

Importing your Outlook Address Book



How to Export Your Outlook Address Book

- Go to your contacts page
- Click on **File**
- Click on **Import and Export**
- Choose **Export to a File**, then click **Next**
- Choose **Comma Separated Values (Windows)**, then click **Next**
- Select **Contacts**, then click **Next**
- Choose **File Name and Location**, then click **Next**
- Make sure there is a check in the box next to “**Export Contacts from the Contacts Folder**”
- Then click **Finish**
- You should now have a “.csv” file saved on your computer

How to Import Your Address Book

- On the Heart Walk Website, log into your homepage
- Click on **Email** tab
- On the bar under the tab, click on **Address Book Import**
- Choose the source from where you have exported: Use **Comma Separated Values (.CSV file)** option for **Other Service Providers**, then click **Next**
- Browse** for file that you saved when exporting, click **Open** and then **Next**
- Choose your fields (*First Name, Last Name, Email Address*), then click **Continue**
- Once the list has been imported, click on **Send Email** link (on the bar under the tab)
- You can now edit your address book and begin sending emails

General Address Book Directions

How to Export Your Address Book (General Directions)

- Login to your email
 - Look for an **Export** option on the menu or in the address book area of the software
 - Export the file into **CSV** format
 - Select **Save** option
 - In the Save As box choose a location and name for your file, then click **Save**
- You should now have a “.csv” file saved on your computer

Please Note: *These are general directions, and not specific to any email provider. If this guide doesn't answer your questions, please contact your Local Heart Walk Staff Contact or our Heart Walk Software Provider's support at (858)795-3090.*

***** Follow instructions from above to import your address book into your personal website.***

Importing a Personal Photo to Your Web Page



The Kintera system only allows **.jpeg or .gif** formatted pictures which are roughly sized to **300 pixels x 234 pixels, and 50KB** or less.

Resizing images using Microsoft Picture Manager Editor

1. Click on **Start>Programs>Microsoft Office>Microsoft Office Tools** and click on **Microsoft Picture Manager**.
2. Your pictures will appear here.
3. Go to **Picture** on the Menu bar
4. Click on **Resize** from the menu.
5. Type in your **width 300**. (on the left hand navigation bar under Custom width x height. Note: Come as close to 300x234 without distorting as you can. If your photo is longer than wide, reverse the numbers.
6. Click on **OK**.
7. Click on **File>Save** from the menu.

Importing your image/picture:

1. Open your local Heart Walk web page.
2. Click on **'Enter my HQ'** link under the **'My HQ'** heading on the left hand navigation bar. The login screen will appear.
3. Type in your **username, password** and click on the **continue** button. Your HQ page will appear.
4. Click on the **My Webpage** tab.
5. From the **Webpage image** section, click on the **upload link**.
6. Click on the **Browse** button. The choose file dialog box will appear.
7. Navigate to where you **saved your picture, select the file**, and click on **open**. Click on the **Submit button** and this picture will now appear on your personal page