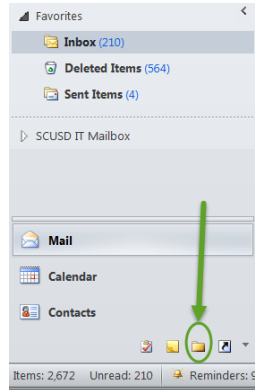


How to Copy District Cell Phone Numbers to an Individual's Cell Phone

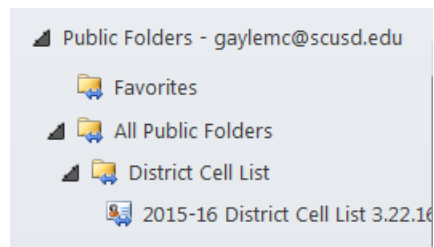
Location or Path of Resources/E-Files and/or Hard Copy Files: Outlook/Main Level/Folder List/District Cell List/District Cell List/(most current cell phone listing with date will be shown).

Steps Required and Process for this Project (Use as Much Space as Needed):

1. While on your desktop computer, Open Outlook.
2. When you are in Outlook, open the "Folders List" folder at the bottom of your window:



2. This will open the Public Folders directory. Expand this directory until you see the "District Cell List". Open the contact list (i.e. 2015-16 District Cell List 3.22.16), then Select All Contact Cards.



3. With all contact cards selected, **Copy and Paste** them into your Contacts Folder in the left panel of your Outlook. When your phone is synced with Outlook, your new contacts will appear on your phone.