



Exporting Subscribers? We can help.

Which email client are you using?

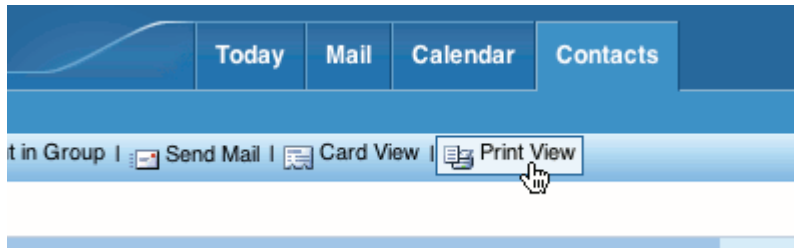
MSN Hotmail	1
GMail/AOL	3
Outlook/Outlook Express	4
ACT	7



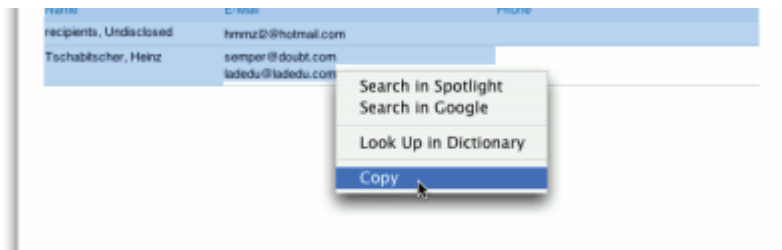
eMailLiaison

MSN Hotmail > eMail Liaison

To export your contacts and their email addresses from a free MSN Hotmail account:
Step by Step Screenshot Walkthrough



1. Select Contacts from the top Hotmail navigation bar.
2. Click Print View.



3. Highlight the contents of the table (including the headings Name, E-Mail and Phone as well as all your contacts) with the mouse.

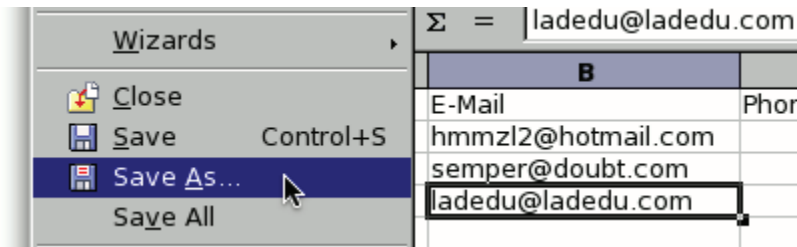
	A	B	
1	Name	E-Mail	Phor
2	recipients, Undisclosed	hmmzl2@hotmail.com	
3	Tschabitscher, Heinz	semper@doubt.com	
4	ladedu@ladedu.com		
5			

4. Press Ctrl-C (Windows), Command-C (Mac) or Alt-C (Linux) to copy the table.

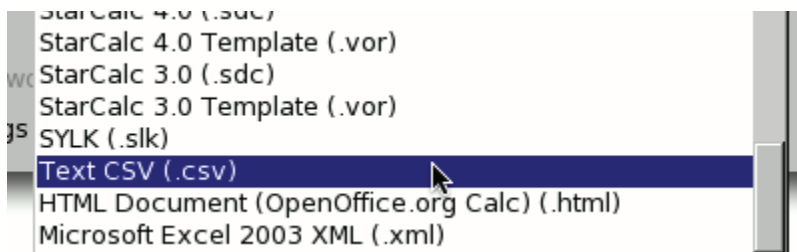
Create a new spreadsheet document in Excel or OpenOffice.org.

	A	B	
1	Name	E-Mail	Phor
2	recipients, Undisclosed	hmmzl2@hotmail.com	
3	Tschabitscher, Heinz	semper@doubt.com	
4		ladedu@ladedu.com	
5			

5. Select Edit | Paste from the menu.
6. Look for rows that have the E-Mail column empty.
You can sort the data by the column to find and manipulate them en bloc.
7. If you have any email addresses in the first, the Name column, cut and paste them to the second, the E-Mail column.
8. In the E-Mail column, remove all whitespace characters.
9. In Excel, right-click in an email field and select Column | Trim from the menu.
10. In OpenOffice.org, you can search for “[:space:]+\$” (excluding the quotation marks), making sure regular expressions is checked under More Options, and replace it with nothing.



11. Select File | Save As... from the menu.



12. Make sure you use CSV (Comma delimited)[*.csv] or Text CSV (.csv) or a similar format involving “CSV” for saving the file.

Gmail > eMail Liaison

Now you can import your contacts and their email addresses from the saved .csv file to your eMail Liaison account. Gmail now offers export. So once you go Gmail, you can easily go back to another email service if you wish. I am going to walk you through exporting out of gmail and into outlook.

Export from Gmail:

1. Open your browser and log into Gmail
2. Click Contacts from the left column menu
3. Click Export (on the right side of the screen at the top)
4. Click Outlook CSV (for import into Outlook clients)
5. Click Export Contacts
6. Click Save from the dialog box
7. Browse where you want it, and click Save
8. Import into your new CSV file into eMail Liaison account.

AOL > eMail Liaison

There's no convenient "Export Address Book" function, for example. Search for that phrase in the AOL 9.0 help system and you'll get clear details on how to export from other programs and import those addresses into AOL Mail, but not a word about how to export from AOL Mail.

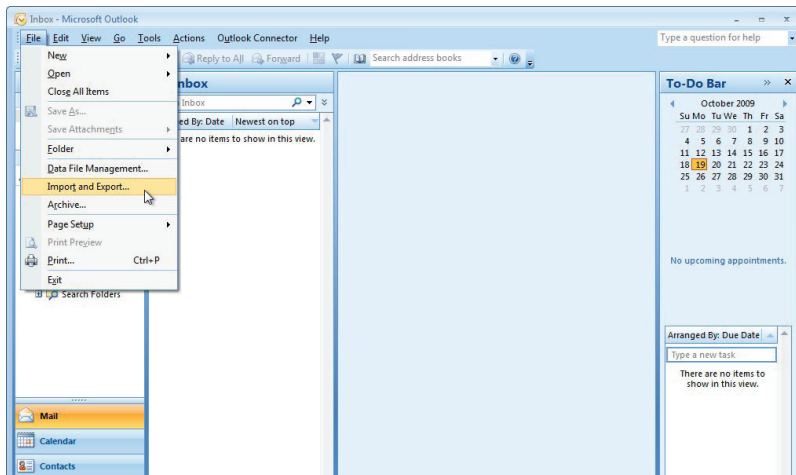
Currently we recommend ePreserver from Connected Software. Visit their website:
<http://www.connectedsw.com/Overview/57266>

Microsoft Outlook/Express > eMail Liaison

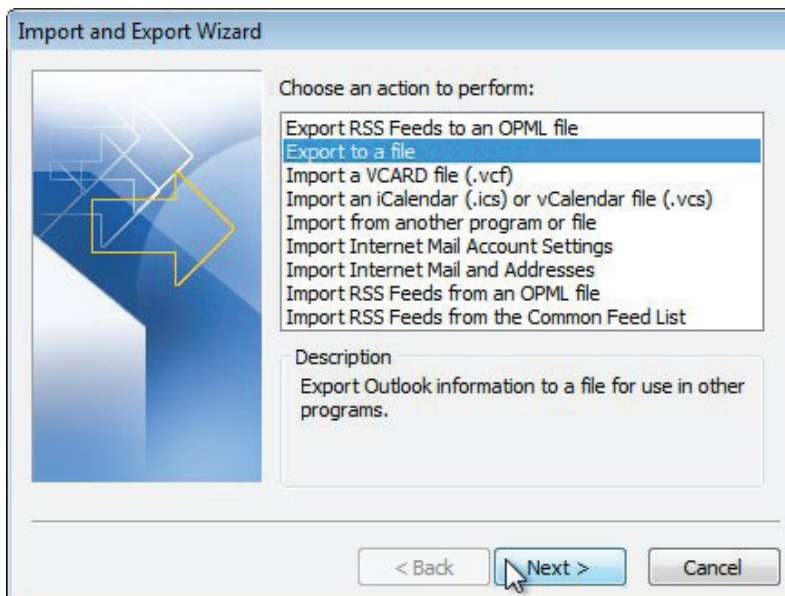
If you move from one email program to the next, you don't want to leave your contacts behind. While Outlook stores everything including mail and contacts in a horrendously complicated file, exporting your contacts to a format that we can understand is pretty easy.

Export from Outlook/Express:

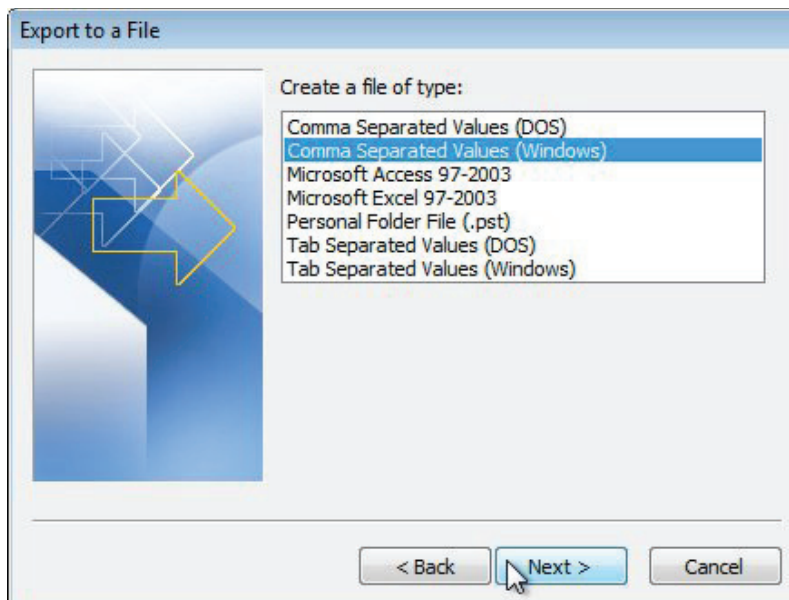
To export your contacts and their email addresses from a outlook account:



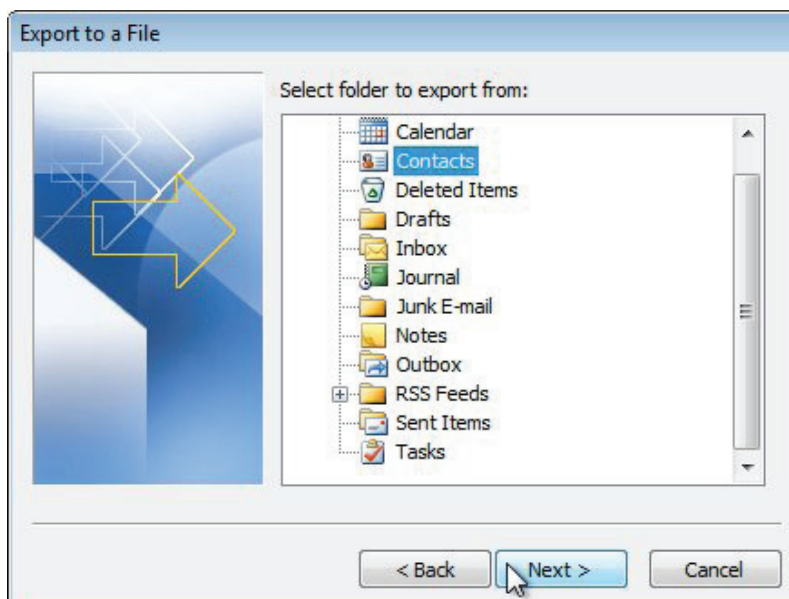
1. Select File | Import and Export... from the menu.



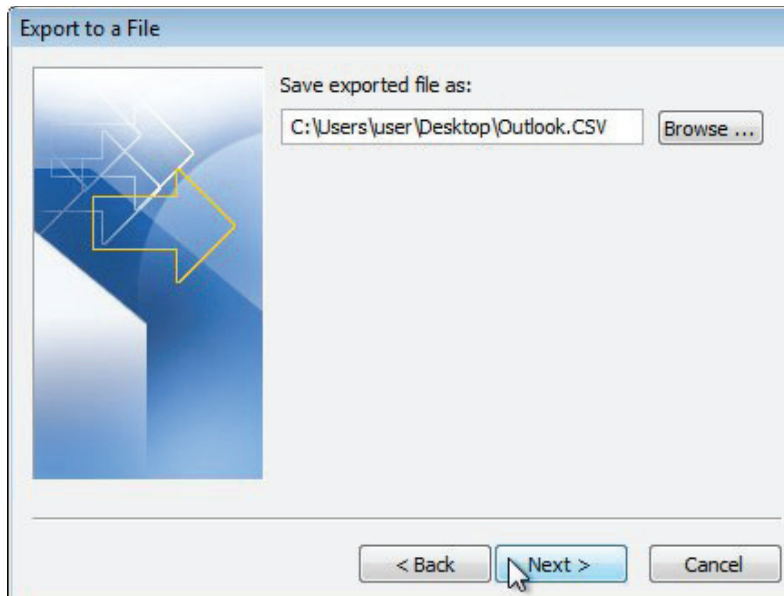
2. Make sure Export to a file is highlighted. Click Next >.



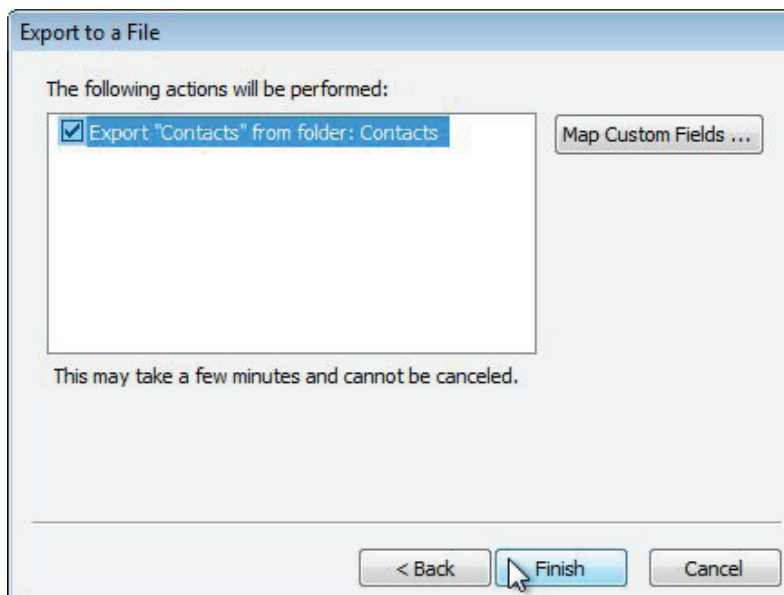
4. Now make sure Comma Separated Values (Windows) is selected. Click Next >.



5. Highlight the Contacts folder. Click Next >.



6. Use the Browse... button to specify a location and file name for the exported contacts. Something like "Outlook.csv" or "ol-contacts.csv" on your Desktop should work fine. Click Next >.



7. Now click Finish.

ACT! > eMail Liaison

You do not need to learn to write SQL code to export your data because the ACT! Export Wizard takes you through the process, step by step.

Export from ACT:

1. Open ACT!. Select "Contacts" from the left pane.
2. Click "File" and "Export" on the menu. Click the "Next" button in the "Export Window."
3. From the drop-down box under "What type of file do you want to export to?" in the "Specify Destination" window, select "Text Delimited."
4. Click the "Browse" button. Type a name for your file in the "File name" field of the "Open" window. Click "Open." Click the "Next" button.
5. Select the radial buttons next to "Contact Records" and "All records." Click the "Next" button.
6. Click the radial button next to "Comma" or "Tab" under "Select field separator." Check the box beside "Yes, export field names." Click the "Next" button.
7. Click the "Clear Map" button in the "Contact Map" window. Click the "Insert Field" button.
8. Click on the drop-down box in the "Field Name" pane. Select "E-mail." Click the "Next" button. Click "Finish."
9. Import into your new CSV file into eMail Liaison account.



eMailLiaison

Don't just send. Connect.

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