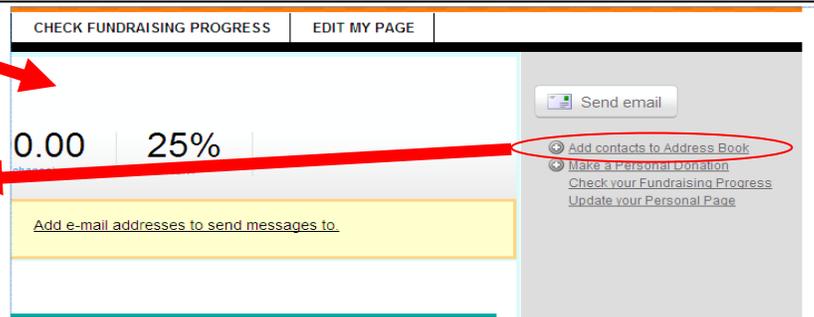


Students – How to IMPORT your Email contacts!

Importing your Email contact list is easy! Here's how...

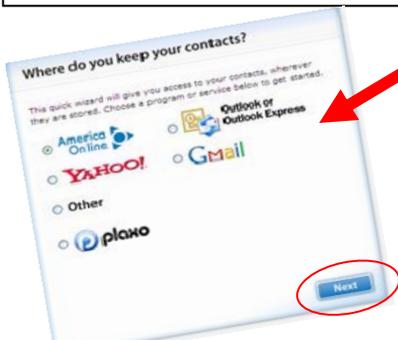
Step 1: Log in to your HeartQuarters web page by visiting www.heart.org/jump and click on the button that says **'Login'**. Enter your username and password and click on the **Jump Rope For Heart** link.

Step 2: In your HQ Home click **'Add Contacts to Address Book'** on the right hand menu in the gray bar.



Step 3: This will take you to your **'Send Email'** page under the **'Contacts'** section. Click on the **'Import Contacts'** link on the right hand menu in the gray bar.

Import Contacts

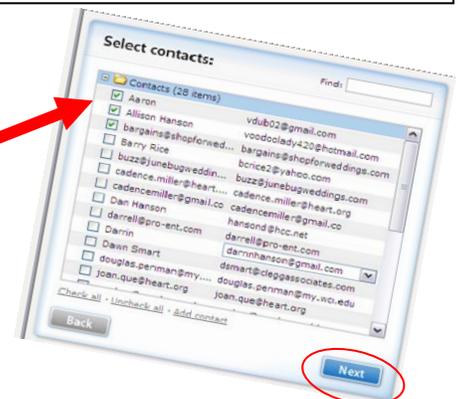


Step 4: Click on the button next to your Email provider in the 'Where do you keep your contacts' window. Click **Next**.

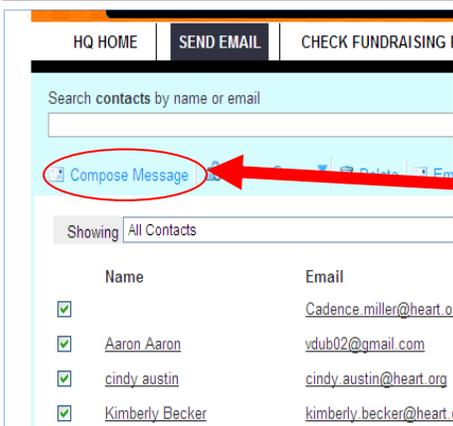
Step 5: Enter the **Username** and **Password** for the Email account you are importing (*this allows access to your contact list*). Click **Enter**.

Step 6: Check the box next to the contacts you want to import and click **Next**.

***'Your contacts have been added'** message should pop up.



Step 7: You will now see all your selected contacts on your **'Contact'** Screen. Select the contacts that you want for this Email and click **'Compose Message.'**



CONGRATULATIONS! You are ready to send Emails. Need to learn how? Refer to **'How to Send Emails'** instructions.