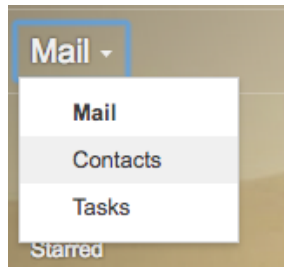


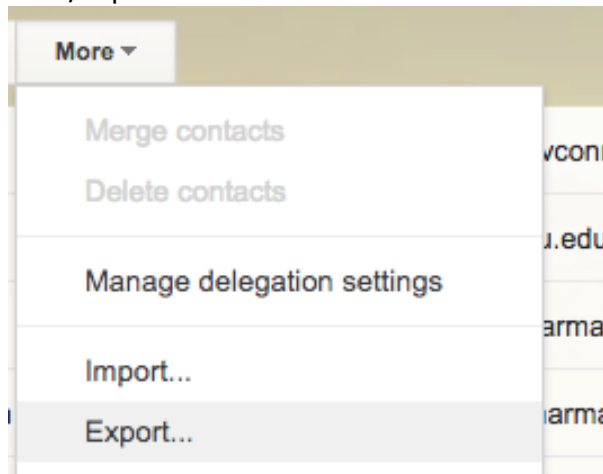
This document will show you how to export your Pharmacy contacts and email filters into you ISU email.

Step 1 – Export/Import Contacts

- Open your Pharmacy email
 - <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?

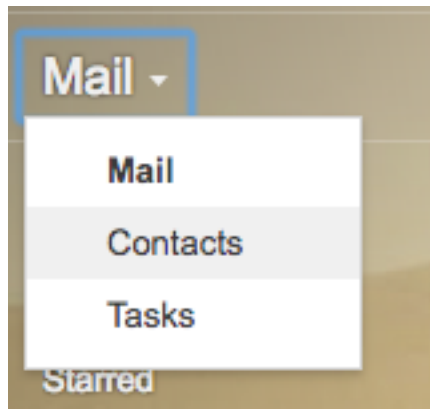
- Selected contacts (0)
- The group My Contacts (72)
- All contacts (1415)

Which export format?

- Google CSV format (for importing into a Google
- Outlook CSV format (for importing into Outlook c
- vCard format (for importing into Apple Address E

[Learn more](#)

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

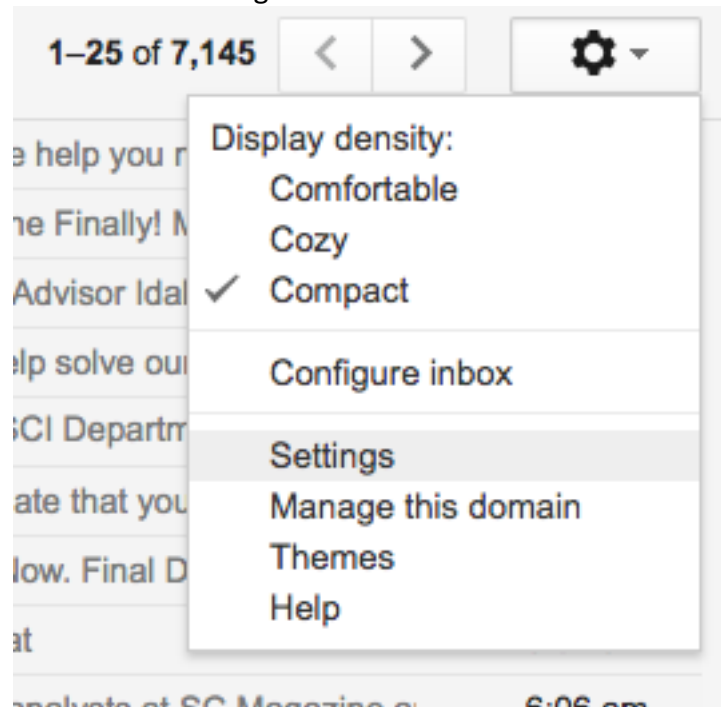


- Select More/Import
- Push the Choose File button
- Select the google.csv that was just downloaded
- Push open
- Push Import
- Select More/Find and Merge Duplicates
- Select Merge
- Your are done with contacts

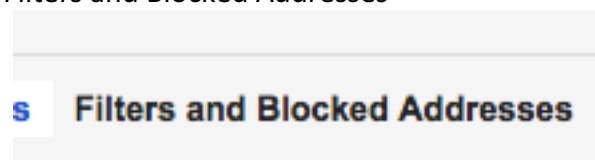
Step 2 - Export the current Pharmacy Filters you have to the ISU email.

This only needs done if you use Google email filters

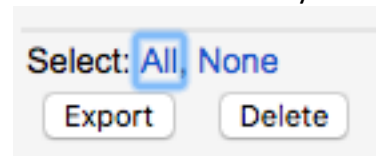
- Open your Pharmacy email
 - <http://mail.pharmacy.isu.edu/>
- Select the Gear and settings



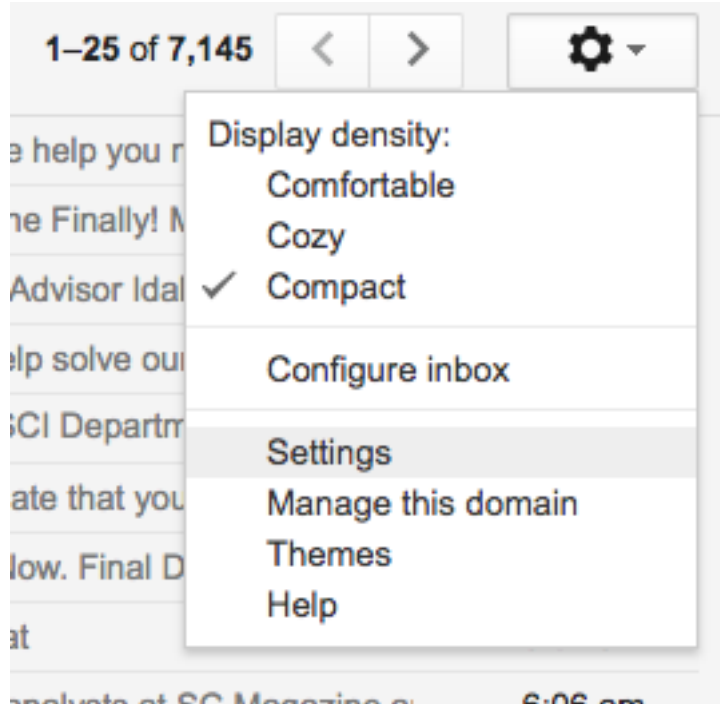
- Select Filters and Blocked Addresses



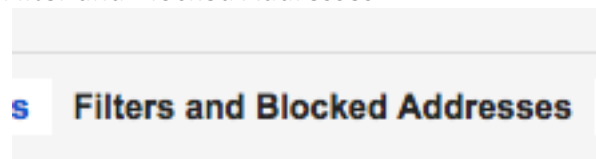
- Scroll to the bottom of the screen
- Check **Select: All**
- Hit Export
 - A file will be saved to you downloads folder called mailFilters.xml



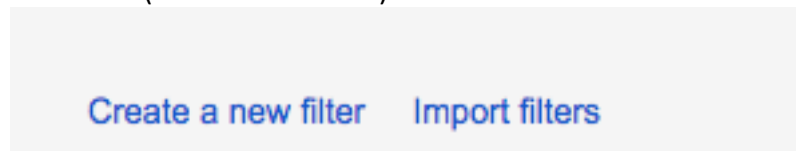
- Open your ISU email
 - <http://mail.google.com/a/isu.edu>
- Select the Gear and settings



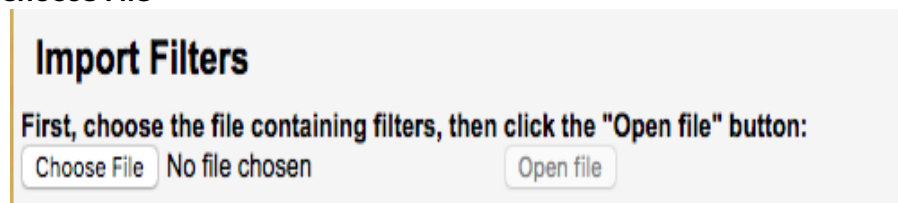
- Select Filter and Blocked Addresses



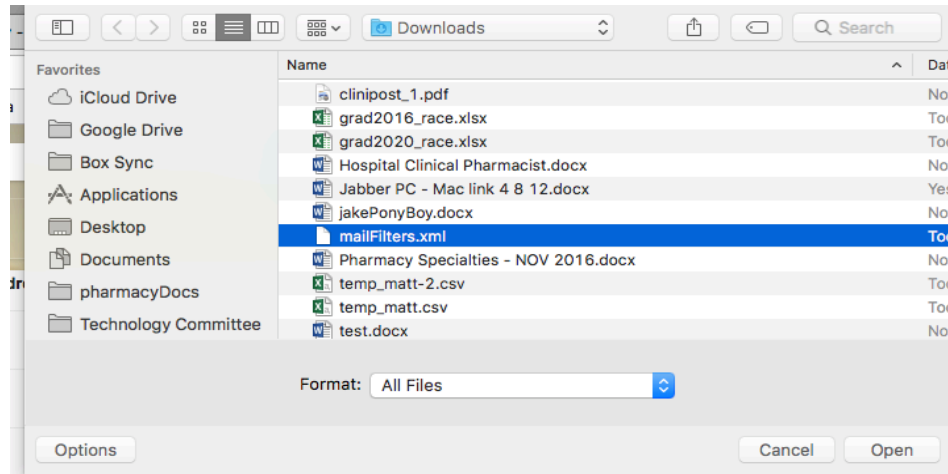
- Scroll to the bottom of the screen
- Hit Import Filters (in middle bottom)



- Select **Choose File**



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



- Now select the Open file

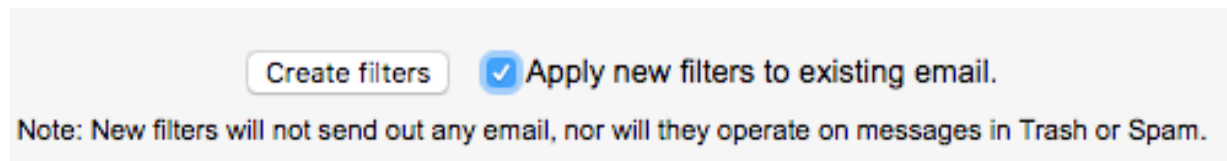
First, choose the file containing filters, then click the "Open file" button:

Choose File mailFilters.xml

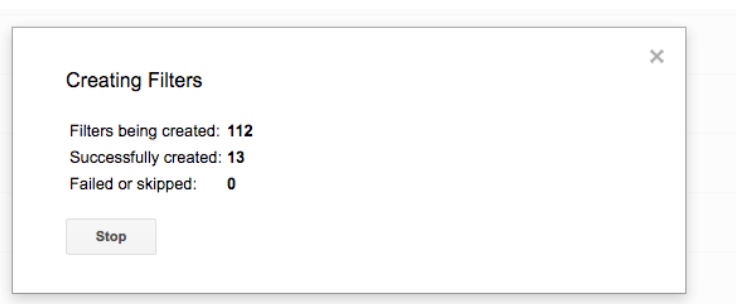
Open file

The following email addresses are blocked. Messages from these address

- 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.



- Once the box disappears the import is done.

Go to the Export/Import Email Document