

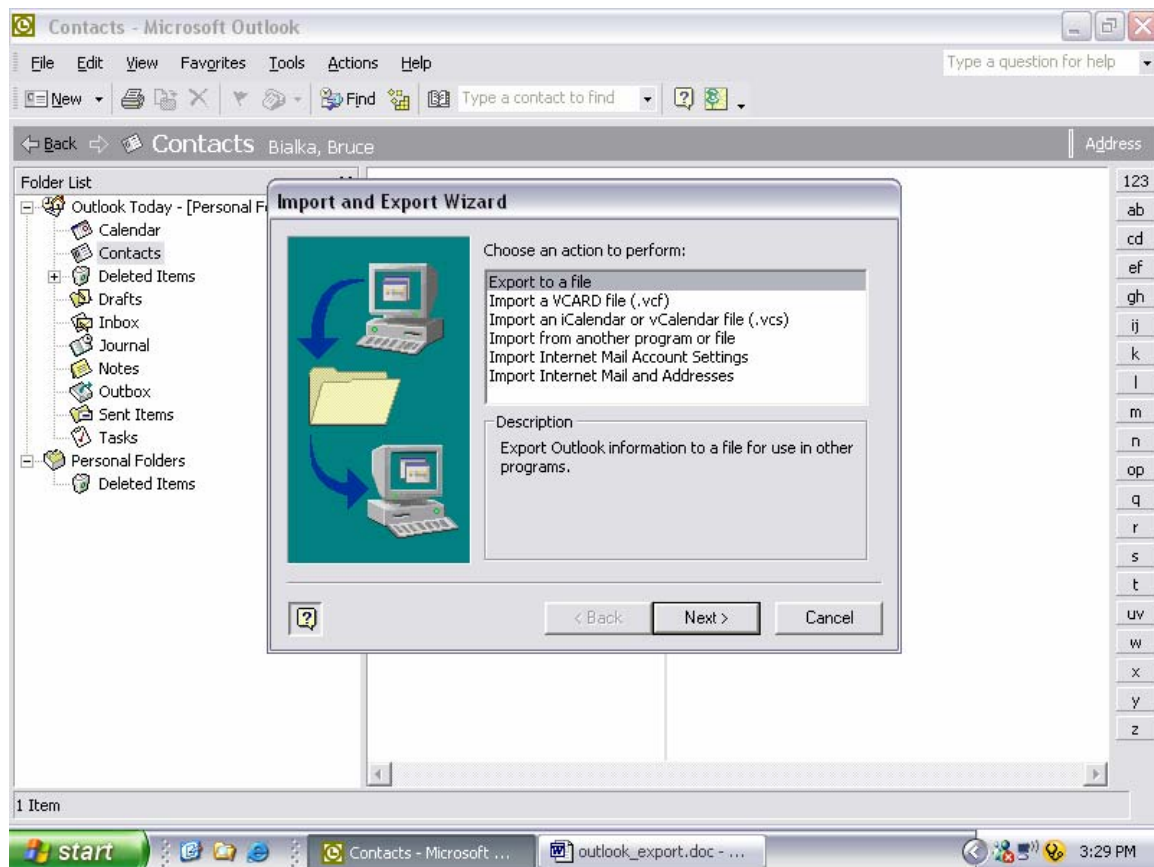
First Movers Advantage, LLC
How To Export From MS Outlook
Updated: October 21, 2004

In order to use the Clairvoyance monitoring service, it is necessary to first export your contact 'watch' list from MS Outlook. This is a pretty simple process as shown in the instructions below. These instructions were created in MS Outlook 2002 and Windows XP. If you are using a different version of MS Outlook or Windows, the screen shots shown here may be a little different. Regardless of software version, these instructions should give you the information you need to export your data. If you have questions, feel free to call Brian Long at 612-759-3755.

Step 1: Start MS Outlook.

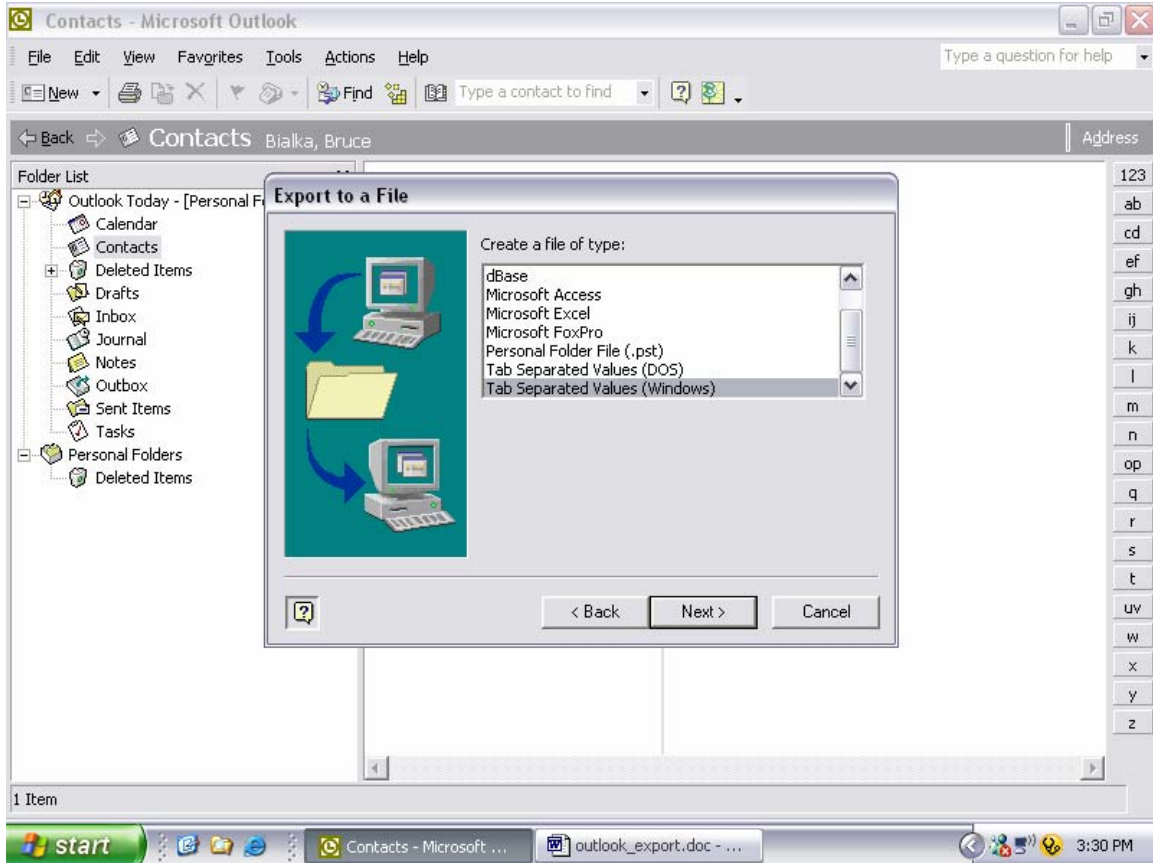
Step 2: Using the menu bar at the top of the screen, select the 'File' menu. Then select the 'Import and Export' sub-menu.

Step 3: You should see a screen that looks something like this:



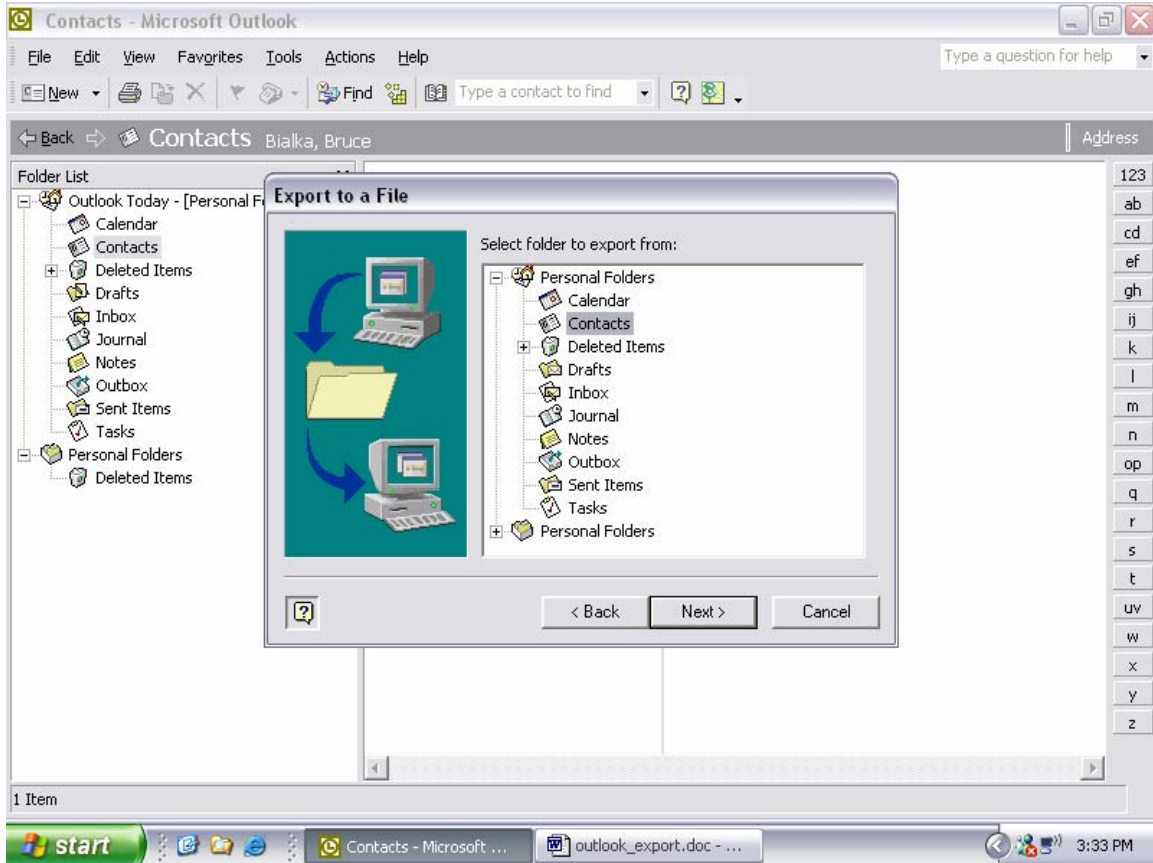
Select 'Export to a file' and click 'Next.'

Step 4: You should see something like this illustration:



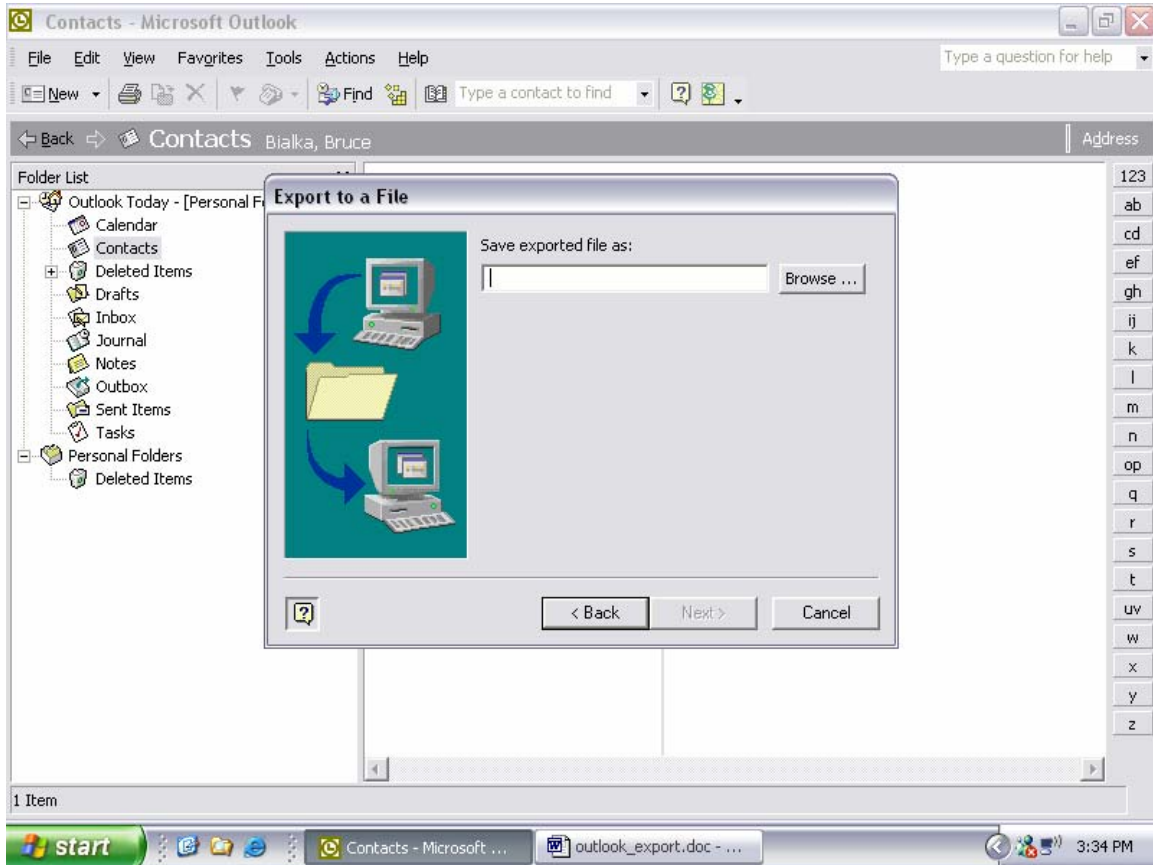
Select 'Tab Separated Values (Windows)' and click 'Next.'

Step 5: Indicate that you would like to export 'Contacts' from the next screen.



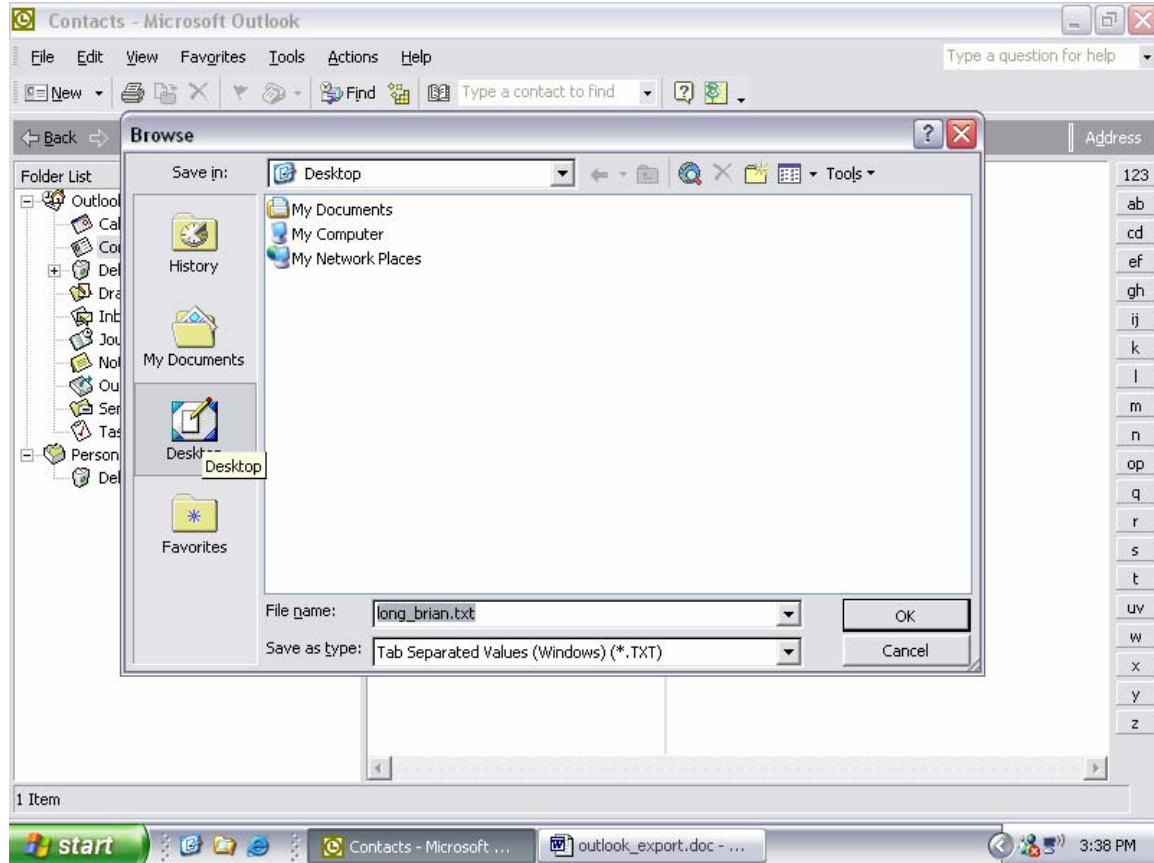
Click 'Next.'

Step 6: You should now be looking at a screen that asks you to 'Save the exported file as.'



Click the Browse button.

Step 7: You should be looking at a screen like this

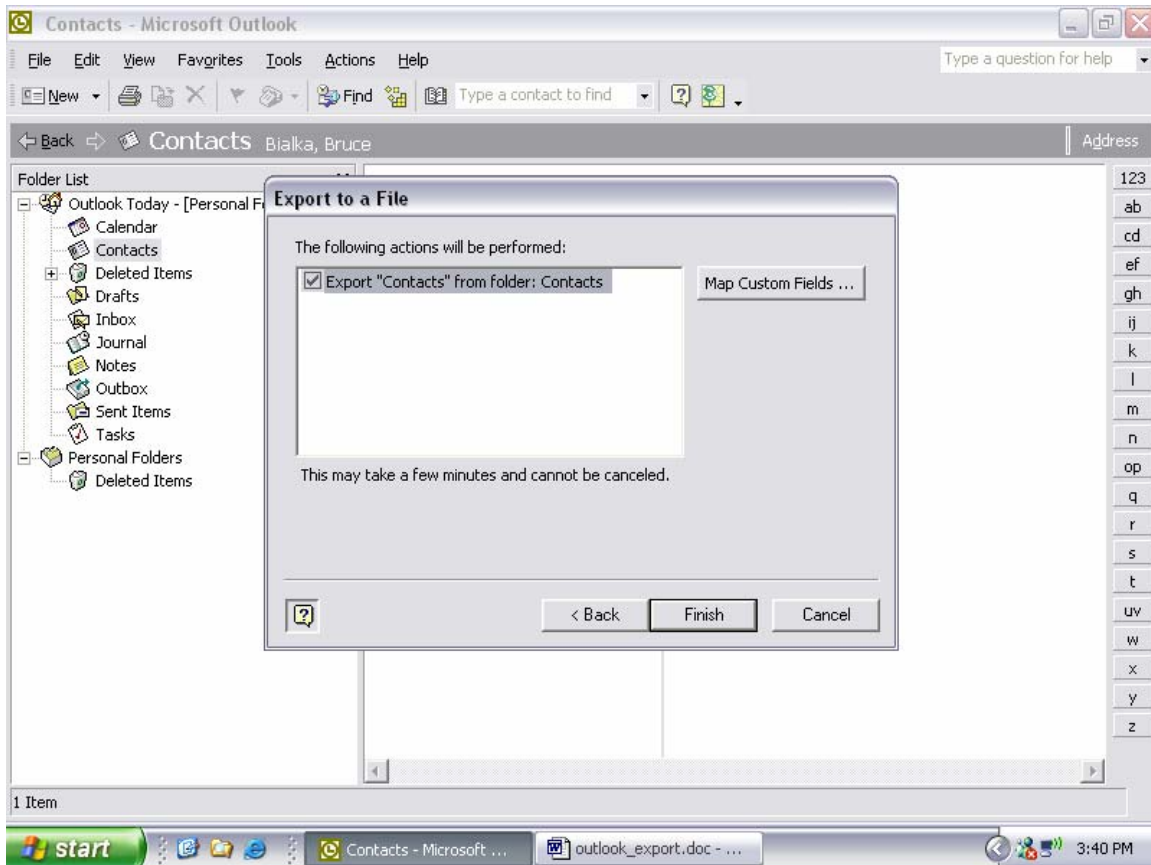


On this screen, you will need to do a few things:

- 1) Select 'Desktop' to save the exported file to your desktop.
- 2) In the box that says 'File name:' name the file using your last name, the underscore character, and your first name, then .txt on the end. For example, the file name for Brian Long will be 'long_brian.txt'.
- 3) Click the 'OK' button.

Step 8: After clicking the OK button, you should be returned to the previous screen where you will click 'Next.'

Step 9: The final export step is to review the information you just entered and hit 'Finish' MS Outlook Will now export your list on to your desktop. You will see a status bar that shows export progress and tells you when the export is done.



Step 10: The final step is to e-mail the file to the designated person in your firm. If your firm has not designated a person to do this, then send an e-mail to brian.long@firstmoversadvantage.com with the text file you just created as an attachment

Again, please feel free to call Brian Long with questions at 612-759-3755.

Thanks for your business.