Export and import contacts
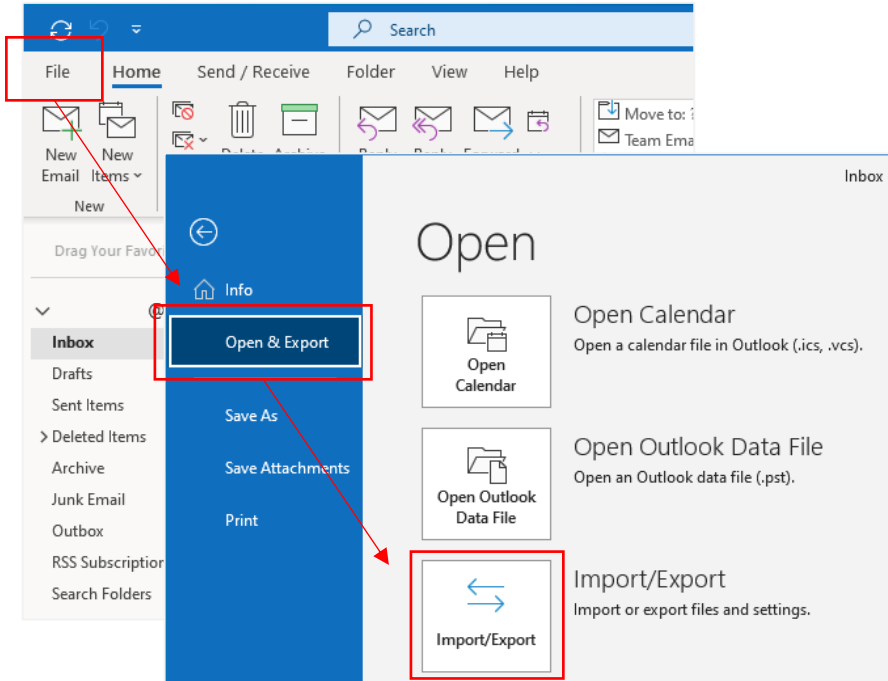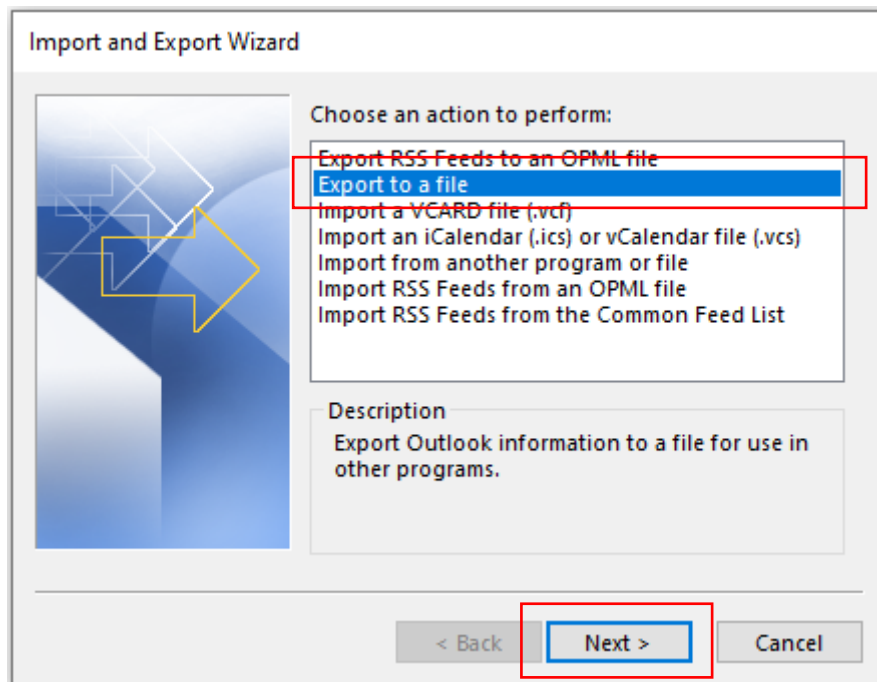
Export Contact Procedures：
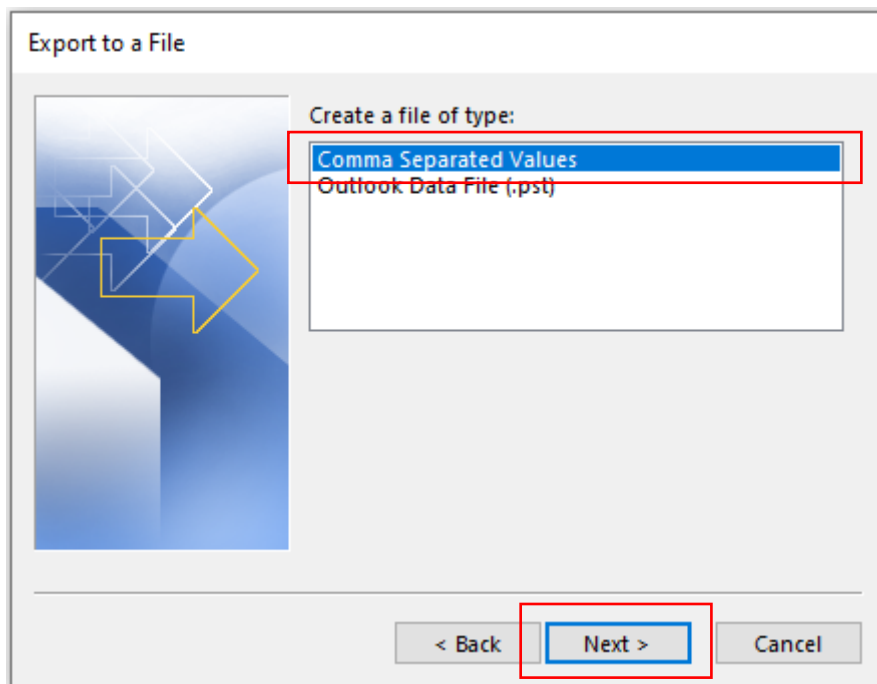
1. Please click【File】→【Open & Export】→【Import/Export】.
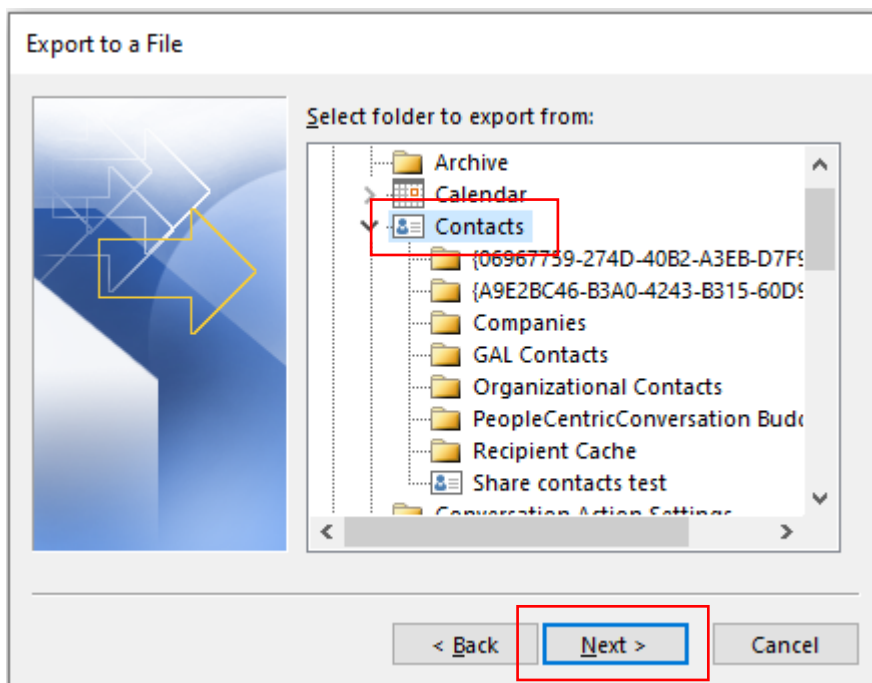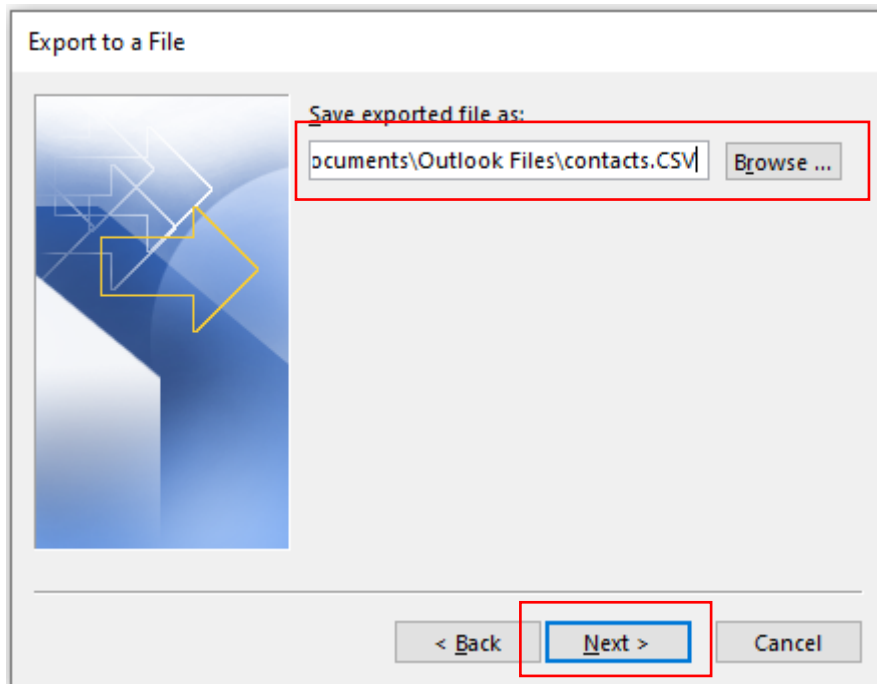

2. Select【Export to a file】, and click【Next】.

3. Select【Comma Separated Values】, and click【Next】.
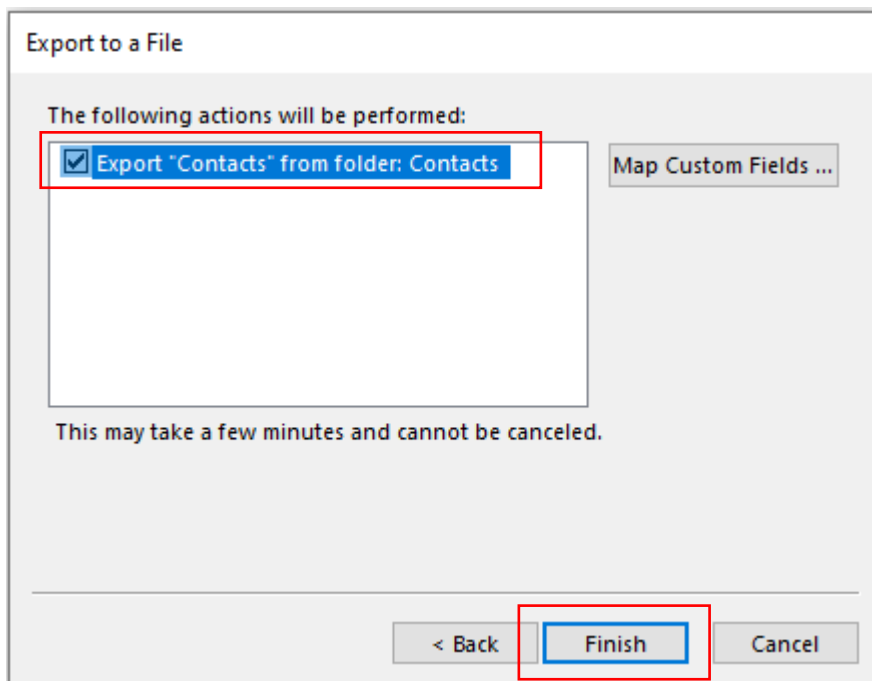

4. Select folder to export form【Contacts】→【Next】.

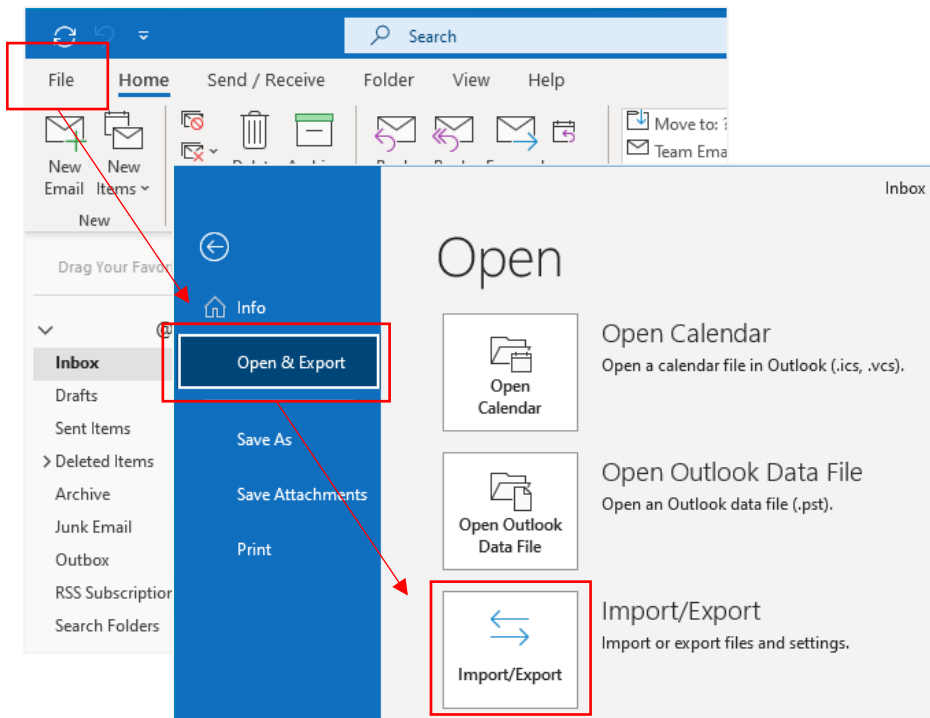5. Select the location to export the file by clicking【Browse】,
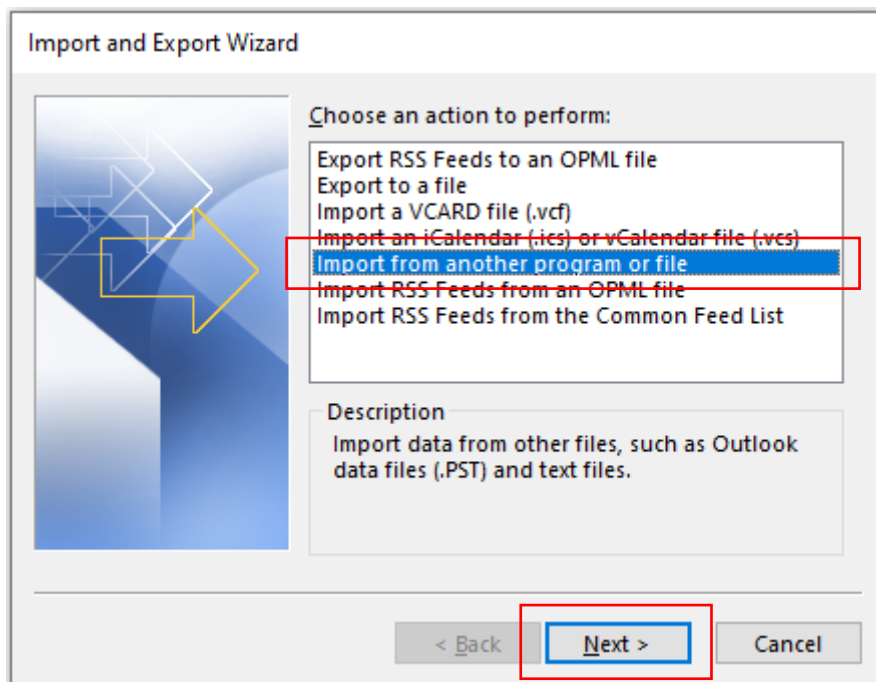
then click【Next】.

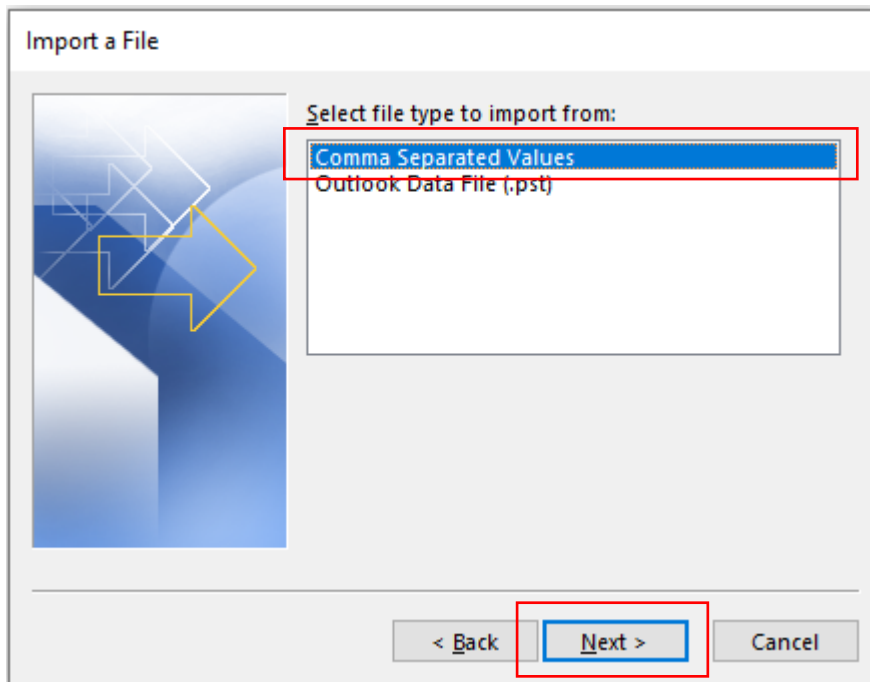6. Export to a file, click【Finish】.

Import Contact Procedures：

1. Please click【File】→【Open & Export】→【Import/Export】.
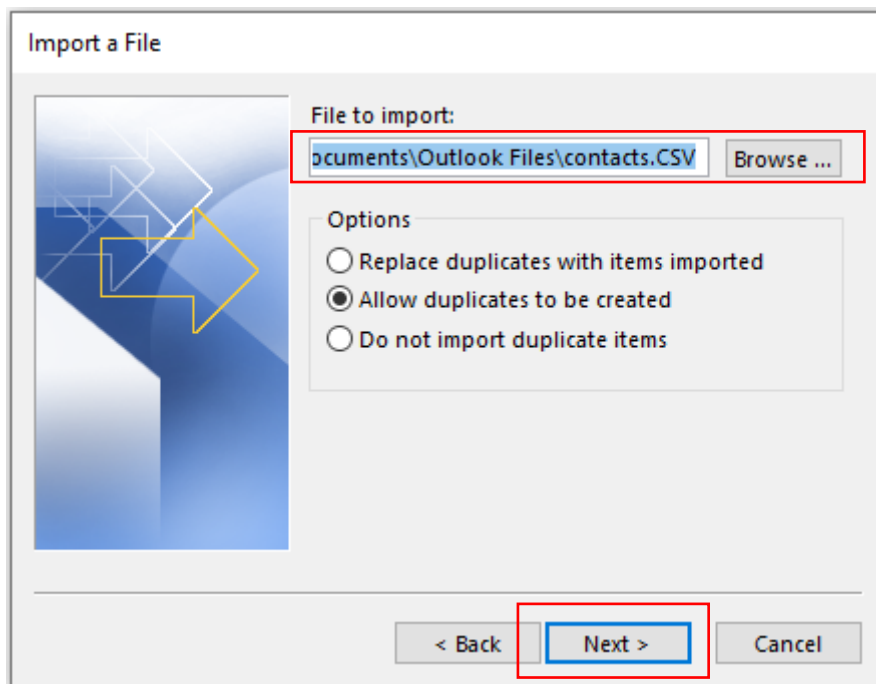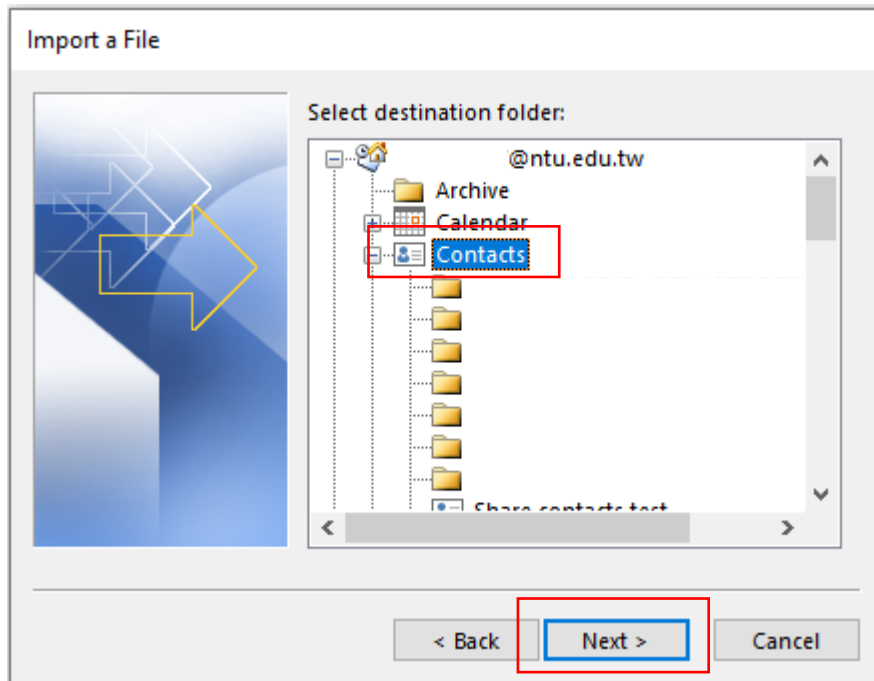

2. Select【Import from another program of file】, and click【Next】.

3. Select【Comma Separated Values】, and click【Next】.

4. Select the location to import the file by clicking【Browse】,

then click【Next】.

5. Select folder to export form【Contacts】→【Next】.

6. Import into a file, click【Finish】.