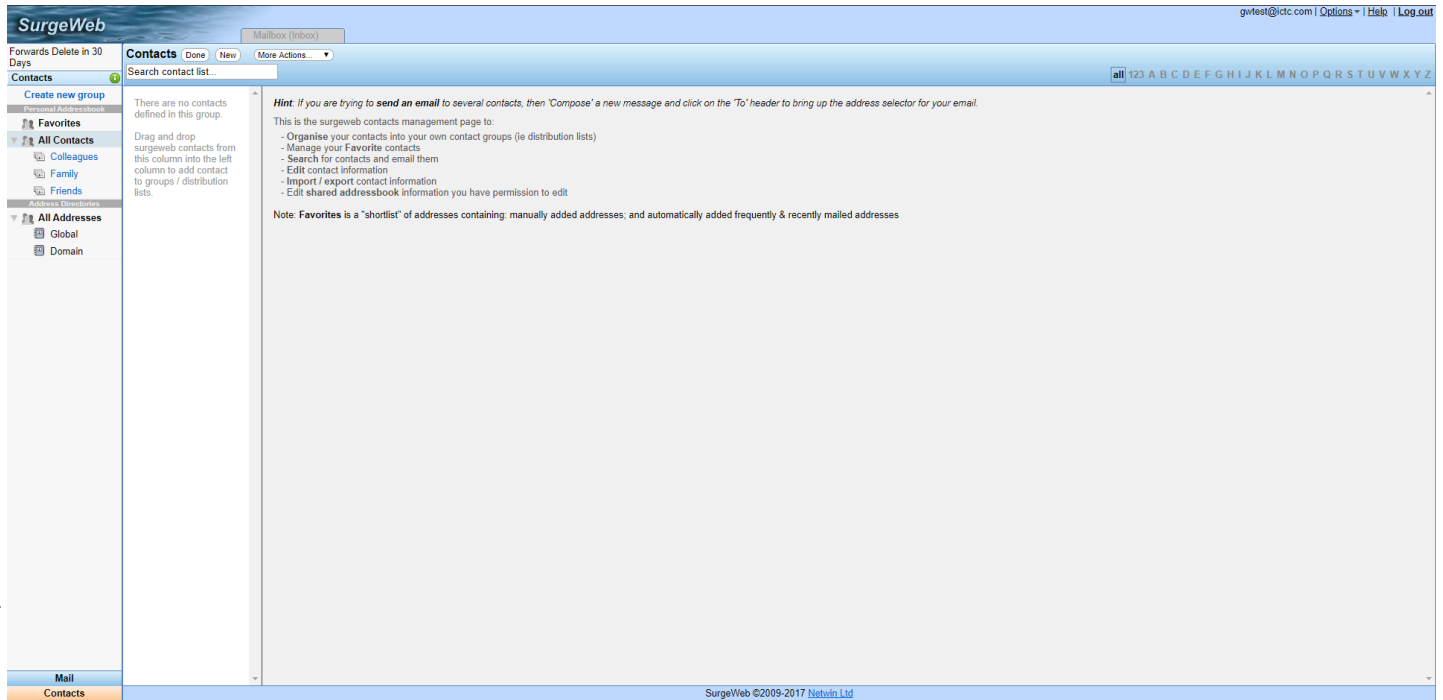


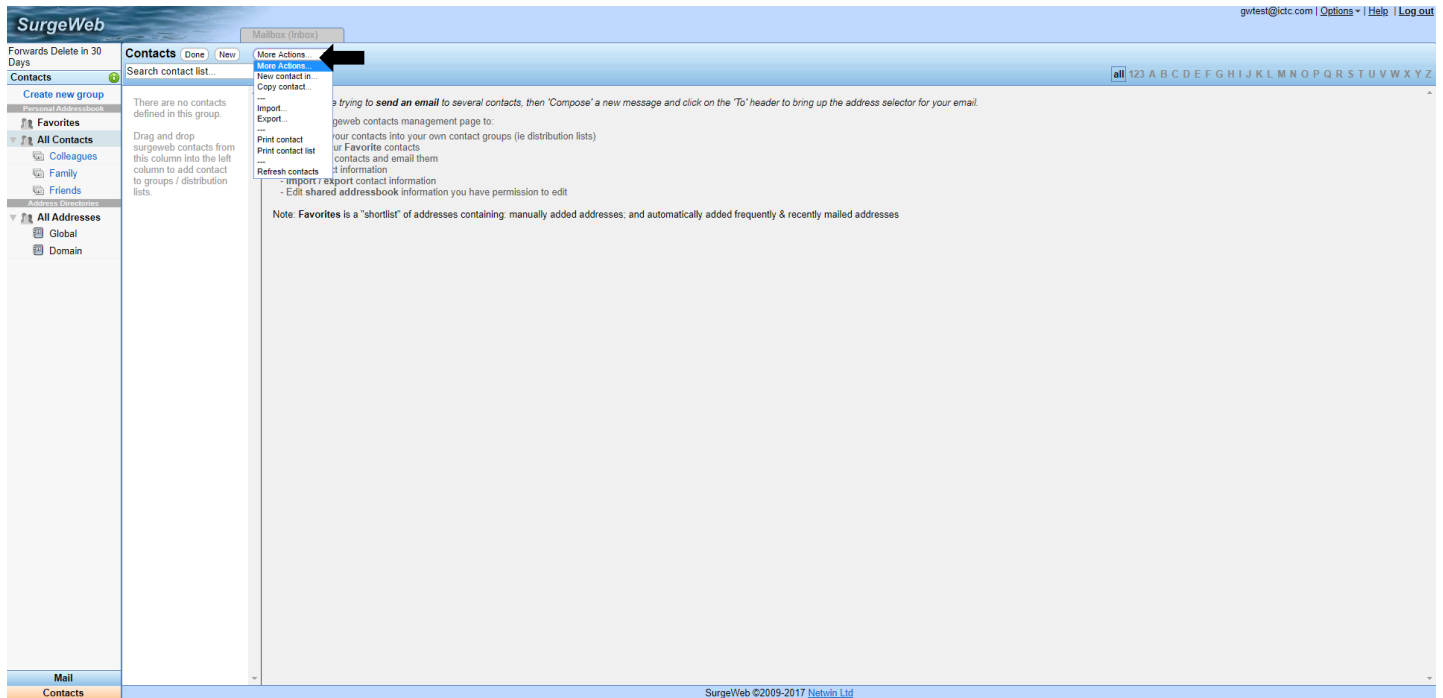
# Export Contacts from ICTC Webmail

First login to your webmail by going to <http://mail.ictc.com>

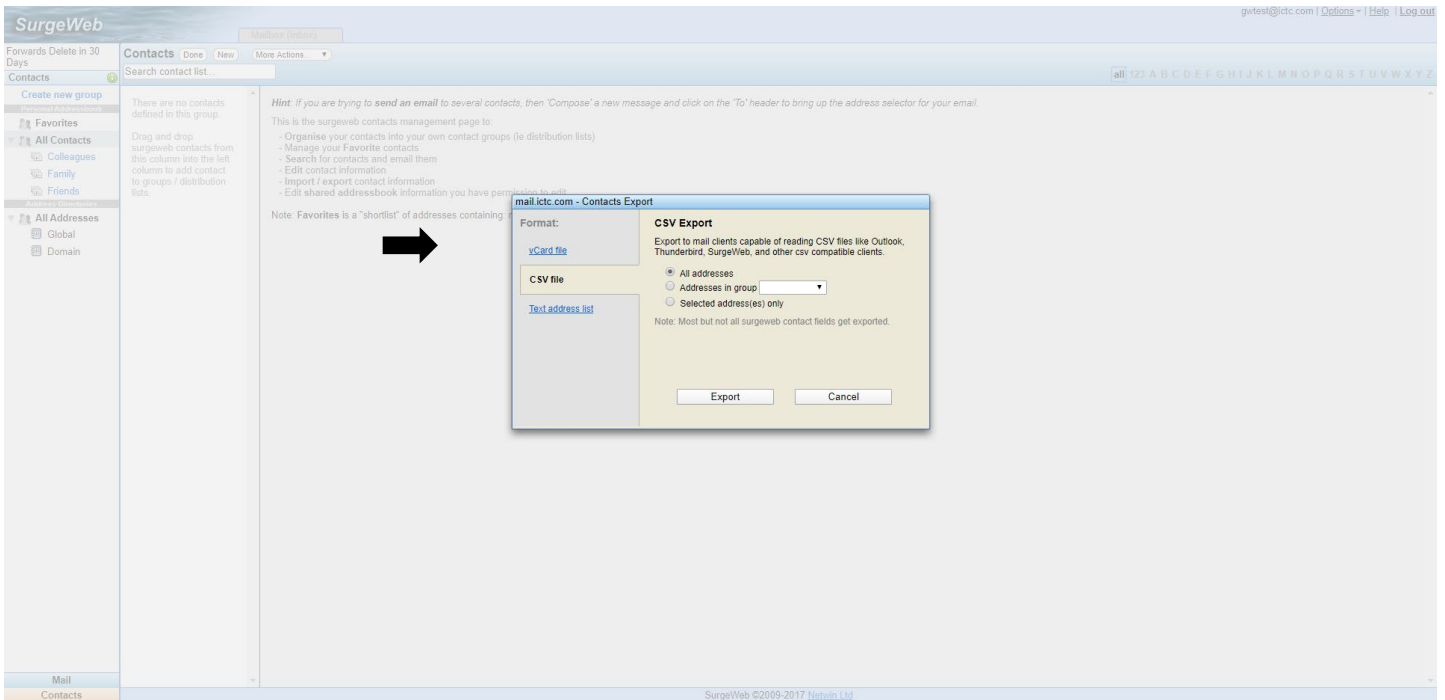
Enter in your email address and password, then click login. This will take you to your webmail.



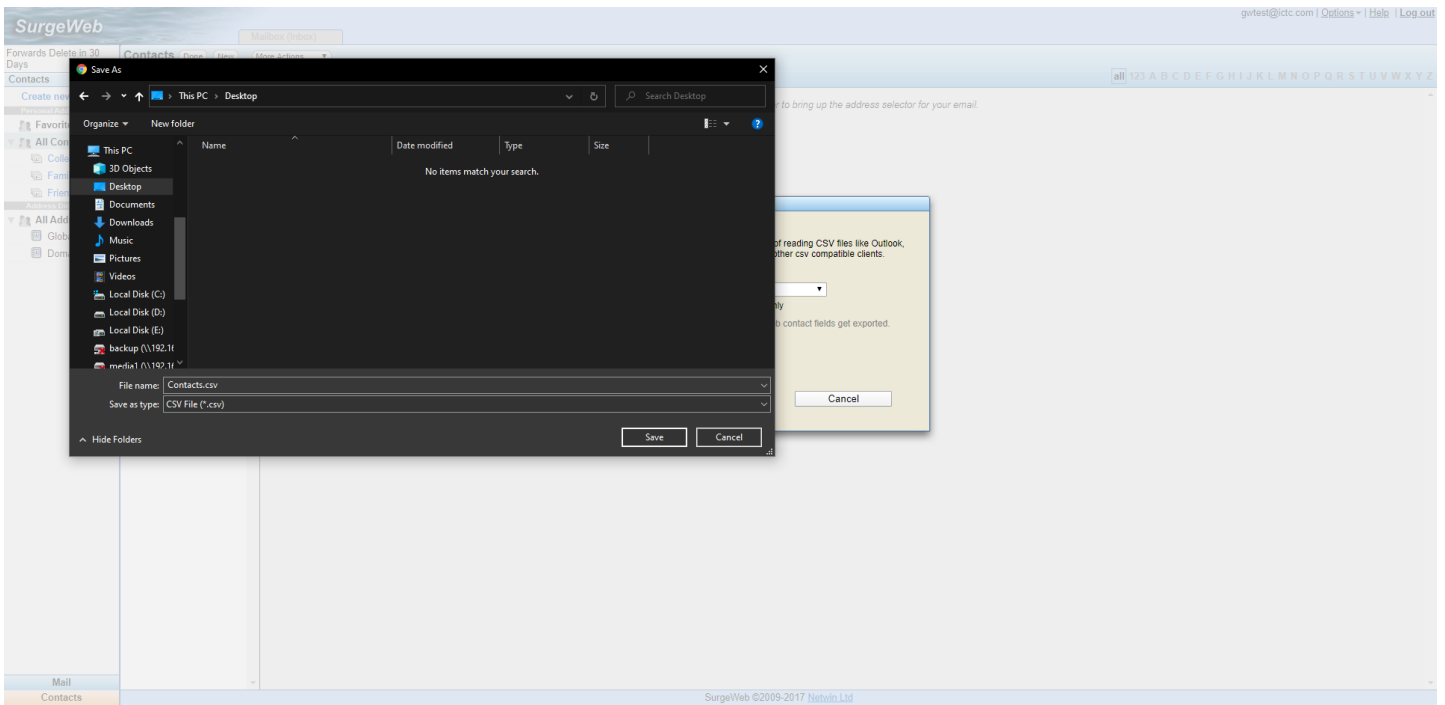
In the bottom left click contacts. At the top click more actions, then select export.



This will bring up a window with some options. Click CSV file on the left. Then click Export at the bottom of this window.



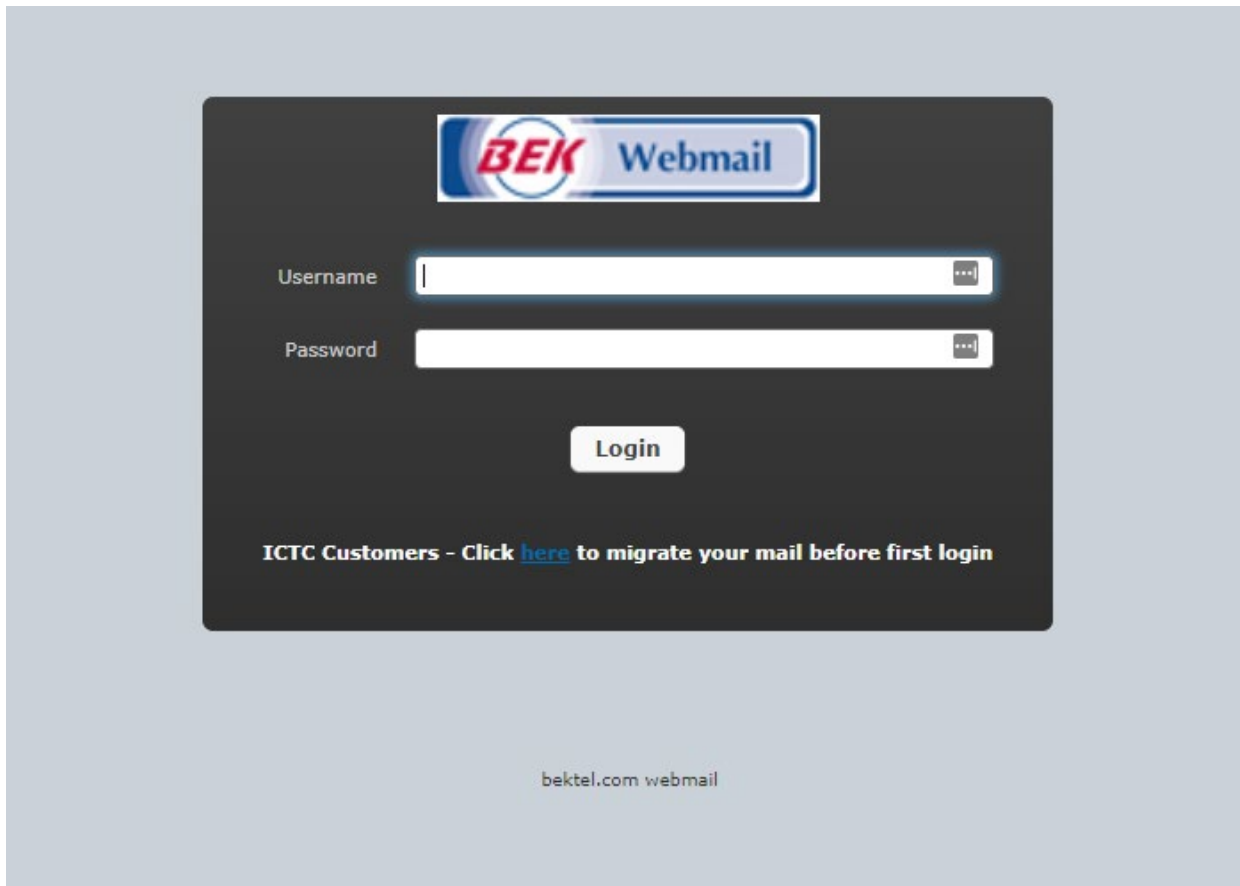
This will bring up another window that will ask where you would like to save the export to. We have selected the desktop, you can choose to save this export to wherever you like.



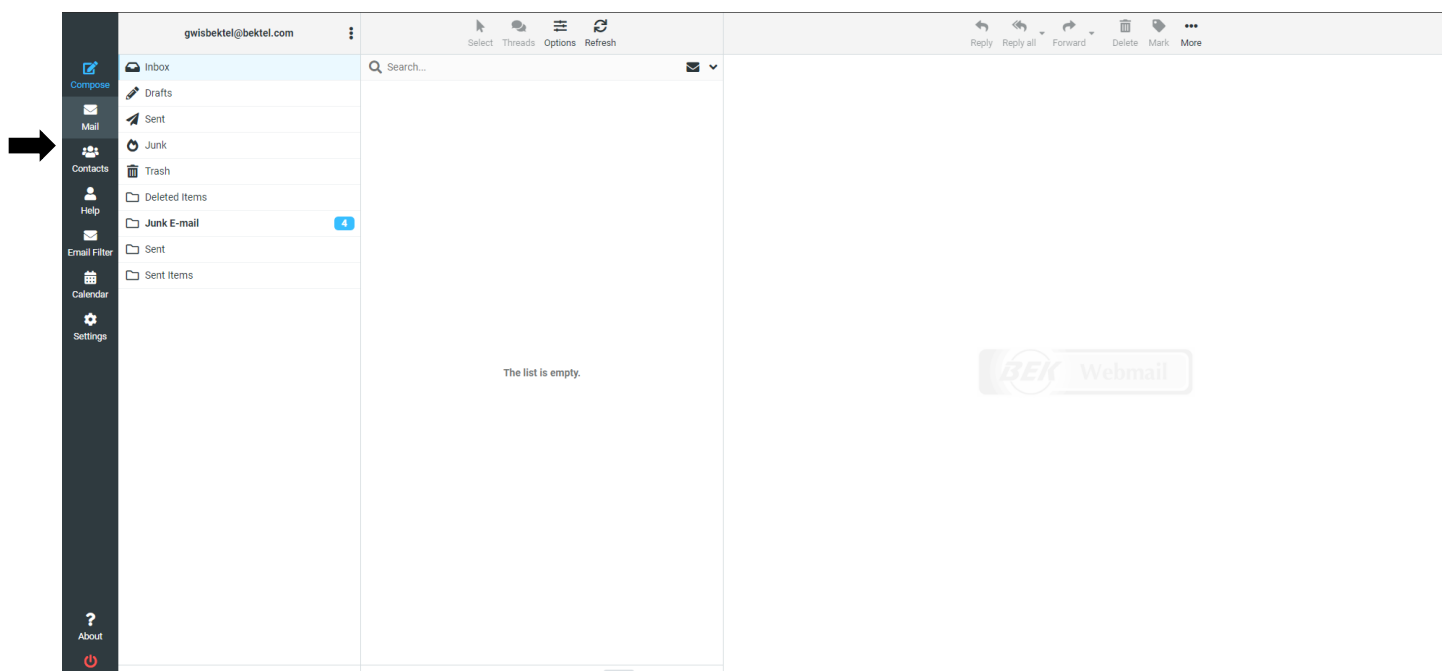
## Import Contacts into BEK Webmail

Login to <https://webmail.bektel.com>

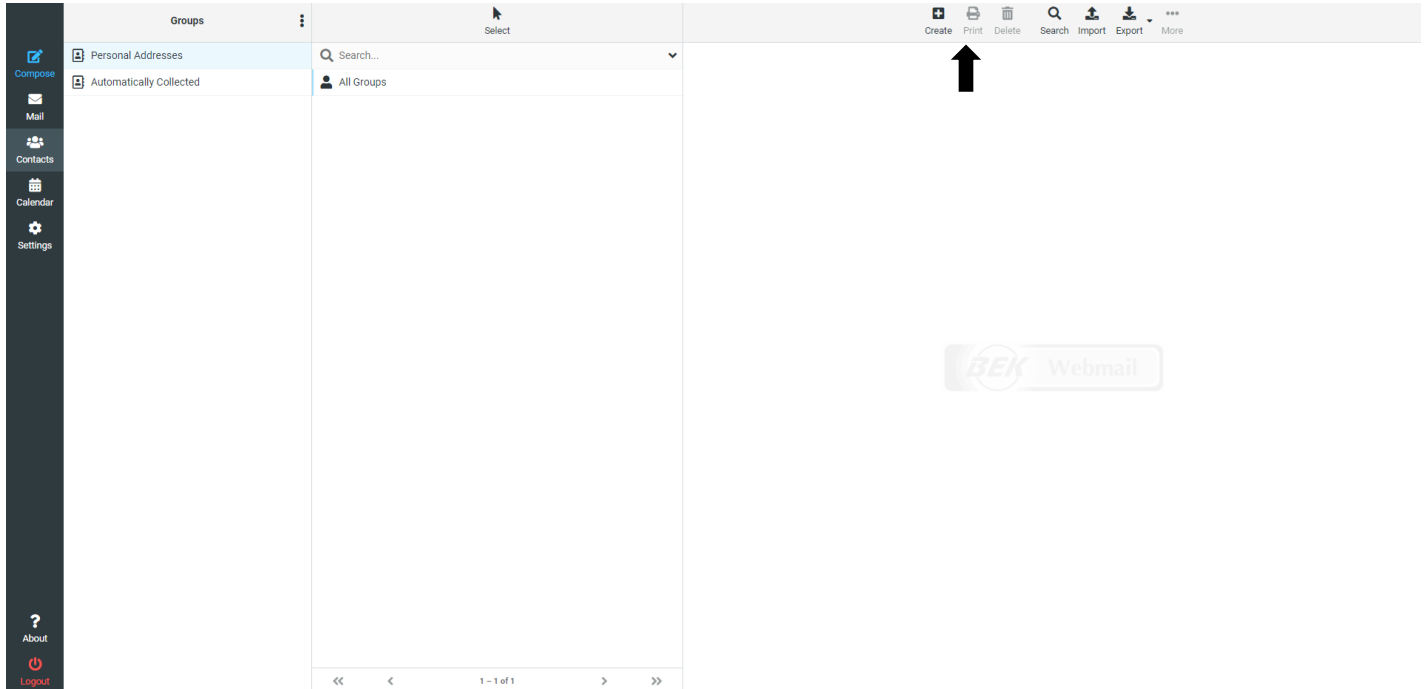
Use your full email address for the username and enter in your password.



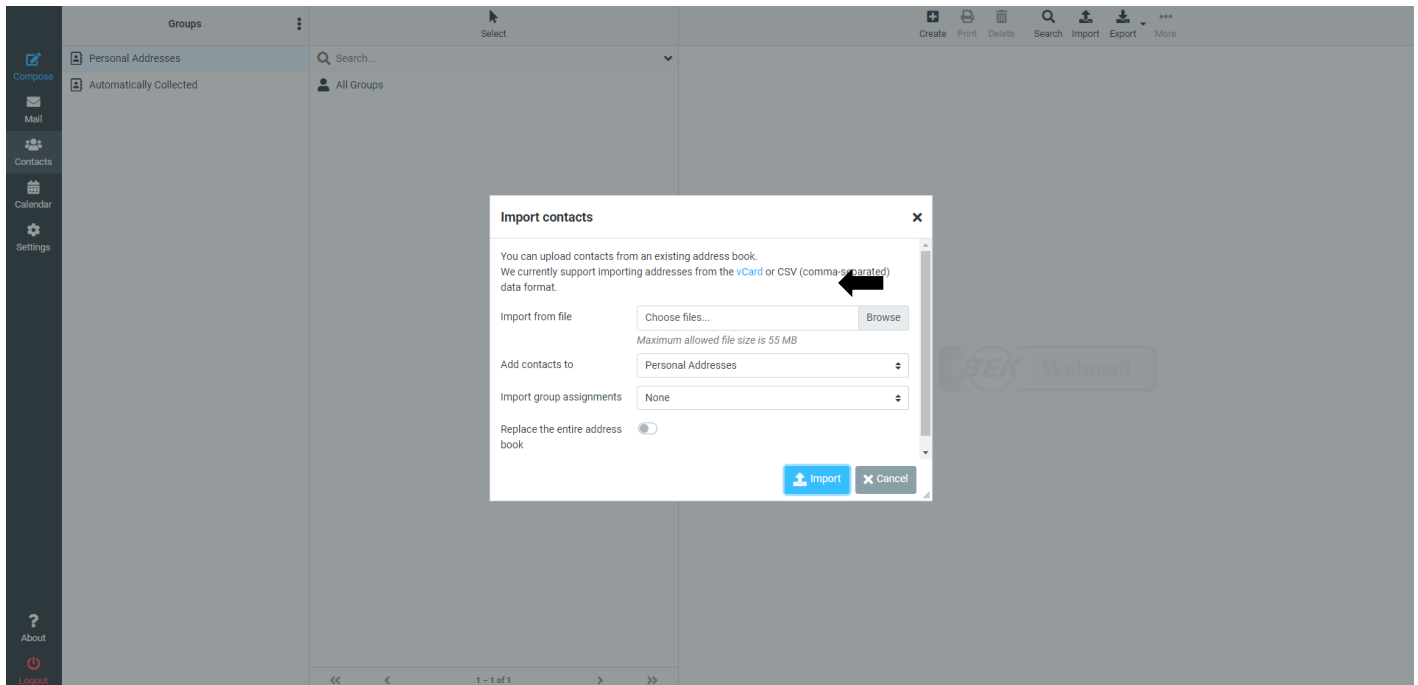
After getting logged in, on the left click contacts.



In the upper right of the webmail interface click on import.



This will bring up a new window that will give you the option to import your contacts.



Click browse and then navigate to where you save your contacts.csv file.

For example we saved our file to the desktop.

After you select your file and click open it will take you back to the import screen where you can click Import and that will import your contacts into the new webmail.

