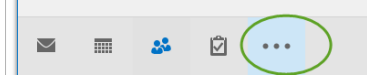


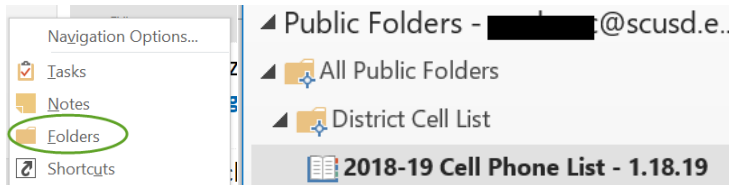
How to Copy District Cell Phone Numbers to an Individual's Cell Phone

From your computer, do the following:

1. In Outlook, Click on 3 dots at the bottom of your left pane.



2. Open Folders→Public Folders→All Public Folders→District Cell List→and then the cell list that is the most current



3. After opening the most current Cell Phone List, select all of the Contact Cards in the Right pane.
4. With all of the contact cards selected, **COPY and Paste** them into your Contacts Folder in the left panel.
5. When your phone is synced with Outlook, your new contacts will appear on your phone.