

Transferring an Online Address Book from My UPS to UPS CampusShip

- Sign in to UPS.com
- Click “**Address Book**” from the list on the upper left hand side of the page
- Click “**Export Addresses**” from the list on the upper left hand side of the page
- Click “**Export Data**”
- Wait 20-30 Seconds and Click “**Update**”
- Once Status Reads “Completed /No Errors” click “**View Data**”
- Click “**Save**”
- Title File “Online Address Book” and save the file to your “**Desktop**”
- Sign out and Close UPS.com
- Go to desktop and open “Online Address Book” (Zip File)
- Move the file in the Zip folder to your desktop (it will be titled CSEXPORT)
-Moving the file can be done by left clicking it and holding it while dragging it to your desktop.
- Open and sign into CampusShip
- Click “**My Settings**” in the upper right hand corner of the page
- In the Address Books Window, Click “**Import Addresses**” under the “My UPS Address Book” heading
- In the “Import Address Book File” window, click “**Browse**”
- Select the “CSEXPORT” file from your desktop and click “**Open**”
- Select “**My UPS Address Book**” from the “Original File Format” Drop Down Menu
- Click “**Import**”
- Wait 20-30 Seconds and Click “**Update**”
- Status will say “Complete/With Some Errors” (This is just a formatting issue)
- Addresses should now appear in your CampusShip Address book.