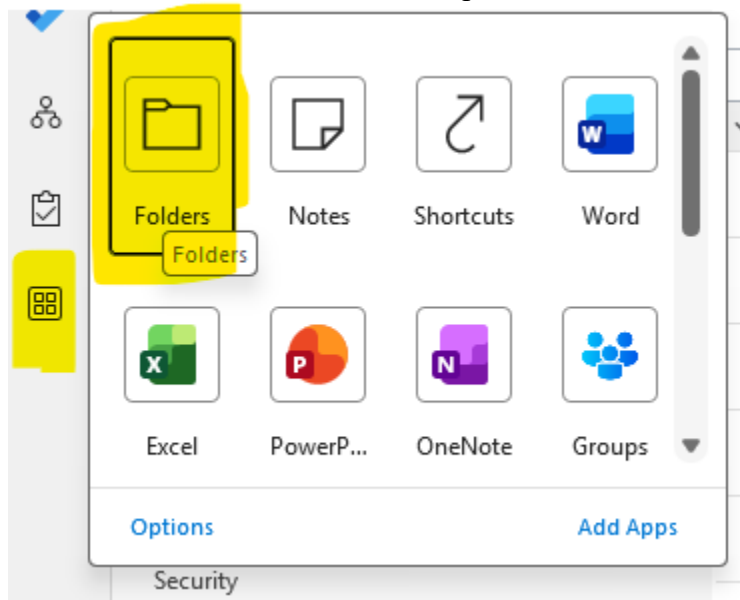
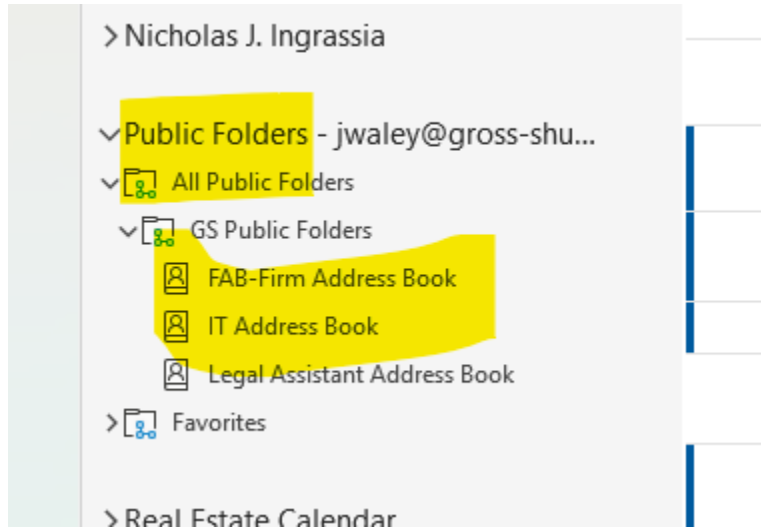


Exporting the firm address book to Excel

1. Open Outlook
2. Click on the Folders button to the left.
3. Scroll down in the list and click on public folders

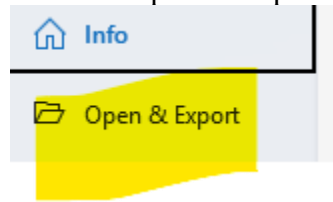


4. This will add folders to your list of items in the navigation pane.
5. Scroll down and then Click on GS Public Folders

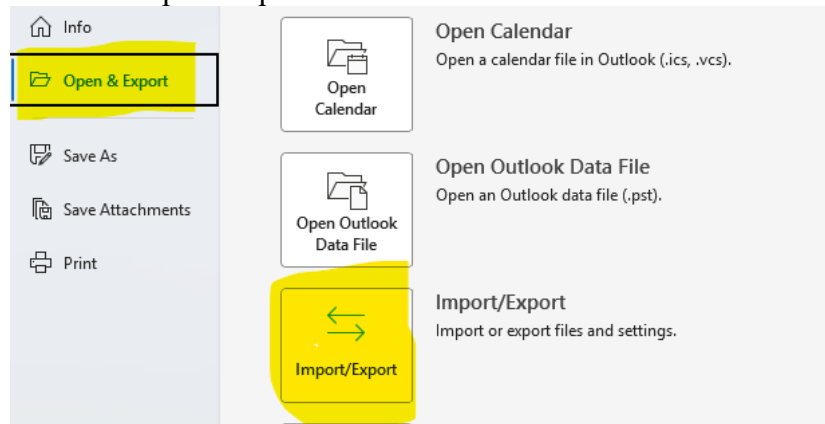


6. Click on FAB-Firm Address book (this just makes sure you can see everything).
7. Click on File

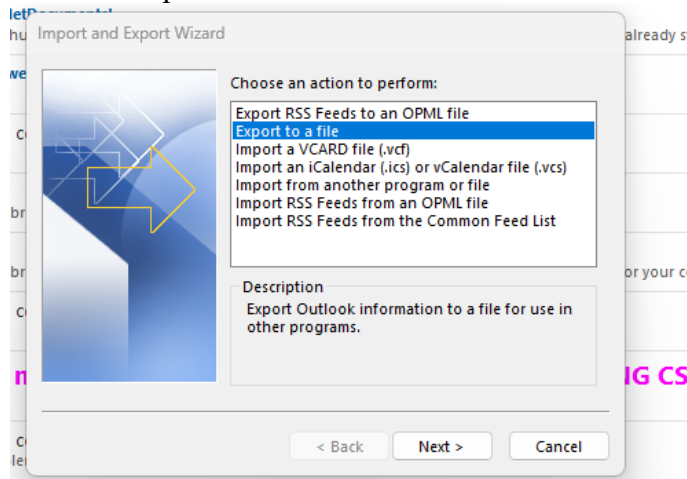
8. Click on Open & Export



9. Click on Import/Export

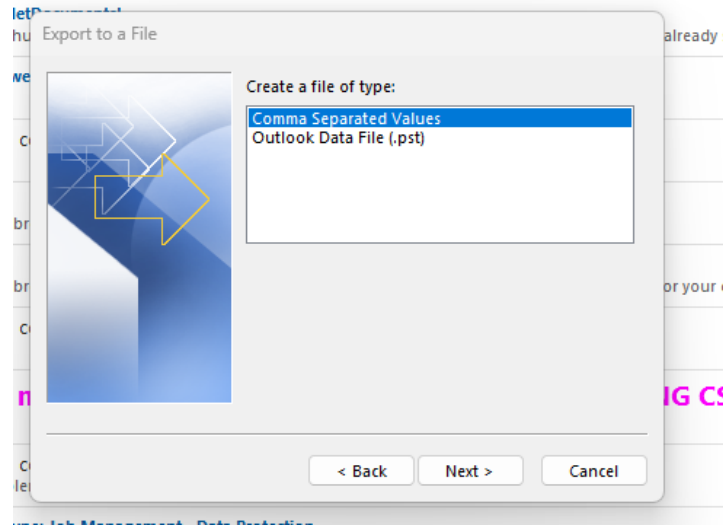


10. Click on Export to a file



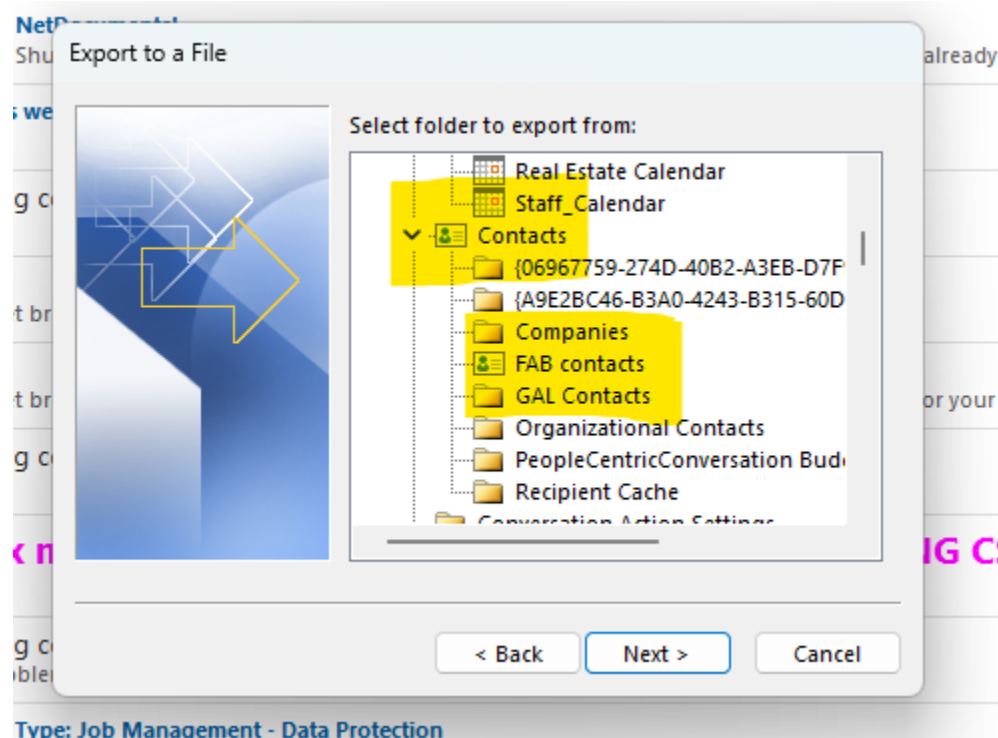
11. Click on Next

12. Click on Comma Separated Values



13. Click on Contacts

14. Scroll down and Click on FAB Contacts



15. Click on Next

16. Browse to location to save the file

17. Save the CSV File in excel.

18. Open the file and save as XLSX file