This document will show you how to export your Pharmacy contacts and email filters into you ISU email.

Step 1 – Export/Import Contacts

- Open your Pharmacy email
 - o http://mail.pharmacy.isu.edu/
- Select the Mail Button at top left
- Select Contacts



• Select More/Export



• Select All contacts radio button and Google CSV

Export contacts

Which contacts do you want to export?







- Push the Export button
 - A file called google.csv will be downloaded
- Now log into your **ISU** email
 - o <u>http://mail.google.com/a/isu.edu</u>
- Select the Mail Button at top left
- Select Contacts

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Mail	
Contacts	
Tasks	
Starred	

- Select More/Import
- Push the Choose File button
- Select the google.csv that was just downloaded
- Push open
- Push Import
- Select More/Find and Merge Duplicates
- Select Merge
- Your are done with contacts

Step 2 - Export the current Pharmacy Filters you have to the ISU email.

This only needs done if you use Google email filters

- Open your Pharmacy email
 - o http://mail.pharmacy.isu.edu/
- Select the Gear and settings



• Select Filters and Blocked Addresses

s Filters and Blocked Addresses

- Scroll to the bottom of the screen
- Check Select: All
- Hit Export
 - o A file will be saved to you downloads folder called mailFilters.xml



- Open your ISU email
 - o <u>http://mail.google.com/a/isu.edu</u>
- Select the Gear and settings

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	ate that you	Manag	e this d	omain	
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Select I	Filter and Blocked Addresses				
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Scroll t Hit Imp	o the bottom of th oort Filters (in mide	ne screen dle botton	n)		

Create a new filter Import filters

Select Choose File ٠



- Select the mailFilters.xml created in your downloads folder
- Hit Open

-		Downloads 🗘	C Q Search
	Favorites	Name	^ Dat
	iCloud Drive	a clinipost_1.pdf	No ^r
1	Google Drive	grad2016_race.xlsx	Toc
		grad2020_race.xlsx	Too
	Box Sync	Hospital Clinical Pharmacist.docx	Nov
	Applications	🗱 Jabber PC - Mac link 4 8 12.docx	Yes
		📰 jakePonyBoy.docx	Νο
	Desktop	mailFilters.xml	Τος
	Documents	Pharmacy Specialties - NOV 2016.docx	Nov
dre	pharmacyDocs	temp_matt-2.csv	Toc
		temp_matt.csv	Toc
	Technology Committee	test.docx	Nov
		Format: All Files	
	Options		Cancel Open

• Now select the Open file



- Scroll to the bottom of the screen.
- Check the Apply new filters to existing email



- Select Create Filters
- A new box will pop up showing the filters being created.

		×
Creating Filters		
Filters being created	112	
Successfully created	13	
Failed or skipped:	0	
Stop		

• Once the box disappears the import is done.

Go to the Export/Import Email Document