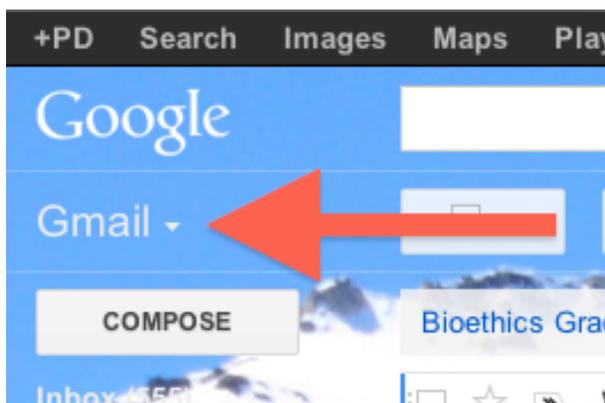


## Exporting Contacts from FirstClass and Importing them into Your Personal Gmail Account

1. Open your **Contacts** on your FirstClass desktop.
2. You probably only want to export specific contacts---Command-Click on each of the ones you want to select. **NOTE:** This export only works for individual contact items. It does not work for Mailing Lists.
3. Pull down **FILE** menu down to **EXPORT**
4. In the top part of the **EXPORT CONTACTS** window choose **SELECTED CONTACTS** (remember, you selected them in Step #2 ).
5. In the bottom part of the **EXPORT CONTACTS** window just leave it at **vCard(.vcf)**
6. Click **OK** and then save the file to your desktop (or anywhere else you can find it easily). **NOTE:** FirstClass automatically names the file with the name of the first person in the export. You can rename the file to whatever you want as long as you leave the **.vcf** at the end.
7. Log into your Gmail account.
8. In the upper left corner of your Gmail window, you will see (without the big red arrow).....



9. Click on the **Gmail** that the arrow is pointing to. A dropdown menu will appear...select **CONTACTS**.

10. On the screen that comes up click on **MORE** and select **IMPORT** from the dropdown menu that appears.

11. Click **CHOOSE FILE**, navigate to the file you exported from FirstClass (on your Desktop if you saved it on the desktop), and then click **IMPORT**.

12. **That's it.** It seems like a lot of steps but it is really pretty logical and not extremely difficult.