

Contacts: Outlook Export

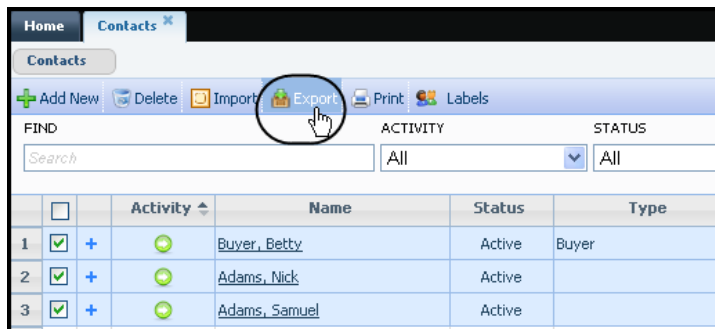
Your contacts in Paragon can be exported so other programs, like Outlook can import them. The export of Paragon contacts can be in the form of .csv (Comma Separated Value) or Vcard.

To export your Paragon contacts:

1. Click **Contacts** and **View / Manage Contacts**. Your current Paragon contacts are displayed.



2. Select the contacts you wish to export.
3. Click **Export**



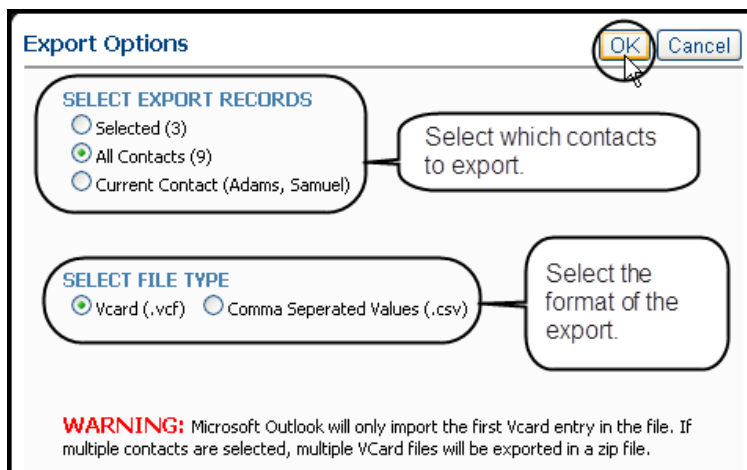
4. The Export modal opens so you can select the number of contacts and file type of the export.

Select Export Records has three (3) choices:

- **Selected** – the records you have checked when viewing your contacts
- **All Contacts** – all contact records
- **Current Contact** – the last client you checked

Select File Type has two (2) choices. This Quick Start Guide will discuss each export type.

- Vcard (.vcf) – note the above limitations when importing these records into Outlook
- Comma Separated Values (.csv)



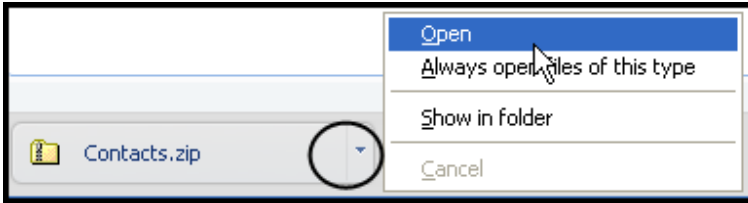
Vcard export format

To export your Paragon contacts in Vcard Format (.vcf), select the **Vcard** and click **OK**.

Note The following pages will display how each of these exports are handled based on the various browsers that function with Paragon. Locate the browser you use and follow that set of instructions.

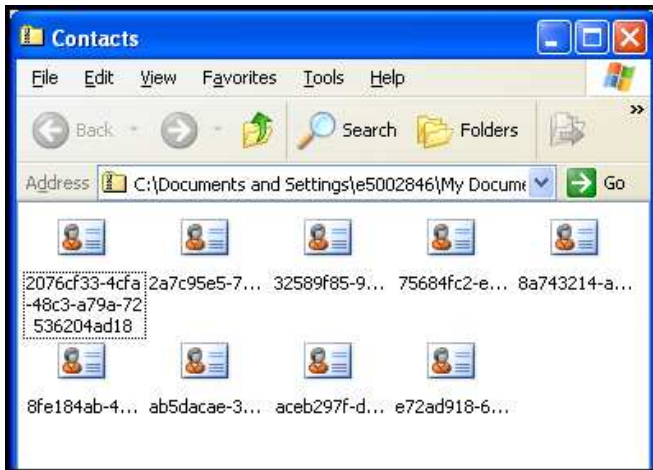
Google’s Chrome browser results:

In the bottom left corner of your Paragon window you will see a zipped file. When you click on the arrow on the right side of the field, you will have three (3) options.



Click **Open** to see the exported and zipped Vcards. The exported Vcard file is in the Download File inside My Documents with the name of Contacts.

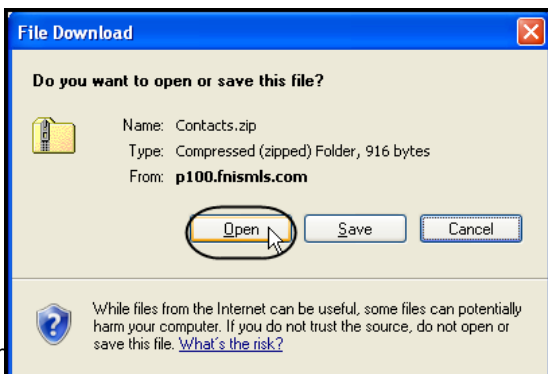
Click **File** and **Save** to browse and save your exported zipped Vcard files.



Internet Explorer’s browser results:

A dialogue box opens with two (2) choices.

- Click **Open** to view your exported and zipped Vcards.
- Click **Save** to browse and save your exported zipped Vcard files.

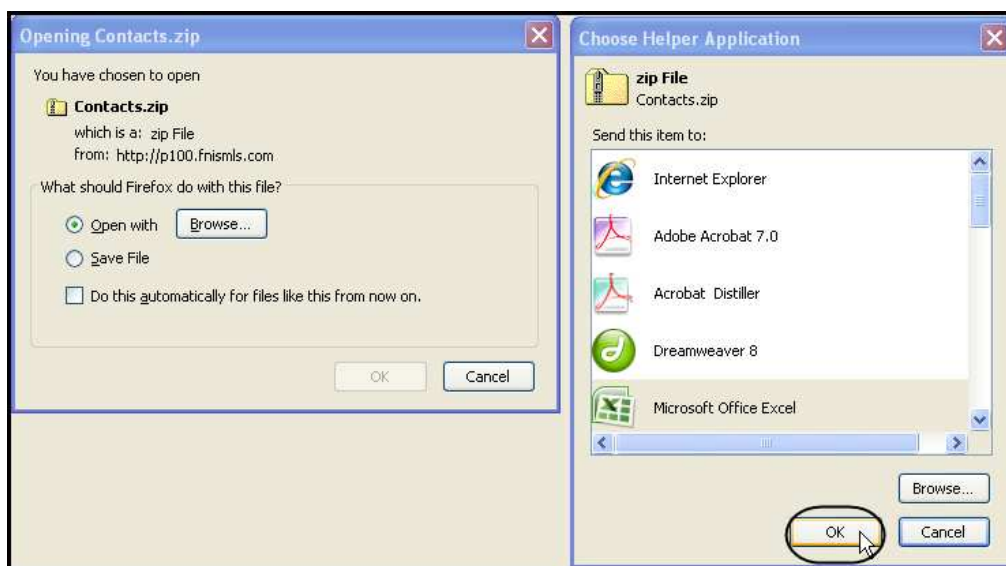


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Mozilla's Firefox browser results:

A dialogue box opens with two (2) choices.

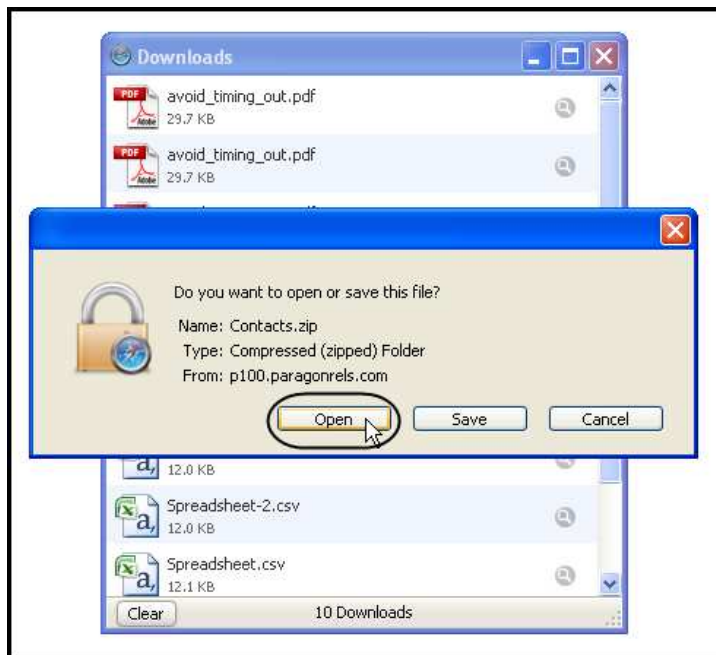
- **Open with [Browse]** – when you click **Browse**, a second dialog box opens. Choose the program you want to use to open your exported file and click **OK**. The second dialogue box closes. Click **OK** in the original dialogue box to view your exported Paragon Vcards.
- **Save File** – when you select **Save File** and click **OK**, you can browse to where you want to save your exported zipped Vcard file.



Apple's Safari browser results

A dialogue box opens with two (2) options:

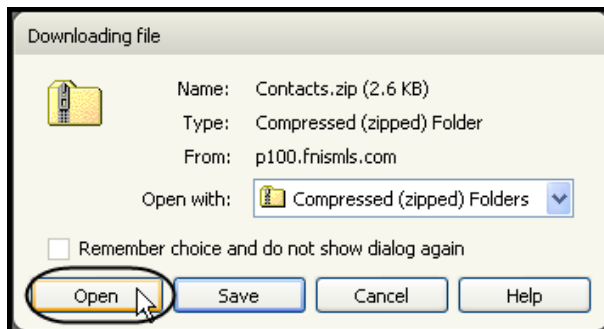
- Click **Open** to view your Vcards.
- Click **Save** to save your exported zipped Vcard files to your C drive with the name **Contacts**



Opera browser results

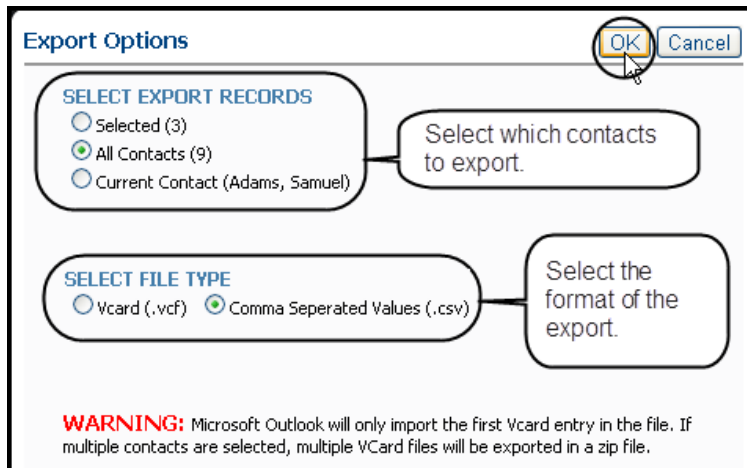
A dialogue box opens with two (2) options:

- Click **Open** to view your Vcards.
- Click **Save** to browse and save your exported zipped Vcard files.



.CVS (Comma Separated Values Files) export format

To export your Paragon contacts in CSV (.csv) format, select the **Comma Separated Values (.csv)** and click **OK**.

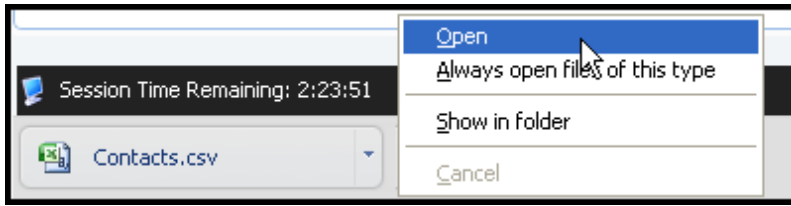


Google’s Chrome browser results:

In the bottom left corner of your Paragon window you will see a zipped file. When you click on the arrow on the right side of the field, you will have three (3) options.

Click **Open** to see the exported contacts in a spreadsheet view.

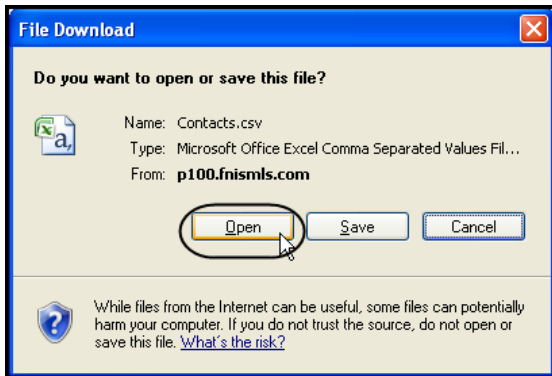
Inside the Excel spreadsheet, click **File** and **Save** to browse and save your contacts.



Internet Explorer’s browser results:

A dialogue box opens with two (2) choices.

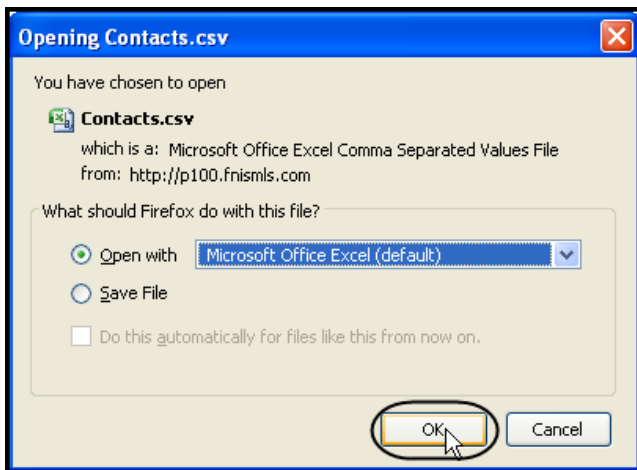
- Click **Open** to view your exported zipped .csv file.
- Click **Save** to browse and save your exported zipped .cvs files.



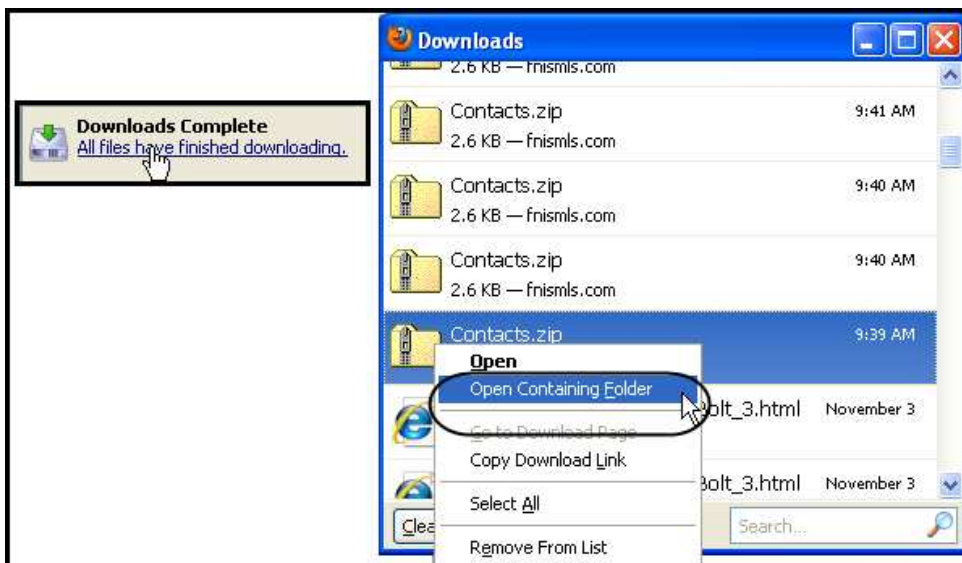
Firefox browser results:

A dialogue box opens with two (2) choices.

- Click **Open** to view your exported contacts in spreadsheet format.
- Click **Save** to save your exported .csv files in C:\Documents and Settings\ (some other path elements)\Local Settings\Temp.



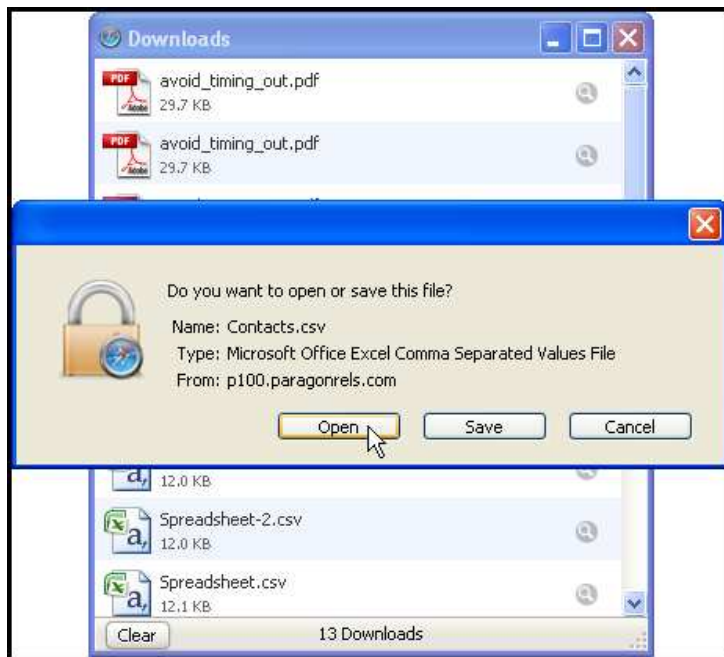
When the export is completed, a window momentarily appears in the lower right hand corner of the Paragon window. Click on this window, located the zipped file just exported and left click on that file. Click **Open Containing Folder** to view the location where this file has been saved.



Apple's Safari browser results

A dialogue box opens with two (2) options:

- Click **Open** to view your .csv file.
- Click **Save** to save your exported.csv files your My Documents with the name **Contacts**



Opera browser results

A dialogue box opens with two (2) options:

- Clicking Open shows your .csv file information in a scrambled mode. It is not readable.
- Click **Save** to browse and save your exported .CSV files.

