



Winnebago Cooperative Telecom Association

704 E Main St · Lake Mills, IA 50450 | 641.592.6105 | www.wctatel.net

Backing Up Contacts Locally

To back up your webmail contacts:

1. **Log into Webmail as you normally would to read your new messages**
(<https://mail.wctatel.net>).
2. **Click on “Address Book” in the navigation bar directly beneath the WCTA logo at the top of the page.**
3. **Choose the contacts you want to export.**
 - a. To Export All:
 - i. Select the top-level “Contacts” group in the Groups panel on the left.
 - ii. Click the Export button located directly beneath the Address Book button from Step 2.
 - b. To Export only select contacts:
 - i. Select the desired persons/contacts by holding down the “Control” key on your computer keyboard while clicking to highlight the contacts you want to back up.
 - ii. With your desired persons/contacts selected (highlighted), click the Export button located directly beneath the Address Book button from Step 2.
4. **Clicking the Export button in Step 3 initiates a download of your contacts, which by default are saved in a single “contacts.vcf” file.**
 - a. Some browsers may prompt you either “save” or “open” the contacts.vcf file, please choose the “Save” option.
 - b. Other browsers will automatically complete the download, so don’t worry if you are not prompted to take action.
5. **Verify that you have your contacts saved locally to your computer.**
 - a. Check for the “contacts.vcf” file in the folder your downloaded files normally save to.
 - b. (OPTIONAL) You can verify the contents of the file by opening it in a text editor, such as Notepad or Microsoft Word, by right-clicking it and choosing “Open With...”.



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If you have additional questions, please call our toll-free 24x7 technical support number (877) 928-2835 for more assistance.

WCTA Customer Service

(800) 592-6105