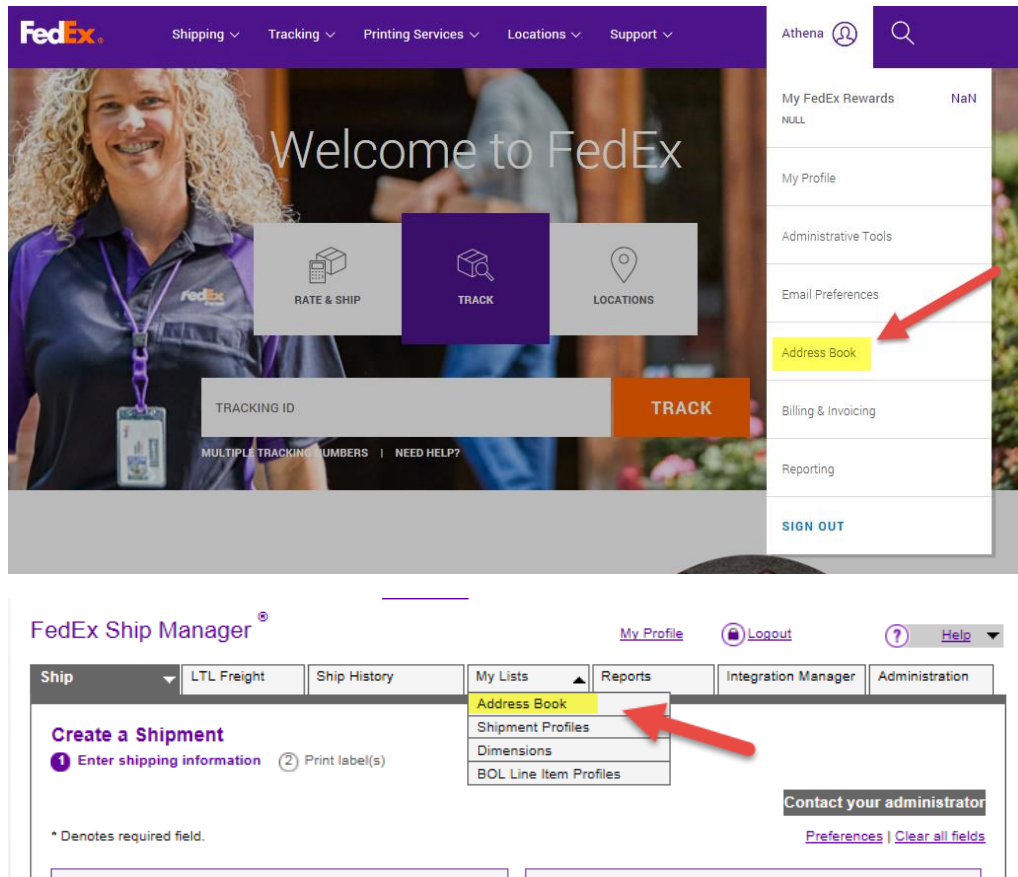


# Exporting & Importing a FedEx Address Book to a New User Account

You can access the address book by clicking on your user identification in the upper right hand corner and selecting it from the drop-down menu or under the “My Lists” tab in the FedEx Ship Manager



## **Exporting**

Select the Address Book's *Import/Export* tab and then the *Import/Export* sub-option. The import/export option box will display.

Select **Export** from the 'Choose action' drop-down list. Select the items to export from the 'Export as' drop-down list.

Click the **Export** button. The Internet browser's file download window displays.

Select the option to **Save** the file to disk. Select a location on the local computer where the exported file should be saved. Enter the desired filename, using the file extension **.csv**. (For example, addressbook.csv), and select **Save**. The exported address records are downloaded to the specified location.

## **Importing**

Select the Address Book's *Import/Export* tab and then the *Import/Export* sub-option. The import/export option box will display.

Select **Import** from the 'Choose action' drop-down list. To erase the existing contents of the Address Book and replace them with the records in the imported file, select the 'Replace Address Book' checkbox.

Select the type of addresses being imported from the 'Import as' drop-down list.

Enter the file name and path in the 'File to import' field, or click the **Browse** button to locate the file.

Select a file format from the 'File type' drop-down menu. If the file to be imported does not fit one of the available import formats, select 'Map my file fields to the FedEx Import template' to map the import file before importing.

Click the **Import** button. The status of the import is displayed via alerts at the bottom of the import/export screen.

If any errors are reported upon import completion, click the [View last import report](#) link to view a report of problem addresses.