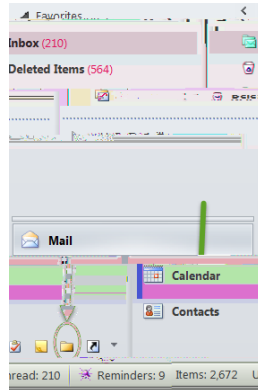


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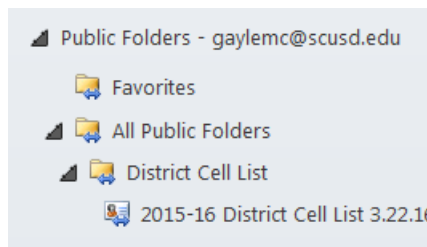
Outlook/Main Level/Folder List/District Cell List/District Cell List/(most current cell phone listing with date will be shown).

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1. While on your desktop computer, Open Outlook.
2. Press the Windows key + R to open the Run dialog box.



2. This will open the Public Folders directory. Expand 'Public Folders - gaylemc@scusd.edu', then 'All Public Folders', 'District Cell List', and finally '2015-16 District Cell List 3.22.16'. 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, right-click and choose 'Export to Outlook' to export 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.