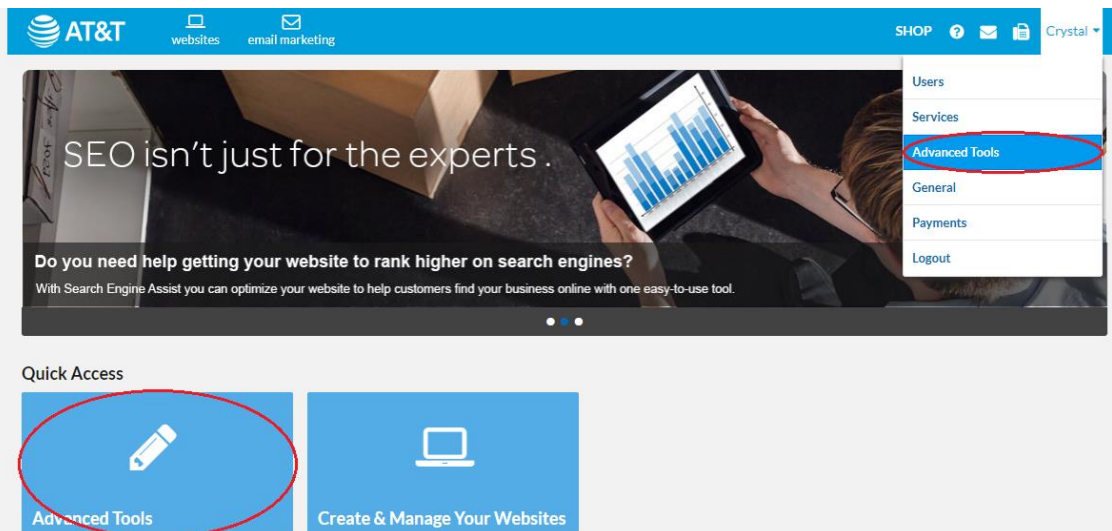


# Email Marketing Contact Migration Guide

Use this guide to help migrate your email contacts to use with our new Email Marketing plans

The following steps will assist you with migrating your contacts lists from Email Marketing (Announcer Pro) to the new platform that launched July 23, 2018.

1. Access your Online Presence Portal by going to <https://websitesportal.att.com/portal/> from your internet browser.
2. Once you log into the Portal, you will find your name in the upper right corner of the blue task bar. When you place your mouse on the blue arrow, a menu will open. Select *Advanced Tools* to access the applications included in your plan. You can also use *Quick Access* menu to find *Advanced Tools*.



AT&T Business

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SHOP Crystal

Users

Services

Advanced Tools

General

Payments

Logout

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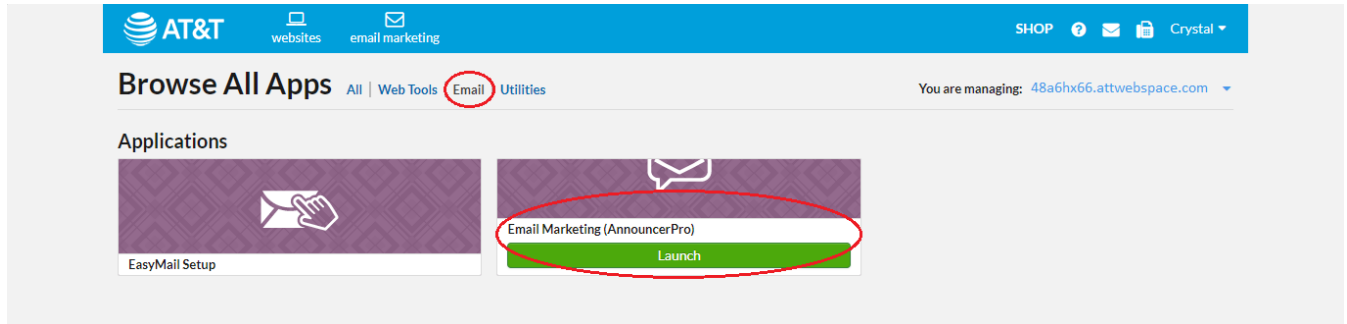
Quick Access

Advanced Tools

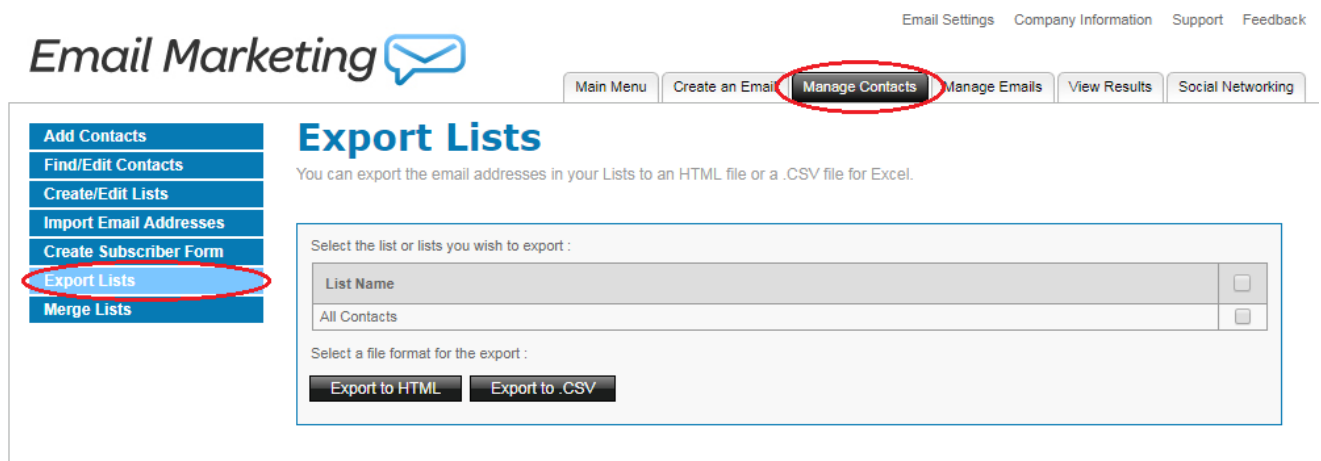
Create & Manage Your Websites



- Using *Browse All Apps* filter, click on *Email* and launch “Email Marketing (Announcer Pro)” application.



- Once the application is open, click on the “Manage Contacts” tab on the top; then click on “Export Lists” in the left menu.





5. Check the box under “Last Name” to select all lists (including “All Contacts” list) and click the “Export to .CSV” button.

Email Settings Company Information Support Feedback

# Email Marketing

Main Menu Create an Email Manage Contacts Manage Emails View Results Social Networking

## Export Lists

You can export the email addresses in your Lists to an HTML file or a .CSV file for Excel.



Select the list or lists you wish to export:

List Name	<input type="checkbox"/>
All Contacts	<input checked="" type="checkbox"/>

Select a file format for the export:

6. Save the .CSV file on your computer under “AllContacts.csv
7. If you would like individual lists to be in the new “Email Marketing” application, check the box beside the name of each list and click on “Export to .CSV”.
8. Save each individual list with a name that identifies it. For example, “RecentVisitors.csv”. Please do not modify the .csv file other than changing the name.
9. Send us an email and we will take care of the rest:
  - a. Email address: [support@websites.att-mail.com](mailto:support@websites.att-mail.com).
  - b. Subject line: *Migrate my contacts to new Email Marketing solution.*
  - c. Body of message: Your name, email address associated with your AT&T Website Solutions account, and your telephone number so that we can easily contact you should we have any questions.
  - d. Attach the list(s), the .cvs files, to your message.



 Send	From ▼	
	To...	<input type="text" value="support@websites.att-mail.com"/>
	Cc...	<input type="text"/>
	Subject	<input type="text" value="Migrate my contacts to new Email Marketing solution"/>
	Attached	 AllContacts.csv 5 bytes

Name:  
Email Address:  
Telephone Number:

10. Still have questions? Call 1.888.WEB.HOST (888.932.4678), option 1, to speak with one of our AT&T Website Solutions Tech Agents.