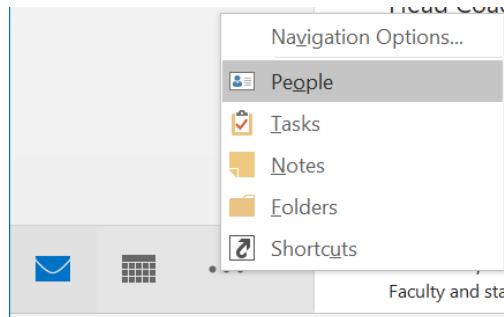


Save personal contact/distribution groups to new email profile

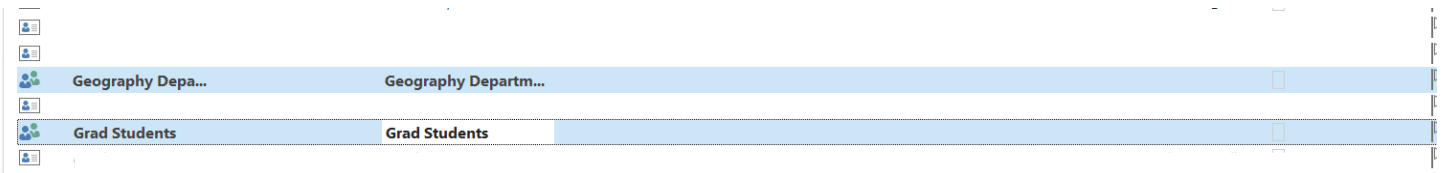
Steps 1-3 should be done prior to migration of @mailbox.sc.edu account

Steps 4-6 will be done after @email.sc.edu account is added to Outlook

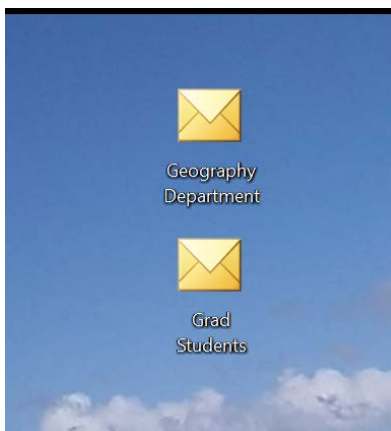
1. Open Outlook and click on the ellipses (...) in the bottom left of navigation and choose **People**.



2. Locate the email group(s) you would like to save and click on it (control click to select multiple groups at one time).

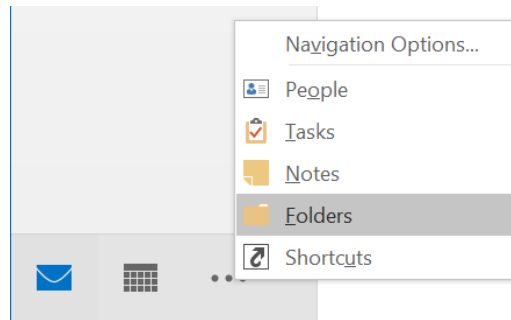


3. Click and Drag those selected groups to your desktop.



4. Open your @email.sc.edu in Outlook.

5. Click the **Ellipses (...)** in the bottom left of navigation and select **Folders**.



6. Click on the email groups that were copied to your desktop and drag and drop it (them) into the Contacts folder.

