

1

Open Microsoft Outlook.

2

From the File menu, select Import and Export > Outlook. The Import and Export wizard opens.

3

Select Export to a File and click Next.

4

Select Comma Separate Values (Windows) and click Next.

5

On the Select a Folder to Export From window, select Contacts. Click next.

6

On the Save Exported File As window, select a folder to save the file into and click Next.

7

Click Finish to export your contacts.