Converting FedEx Ship Manager Software Address Book to fedex.com

To convert your recipient address book from FedEx Ship Manager® Software version 2500 to fedex.com:

- Export your address book from FedEx Ship Manager Software.
- Import the FedEx Ship Manager Software address book into FedEx Ship Manager® at fedex.com. Follow the instructions below to perform the conversion.

Exporting Address Book from FedEx Ship Manager Software

1. Launch FedEx Ship Manager Software.
2. Select **File Maintenance > Export** from the Databases drop-down menu. The File Maintenance – Export screen displays.
3. Select **FEDEX.COMRECEXP** from the Templates drop-down menu.
4. Click **Browse** and determine the location where you want to save your file. Note the location of the exported file.
5. In the Output file field, name your file.
6. Click **Open**. Your file is saved with the default extension *.**csv**.

Importing Address Book into fedex.com

1. Go to **fedex.com**.
2. Select **Create Shipment** from the Ship drop-down menu and log in to FedEx Ship Manager at fedex.com. The Ship screen displays.
3. Select **Address Book** from the My Lists drop-down menu. The Address Book main screen displays.
4. Select **Import/Export** from the Import/Export drop-down menu. The resulting Address Book screen displays.
5. In the Choose action section, select the **Replace address book** check box for your import option if you want to replace an existing address book. Otherwise, accept the default, which is **Add to existing address book**.
6. In the Import as section, select **Recipient** as the import type.
7. In the File to import section, click **Browse** to find the filename of the address book you exported in the Exporting Address Book from FedEx Ship Manager Software section described above.
8. Select **FedEx Ship Manager Software (.CSV file)** from the Select file type drop-down menu.
9. Click **Import** at the bottom of the screen.

If you have any questions about this solution to your FedEx Ship Manager Software, please call the FedEx Ship Manager Technical Support Center at 1.877.FDX Assist (1.877.339.2774). Since this system is voice-activated, say "FedEx Ship Manager Software" when prompted. Use of this new software version is subject to the terms of the FedEx Automation Agreement you executed to receive FedEx Ship Manager®.