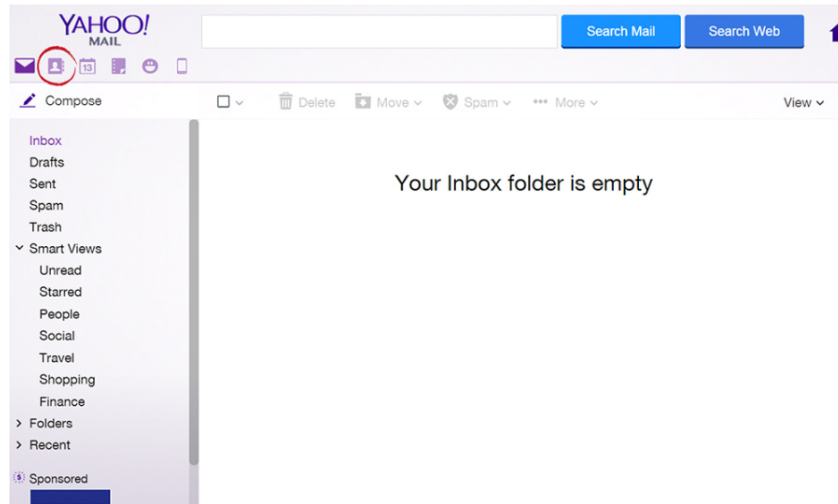


# How to Import from Yahoo Mail

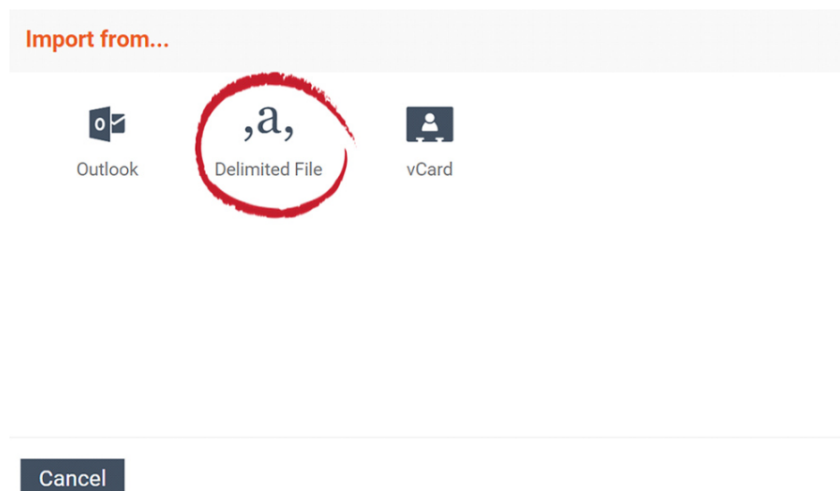
**Note:** You will need authorization from your IT department in order to be able to import your Yahoo Mail contacts. If you have permission, use the following steps to import from Yahoo Mail.

1. Open Yahoo Mail. Select the Contact Manager icon located in the top left corner navigation bar.



*Select the Contact Manager icon*

2. In the top taskbar, select **Actions**, and in the dropdown, select **Export**. A file will be exported to your downloads folder called **yahoo\_contacts.csv**.
3. Open FileFlex and open the contact view by selecting Contacts in the Application sidebar menu
4. Click the **Activity Menu** icon in the top right of the Activity Bar
5. Choose Import Contacts
6. In the "Import from" dialog box, select **Delimited File**.



*Delimited File*

7. Optionally put the imported contacts into a group or create a new group, then hit **Next**.
8. In the "Import from" delimited file dialog box, select **Choose File**.
9. Navigate to the contacts file you exported from Yahoo and select **Upload**. The default download location is your Downloads folder.
10. In the Contacts Imported dialog box, select **Done**.

Congratulations - you have imported your Yahoo Mail contacts.