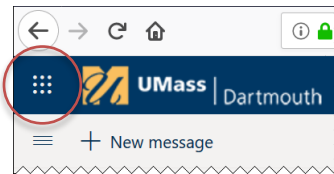# Office 365 – Downloading Contacts

Alumni have 90 days after graduation to access the data stored in the Office 365 account associated with their UMass Dartmouth email address. After that date, student Office 365 accounts are deleted automatically, and all the data they contain is erased.
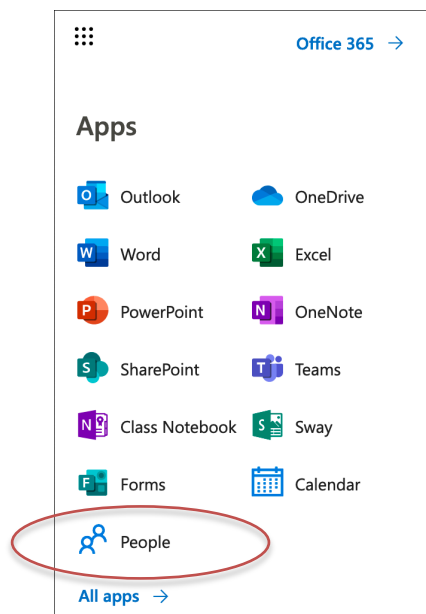
This document explains how to download the contents of your Contacts to your computer. The pictures were taken using Firefox 69. Your computer may appear differently.

Make sure you have a stable internet connection before you download your data.
If you have questions or need help with this procedure, please use our online help form at https://ithelp.umassd.edu or call 508-999-8900, and select option 5.

1. Open a web browser, and log into the portal at https://my.umassd.edu.

2. From the Quicklaunch menu, select **Outlook Mail**.

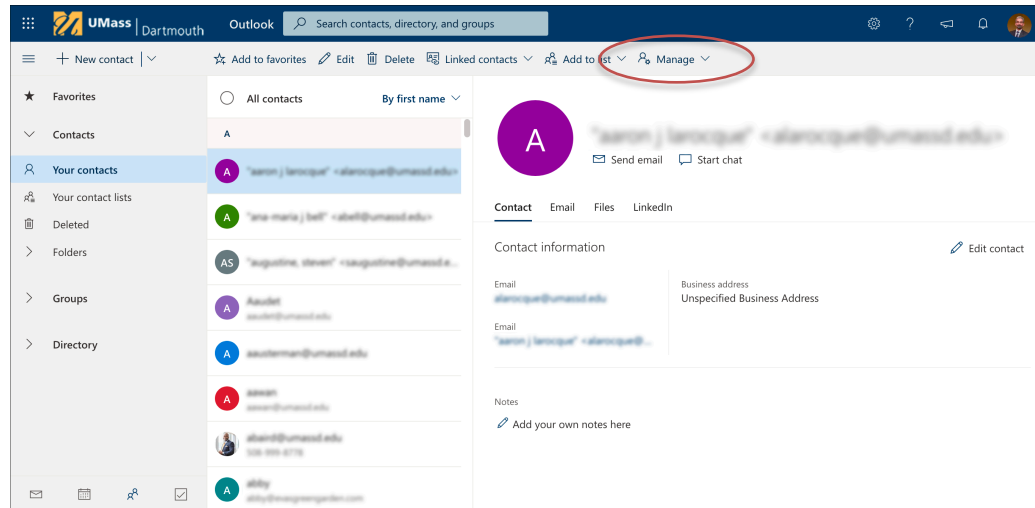3. Click the App Launcher button in the upper left corner,



4. Click to select **People**.



If People does not appear in your Apps list, click the **All apps** link at the bottom, then click People in the comprehensive list of applications that appears.
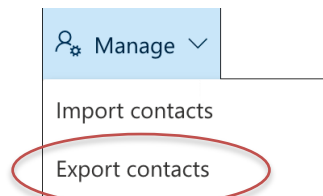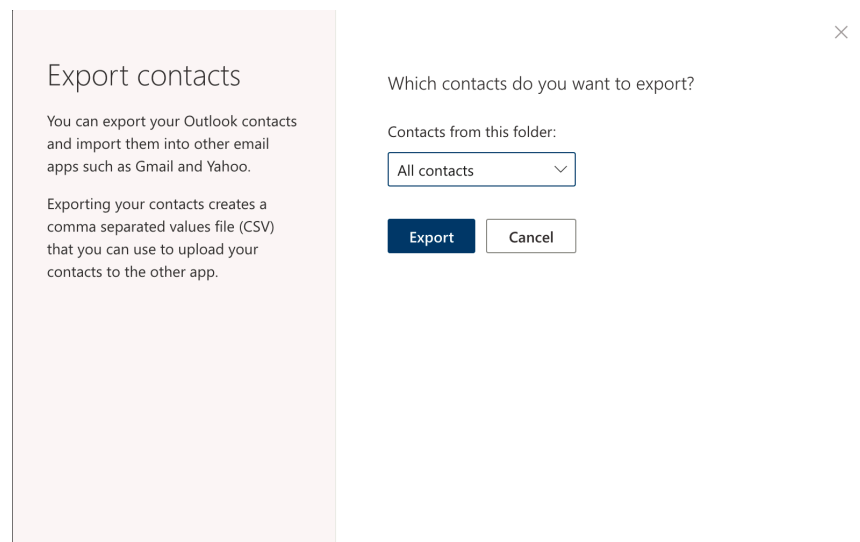
5. An example People page is shown below.



Click to select **Manage** near the top of the window.

6. From the pop-up menu that opens, choose **Export Contacts**.



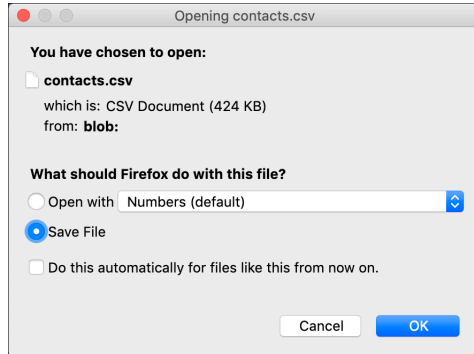7. The Export Contacts dialog box is displayed.



To select a specific contacts folder, use the pop-up menu provided.
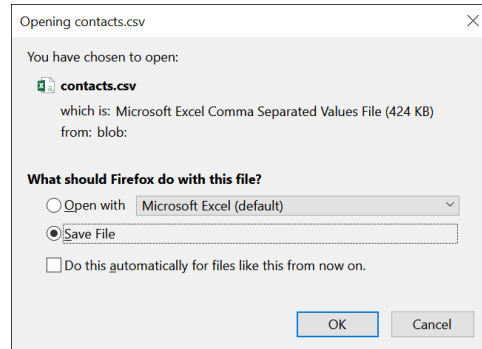To download all of your contacts, select **All contacts**.

8. Click the **Export** button.

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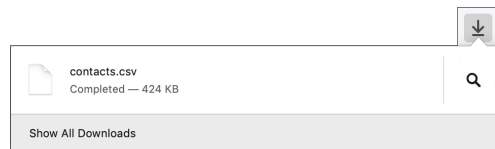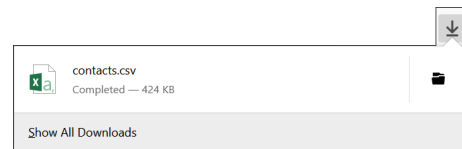9. A dialog box is displayed, asking how to handle the file.



| MacOS | Windows |

Click to select the **Save File** radio button, then click **OK**.

10. Your contacts are saved as a comma-separated value (.csv) text file. In Firefox, progress is displayed in the upper right of the browser window. Even with a large list of contacts, the download process should take less than 30 seconds.



| MacOS | Windows |

11. When the download is complete, the file appears in your downloads folder.



| MacOS | Windows |

The .csv file that you have saved can be opened with any text editor or spreadsheet application, and can be imported into other email and address book applcations.

Congratulations, you have successfully downloaded your contacts!