How to Import Communigate Pro Contacts into your Live@edu Mailbox

1. Log into your old mailbox on Communigate Pro
2. Find your “Contacts” folder in the left navigation bar

![Contact folder](image1)

3. Right Click on the “Contacts” folder and choose “Import/Export Contacts

![Right click on Contacts](image2)

4. An “Import/Export” splash screen will pop up. Choose “CSV” beside “Export vCard Data”. Your contacts will be downloaded to a file called “contacts.csv”.

![Import/Export Contacts](image3)

5. Open your Hood in the Cloud (Live@edu) mailbox and click on “Contacts” in the lower left navigation panel.

![Lower left navigation panel](image4)
6. From the Contacts page, click “Import” which is located in the top menu bar

7. The “Import Contacts” splash screen will pop up. Click “Choose File”, find the downloaded “contacts.csv” file and press “Next”. Your contacts will be imported.

8. Click “Finish” to complete this task.