

## Self Migration of Personal Distribution Lists

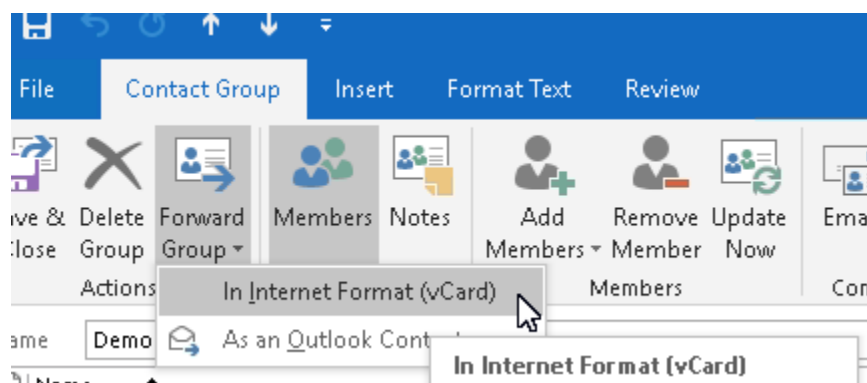
Outlook personal contacts will automatically migrate to the Single Tenant.

Unfortunately, personal contact lists (email groups) will not, and there isn't a clean easy way to migrate them. If you have small number of contact lists, and a small number of members in your contact lists, it's probably easiest to just take a screen shot (or write them down) and then manually re-create the list in your new single tenant account.

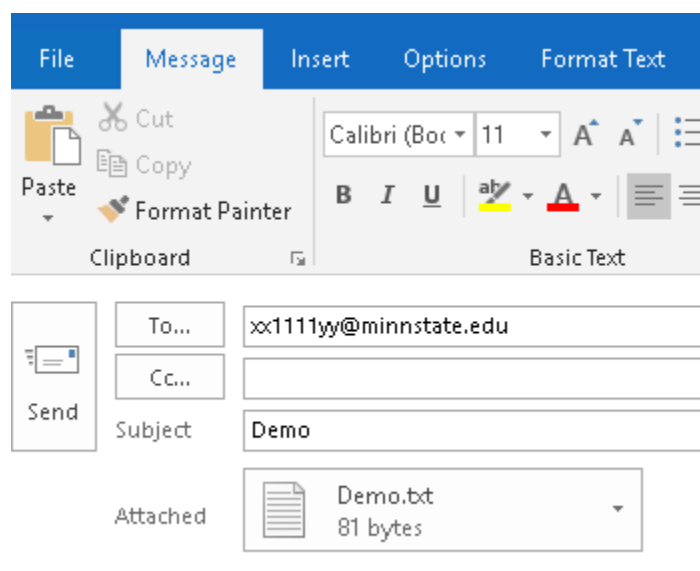
If you have many contact lists or a list with many members, you can try the following process. You must use the full Windows desktop Outlook 2016 client. This process is rather cumbersome so if you need assistance, please contact Technology Services for help.



Select your personal Email Distribution List in your contacts and double click to open.



Choose Forward Group > In Internet Format (vCard)



An Email composition window will open and be populated with the lists text file attachment, and the lists name in the subject. Enter your [starid@minnstate.edu](mailto:starid@minnstate.edu) in the "To" field. Modify or add notes if you wish in the body of the email and choose send.

**To re-create the contact list in your new Single Tenant account:**

After you've updated the Outlook login credentials to your Single Tenant username ([See How To](#)), open Outlook 2016.

Open email and look for the Vcard email...in this example "Demo"



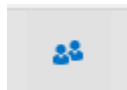
Open the attachment....by double clicking

The text file will be similar to this: Highlight and copy the members and addresses.

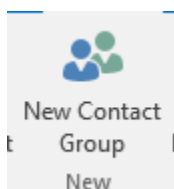
Contact Group Name: Demo

Members:

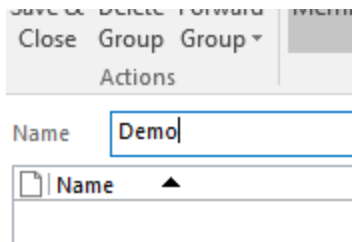
Billy Bob	Billy.Bob@thorton.com
Freddie Mercury	Freddie.Mercury@queen.net
John Doe	John.Doe@showmethemoney.net



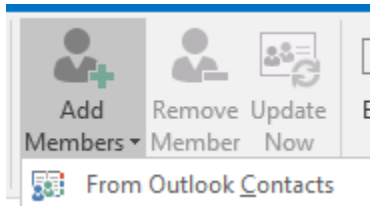
Click on the contacts /people icon



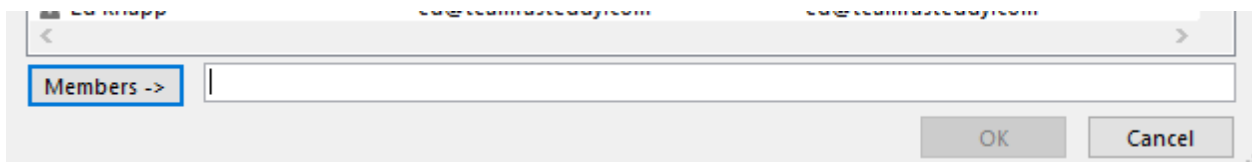
Choose New Contact Group



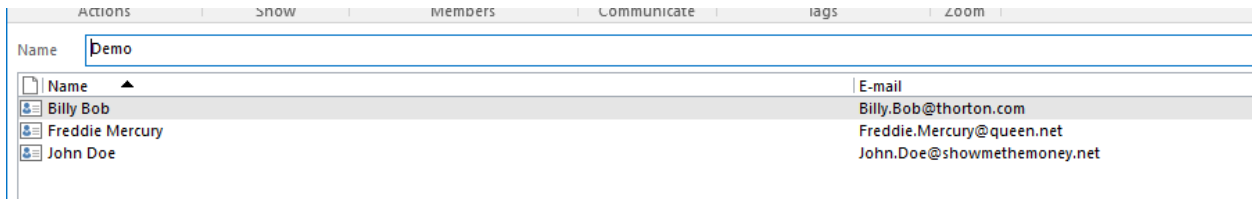
Enter the name of the group...this can be the same or changed to what you wish it to be.



Click on Add Members and choose from Outlook Contacts.



Paste the members in which you copied from the txt file and select ok.



They will populate similar to above.



Choose Save & Close