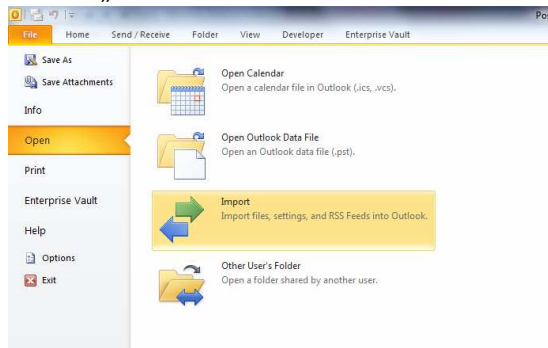


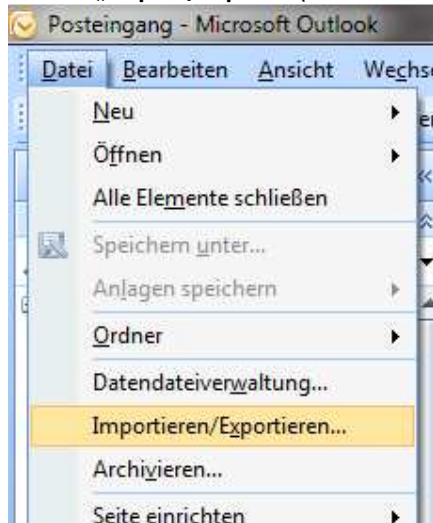
## Creation of a CSV file for send out the e-card to multiple addressees

Please note that this instruction only works for external mail addressee. If you would like to send an e-card to a HL colleague you have to choose “one receiver” and fill the mail address completely.

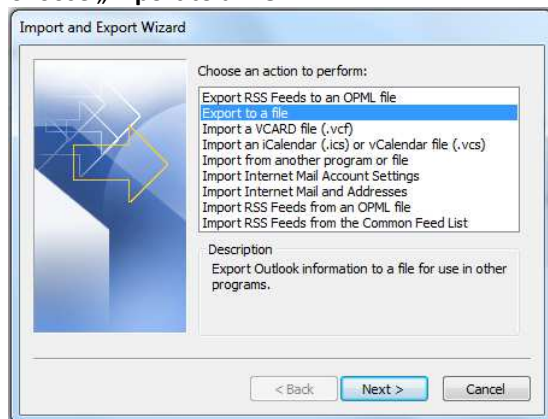
1. Click on „File“ at the main menu of Outlook.



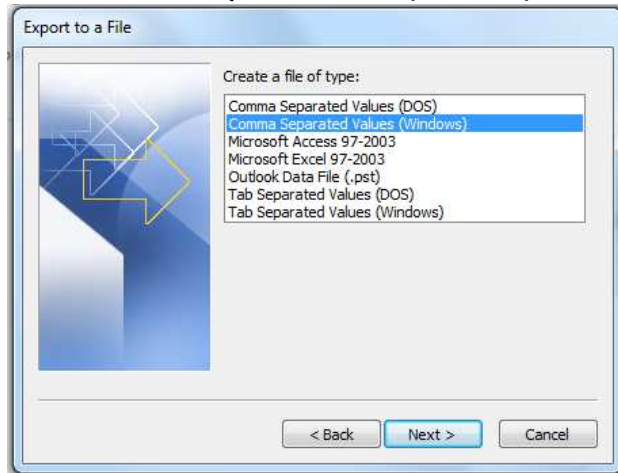
2. Choose „Import/Export“ ( Outlook 2010 choose „Open“ and afterwards on „Import“).



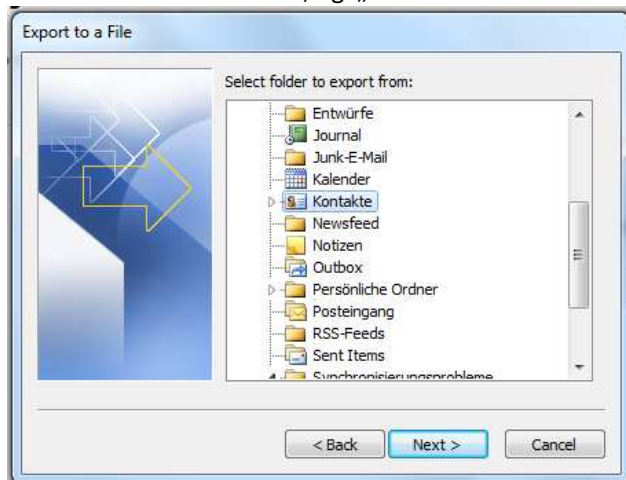
3. Choose „Export to a file“



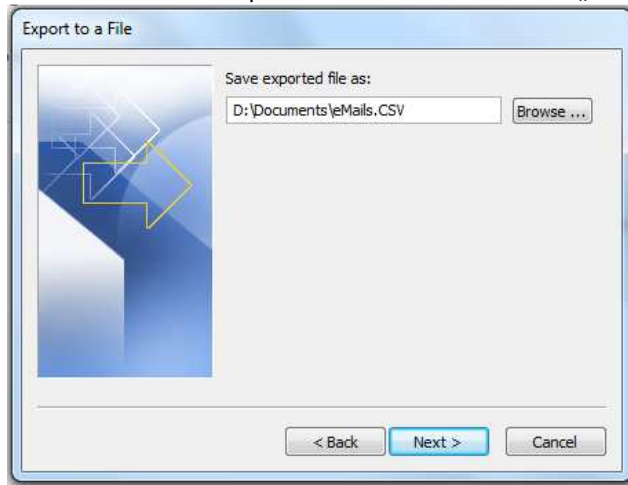
4. Choose „Comma Separated Values (Windows)“



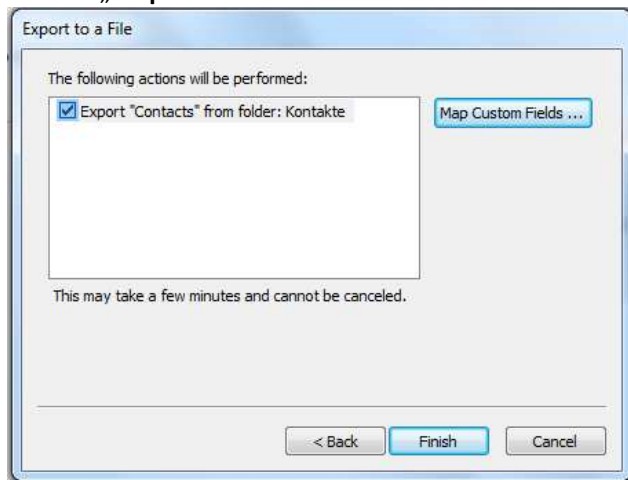
5. Choose the correct Folder ,e.g. „Contacts“



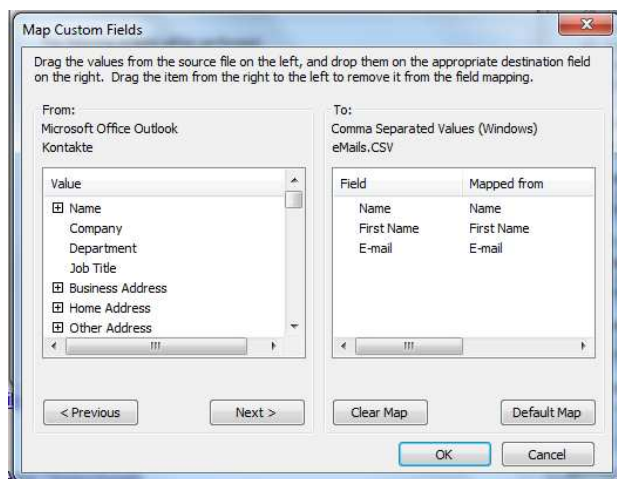
6. Choose filename and place for restore and click on „**Next**“.



7. Click on „**Map Custom Fields ....**“.



8. Click „**Clear Map**“. Afterwards click on the + left hand of the field „**Name**“ and choose „**Name**“ and „**First Name**“ by holding the mouse button and extracting it to the field on the left. Same procedure with “E-Mail“. Please use „**E-Mail Address**“ by clicking on + and click finally the „**OK**“ button.



9. You can now control your stored CSV file with the Editor (please don't use Excel or any other program):

```
"Vorname", "Nachname", "E-Mail-Adresse"  
"Ansari", "Behroz", "bansari@panvision.de"
```