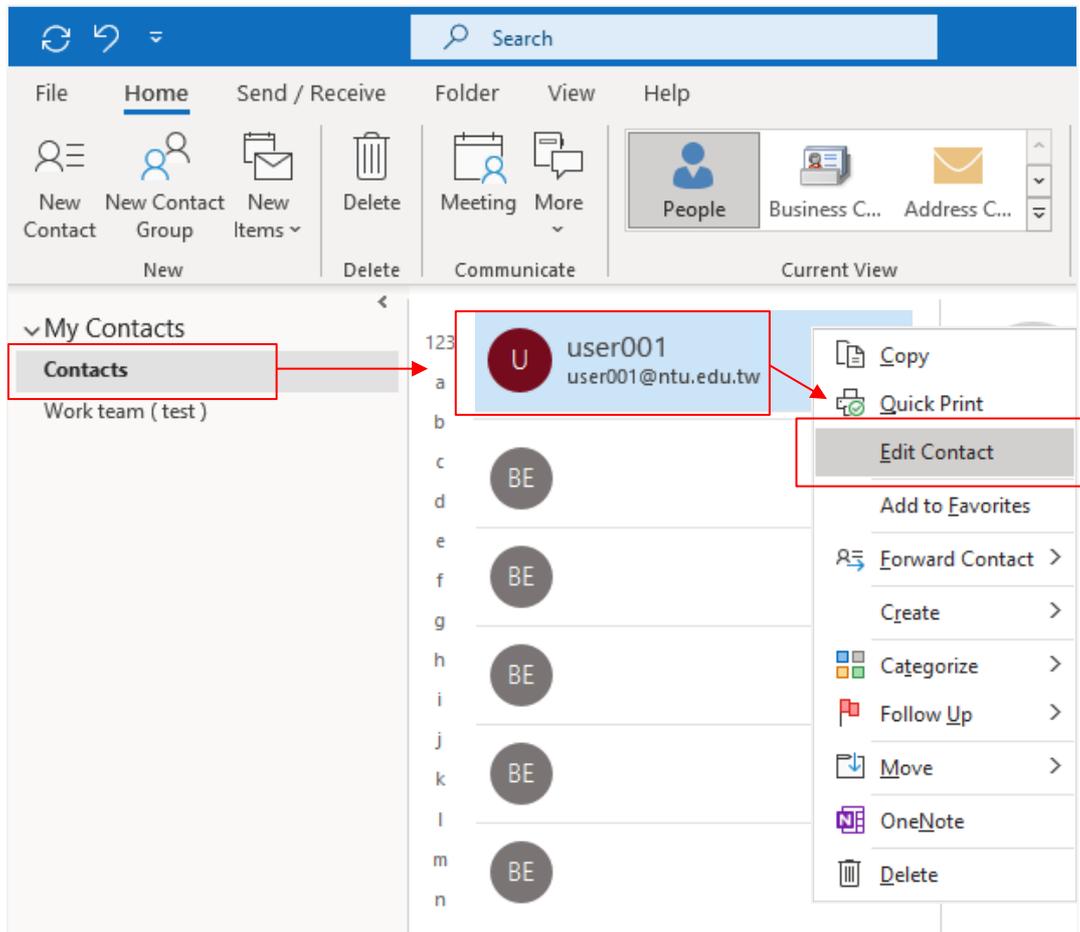
Right - click on the contact, select **【Move】** → **【Copy to Folder】** .



3. Select **【contacts】** in that mail account , then click **【OK】** .



4. After copying, a new contact will be added to your Exchange contacts. If you want modify the contact, you can right - click on the contact, select **【edit Contact】** to edit.



5. After making the modifications, click on the **【Save and Close】** button at the top left corner to finish.

