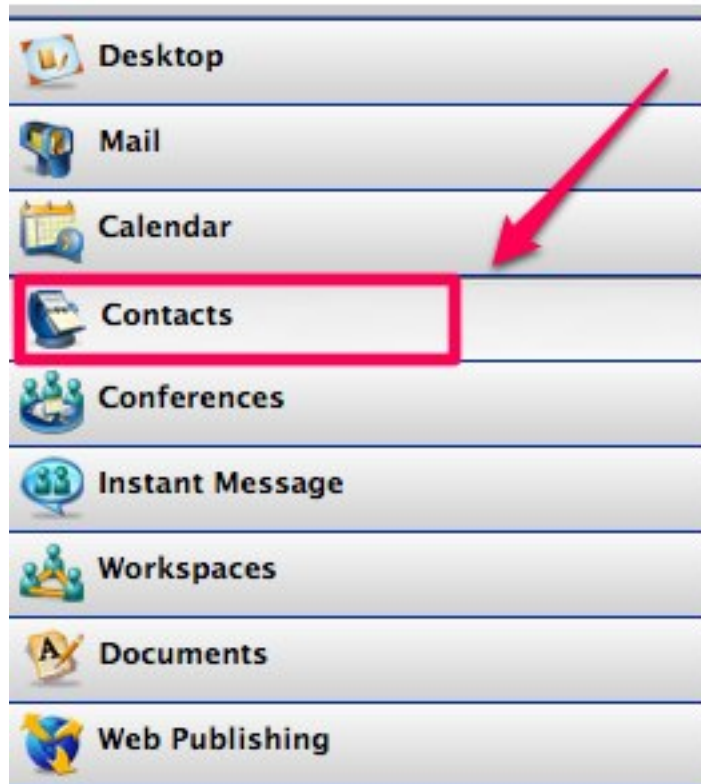


Moving Contacts

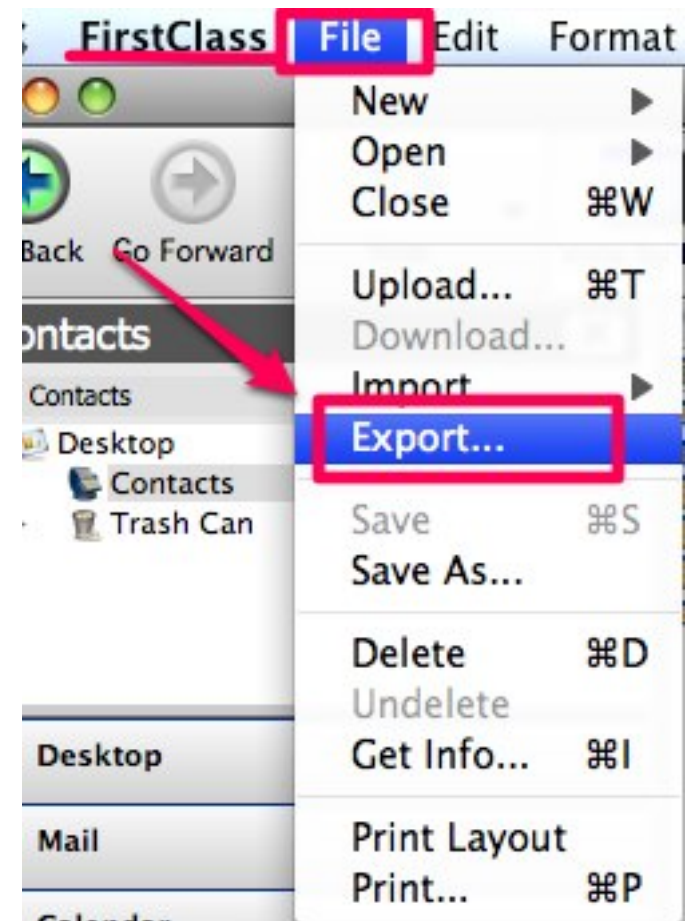
From FIRST CLASS to GMAIL

1) Login to First Class

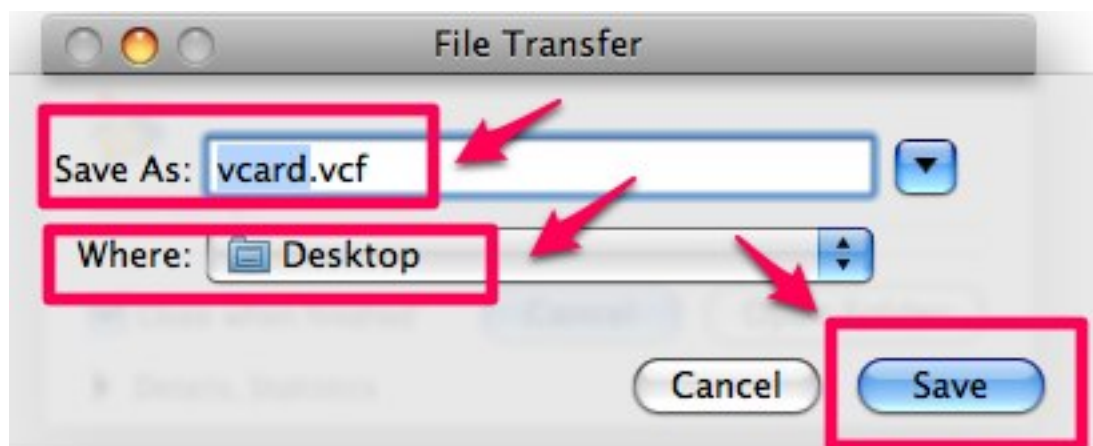
2) Go to "Contacts"



3) Choose "Export"

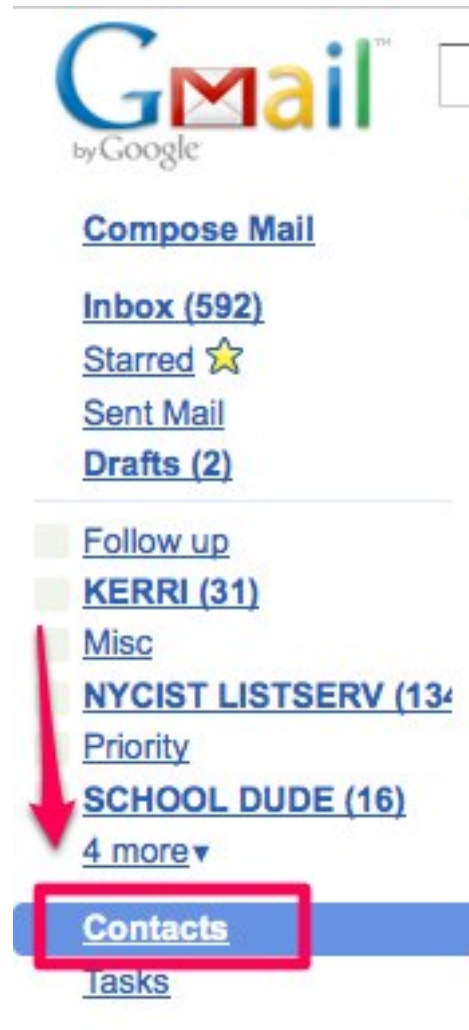


4) Choose the contacts to export and export them as a vCard to your DESKTOP.



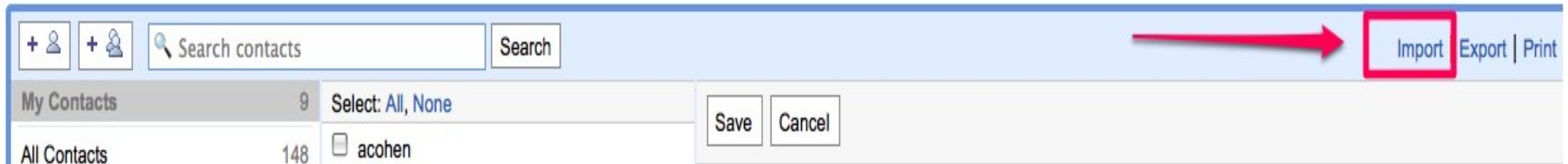
5) Login to Gmail via Google Apps at BFS (link on Pathernet)

6) Go to Gmail Contacts



7) Choose "Import" from the contacts page.

8) Choose to import the vCard saved to your desktop.



9) **COMPLETE!** Your First Class contacts are now available in Gmail!