Penticton Seniors' Computer Club

Importing Your Contact List into Ecard

Introduction

When you are in the *Send* window of the e-card editor, you will need to put the email addresses of all the people you wish to send the card to into the *To* address box. When you are using your email package these accresses can easily be found by using the contact list whic lists the names of all the people you normally contact with along with their email addresses.

The ecard editor can import the contact list from your email package so that you can use it to put the email addresses of recipients into the *To* box. This makes sending e-cards much easier.

There are two steps to getting your email contact list into the ecard send window.

1. Export the contact list from your email package.
2. Import this list into the e-card facility.

Exporting the Contact List from Your Email Package

If you use *Windows Live Mail* then you can export your contact list as follows.

1. Start up *Windows Live Mail*.
2. At the bottom, left corner click on *Contacts* (see picture above at the left).
3. At the top at the right of the window click on *Export*.
4. On the dropdown menu click on *Comma separated values*.
5. The window shown below at the left appears. Click in the box labelled *Save exported file as:* to put the cursor into it.
6. Click on the *Browse* button and browse to find a location where you wish to store the file containing the contact list. (A good location is on the desktop.) In the box labelled *File name* type the name to use as the name of the file (eg, my contacts.txt).
7. Click on the *Next* button. Under the caption *Select the fields you wish to export* **unselect** all the fields except *Name* and *Email Address*.
8. Click on *Finish*.
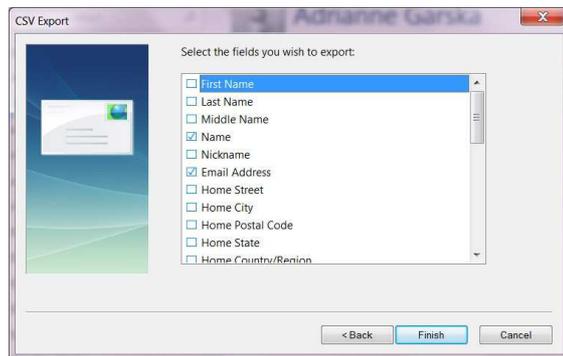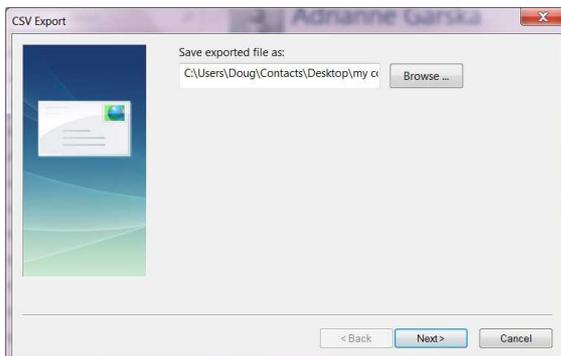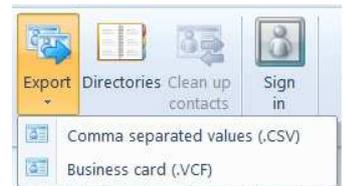
You should now have a file (such as *my contacts.txt*) stored on the desktop or wherever else you chose above.

We will now start up the E-card facility and import the contact list.

Start Up the Ecard Facility and Go To the *Send* Window

Start up the ecard facility by clicking on the *Ecard Tile* in the *Penticton Seniors' Computer Club* homepage, the *Login* window appears (the picture at the right). Type in your *given name* followed by your *surname initial* and your *ecard registration number*. Then click on the *Edit Ecard* button to go to the *Selection Screen*.

In the *Selection Screen* click on the *Ecard* button then in the *General Screen* click on the *Send* button. A message will appear indicating that you should name the ecard. Since we are not going to actually send a card at this time, ignore this message.
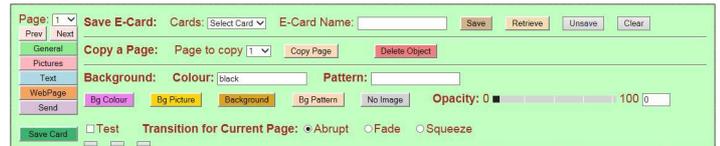
You should now be in the *Send Screen*.

You are now ready to import the contact list from your email package. Do the following.

1. Double click on the name of the file containing your contact list (likely my *contacts.txt* on the desktop).
2. Notepad should start up with the contact list showing in it.
3. Highlight all of the text and while holding down the *Ctrl* key, depress the *C* key. This copies the contact list.
4. Click on the *Email To* text box in the *Send Window* to put the cursor there.
5. While holding down the *Ctrl* key, depress the *V* key. This should put the contact list into the text box.
6. Click on the *Import Contacts* button.

If you now click on the down arrow in the list box under **Contacts** all the names in your contacts will be listed. If you click on any of them, the corresponding email address will automatically be added to the *Email To* box. Of course, you can always type an email address in the box if the person is not in your contact list. To clear the *Email To* box, click on the *Clear* button.