- 1. Login to MyWashburn
- 2. Click the **Email** button



3. Click the Address Book tab



4. Click the Import/Export button



- 5. Select Microsoft Outlook CSV from the Export Format menu
- 6. Click the **Export** button

Export		
Export Format:	Microsoft Outlook CSV	•
	Export	

7. **Save** the file in a location you can remember (if you are not prompted to select where to save it, it should be in your Downloads folder as iabcsvus.csv)