

## TRANSFERRING FIRST CLASS CONTACTS TO GOOGLE APPS MAIL

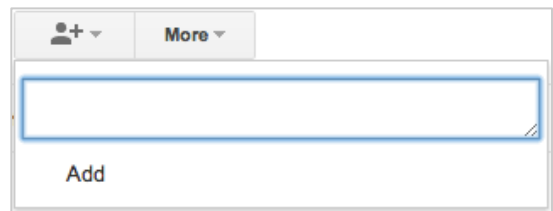
As you transition from FirstClass to Google Apps, you may need to transfer your non-Joplin e-mail contacts from FirstClass into Google Apps Mail. Below is a tutorial on how to accomplish this:

<http://youtu.be/z7xG3e40GXU>

After you complete the import process in Google Mail, you may need to refresh your screen to see the new group containing the imported contacts.

**IMPORTANT:** The export from FirstClass will not include contacts that are only within a FirstClass mail list (contacts folder that begins with ). In order to transfer these into your Google Apps Mail, do the following:

- Right-click on the mail list in FirstClass contacts
- Click *Summarize Selected*
- Click and highlight the list of e-mail addresses in the window and copy
- Go to your contacts in Google Apps (click *Contacts* in the black bar)
- Click on the *Add to My Contacts* button and paste the e-mail addresses into the box and click *Add*



Your mail list contacts should now be in your main contacts; however, you will need to create a new group for these contacts to mirror the FirstClass mail list and move the newly added contacts into that group.

- Create a new group by click on *New Group...* at the bottom portion of the left sidebar
- Then, check the box of the contacts you would like to add to the new group
- Click the *Groups* button and select the groups to which you would like to add the previously selected contacts

