

How to Transfer Your FedEx.com Address Book to UPS CampusShip™

Welcome. We want to make the transition from FedEx to UPS as easy as possible. Here are instructions for exporting your address book from www.fedex.com and importing it into UPS CampusShip.

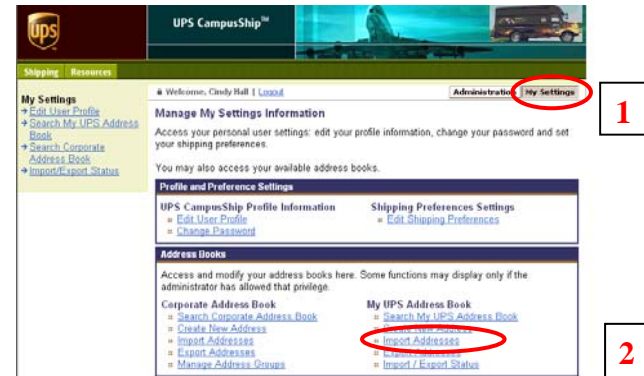
Prior to beginning the process of transferring your address book from FedEx Ship Manager to UPS CampusShip, you need to ensure that you have a login ID and password for the CampusShip website at www.campusship.ups.com. If you don't have an ID, please contact your UPS Account Manager.

How to Export your Address Book From Fedex.com:

1. Login to fedex.com and go to FedEx Ship Manager
 2. Click on the down arrow next to **My Lists**
 3. Select **Address Book**
 4. On the Address Book page, click on the down arrow for **Import/Export**
 5. Select **Import/Export**
 6. Select **Export** from the **Choose action** drop down menu.
 7. Select **Recipient** from the Export as drop down menu
 8. Click the **Export** button
 9. A **file download** dialog box will appear with an option to Open, Save, or Cancel the file.
 10. Click the **Open** option. Remove the last two columns from the file. These columns are:
 - RecipientEmailTenderednotification
 - SenderEmailTenderednotification.
 11. Click **File / Save As** to save the file to your PC
 12. Click Yes to the prompt to keep features not compatible with CSV
 13. Then select the X at the top right hand side of the spreadsheet to close the program.
- You will see the following message: Do you want to save the changes you made to 'FedExABExport.csv', select No.

UPS CampusShip How to Import Address Book:

1. Click My Settings
2. Under My UPS Address Book, click Import Addresses



3. Choose the location of your saved file
4. Select the Fedex.com Address Book as the source type
5. Choose to add the new list to your current list or overwrite your current list
6. Click Import

