



Will my contacts be migrated?

EPals contacts will not be migrated and you will need to export your ePals Contacts to a CSV file, especially if you have a large number of contacts.

- **To save Contacts from within ePals School Mail:** Select the **Address book**. Click on **“Export Contacts”**. Select the fields to export (minimum would be Email; most people would want First Name, Last Name, Nickname, and any address and phone number fields that have been used). **Name the file** with a folder name and filename that you will remember, and click on **Export**. **Save** the file when it downloads.
- **For assistance with importing your contacts** to Outlook Web Access:
 1. Email your .csv file to helpdesk@lausd.k12.ca.us
 2. Include the following information in the email:
 - a. **Subject:** Contact List
 - b. **Body:** Full Name; employee number; email address

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FREQUENTLY ASKED QUESTIONS

- [Will my contacts be migrated?](#)
- [What are some of the benefits to making this transition?](#)
- [When will my email account be moved?](#)
- [What will happen to the email messages I currently have in my inbox in my ePals account?](#)
- [What must I do now?](#)
- [What will happen to email delivered to my old ePals email account after the migration?](#)

