MYDHL+

GUIDE TO MIGRATING CONTACTS IN ADDRESS BOOK

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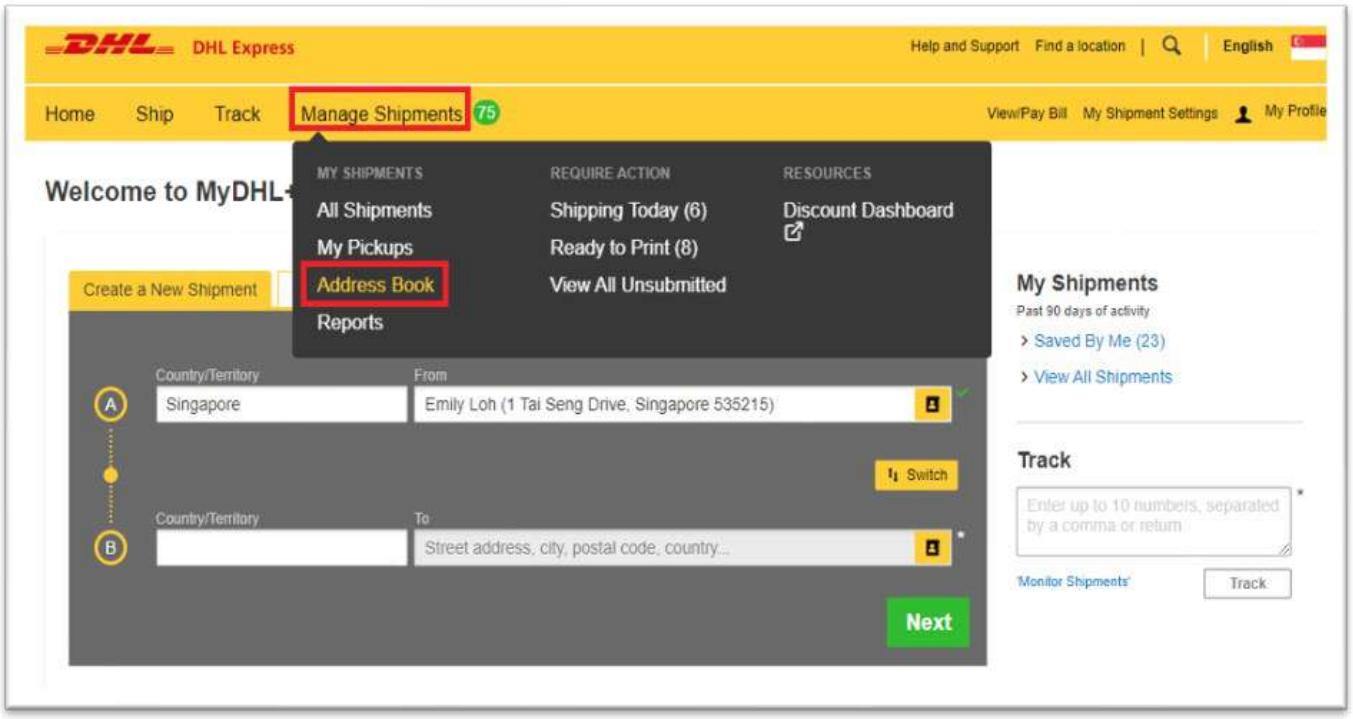
INTRODUCTION

The easiest way to transfer your MyDHL+ contacts in the address book from one MyDHL+ account to another is to use the MyDHL+ Address Book Download and Upload option.

This is useful for an easy and seamless process of transferring your contacts.

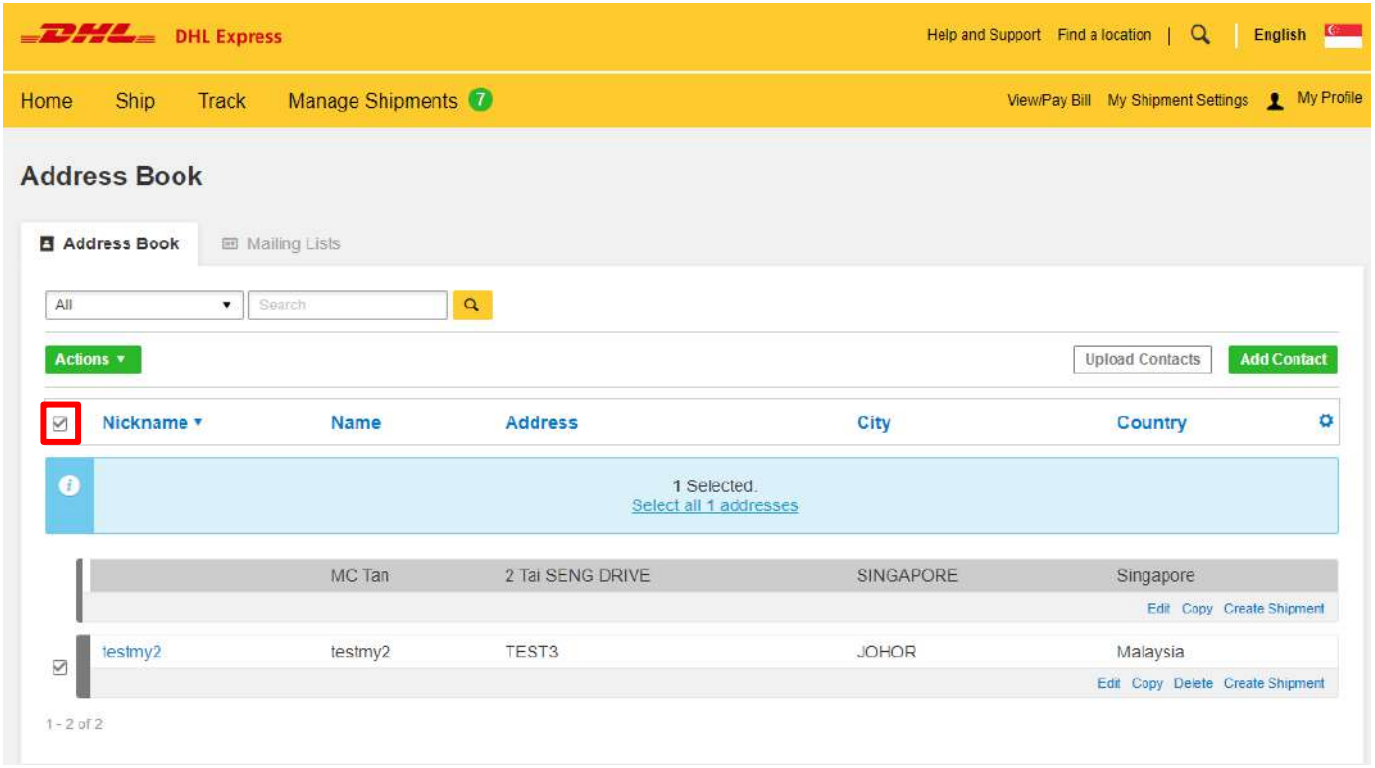
STEP 1:

Login to MyDHL+, go to **Manage Shipment** and select **Address Book.**



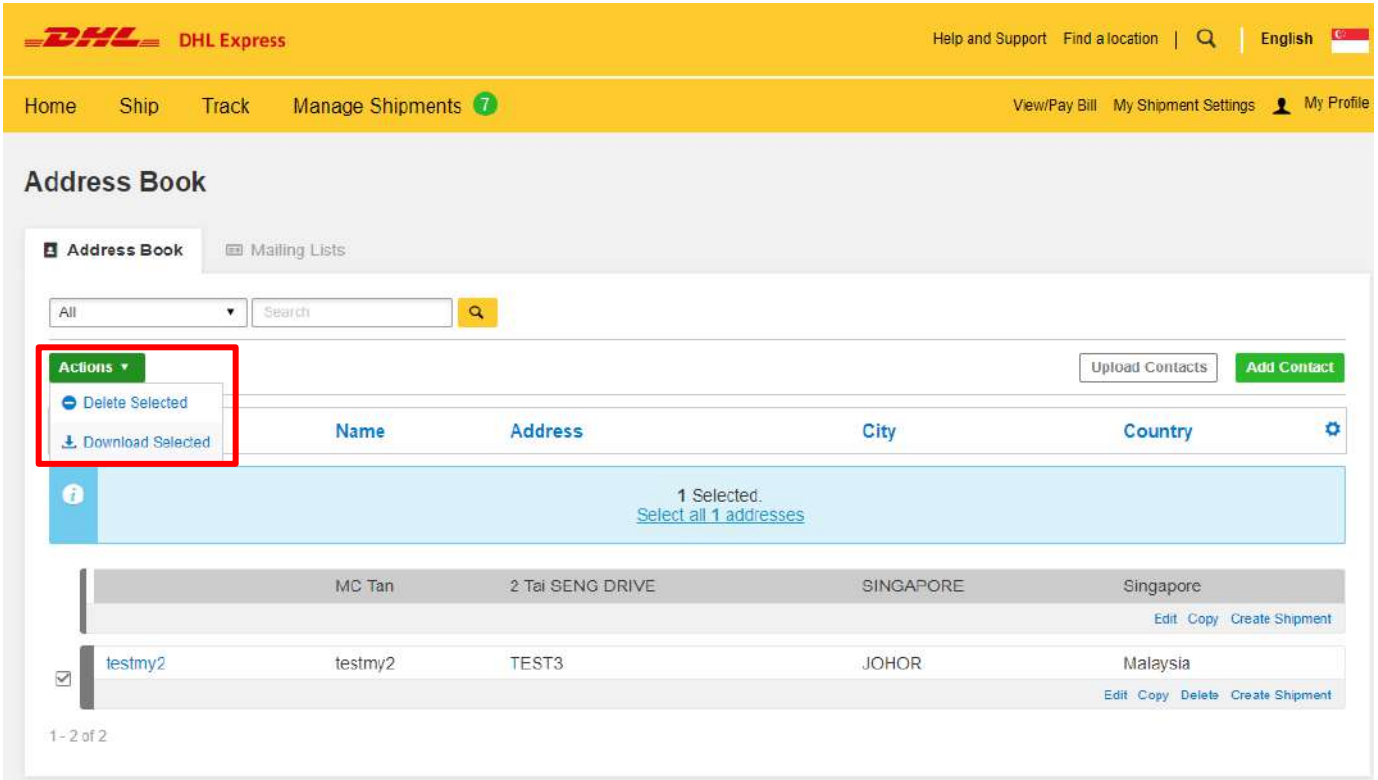
STEP 2:

In the Address Book, **click on the checkbox on the left side of the screen** to select and download all contacts.



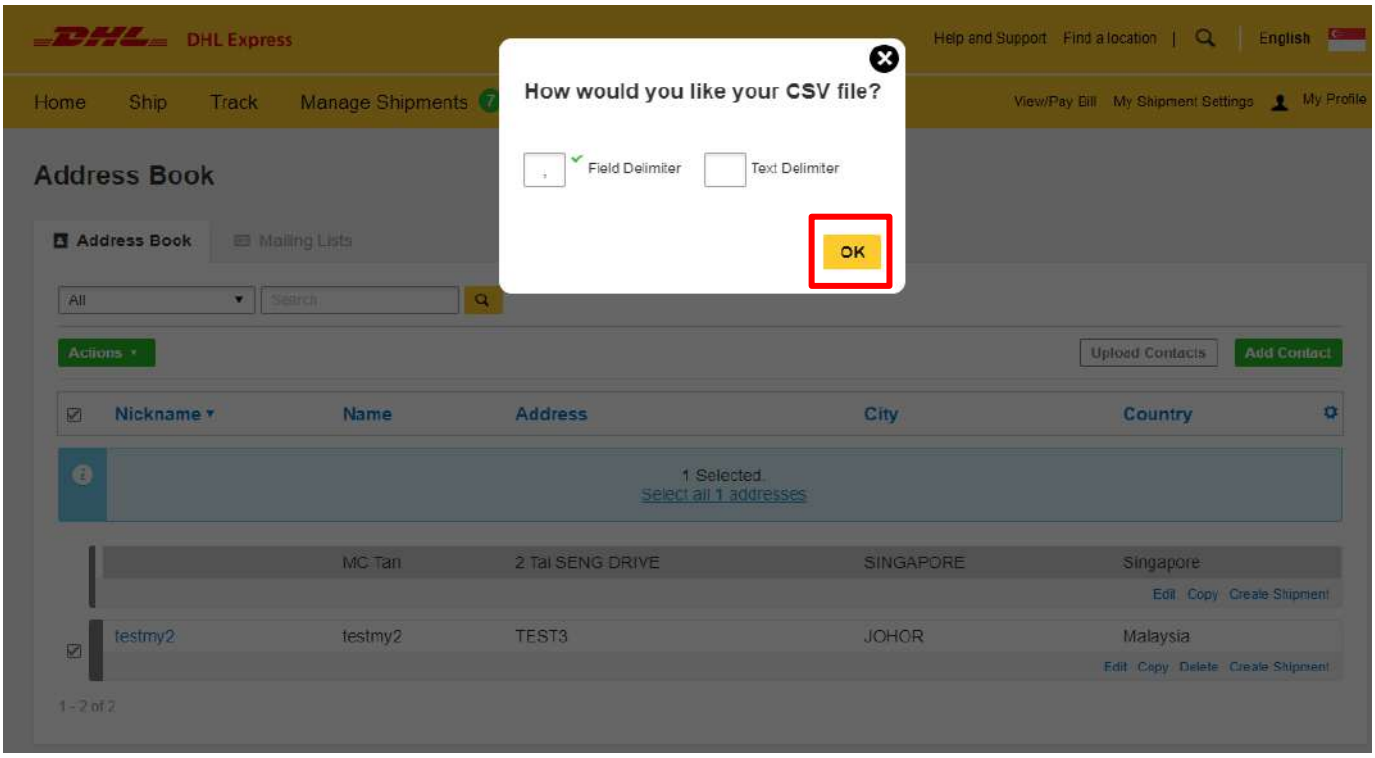
STEP 3:

Click on **Actions** > select **Download Selected.**

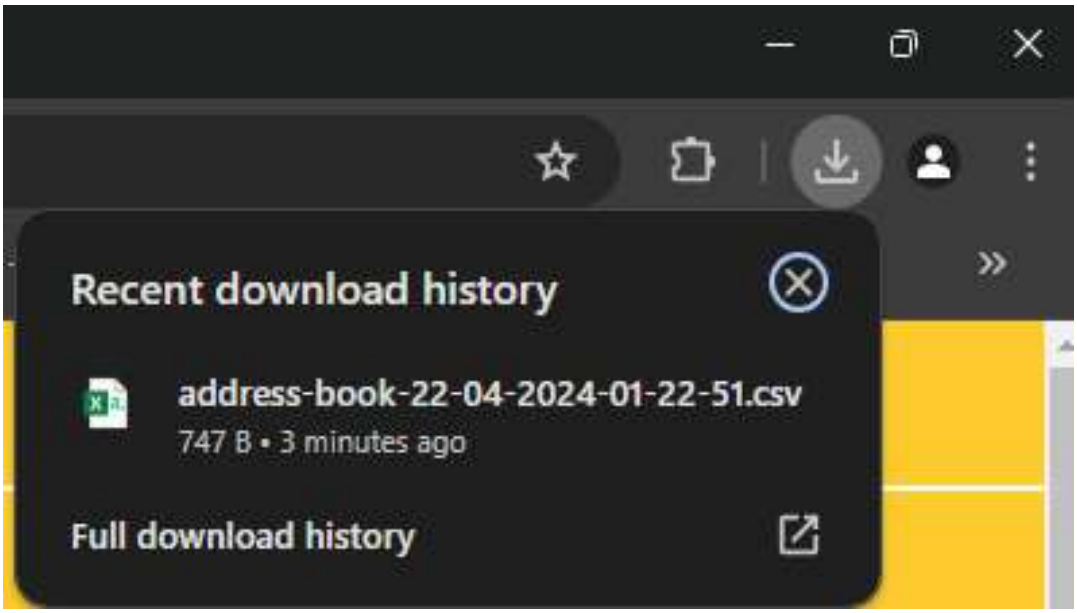


STEP 4:

The below pop-up will appear. Click on **“OK” to proceed.**

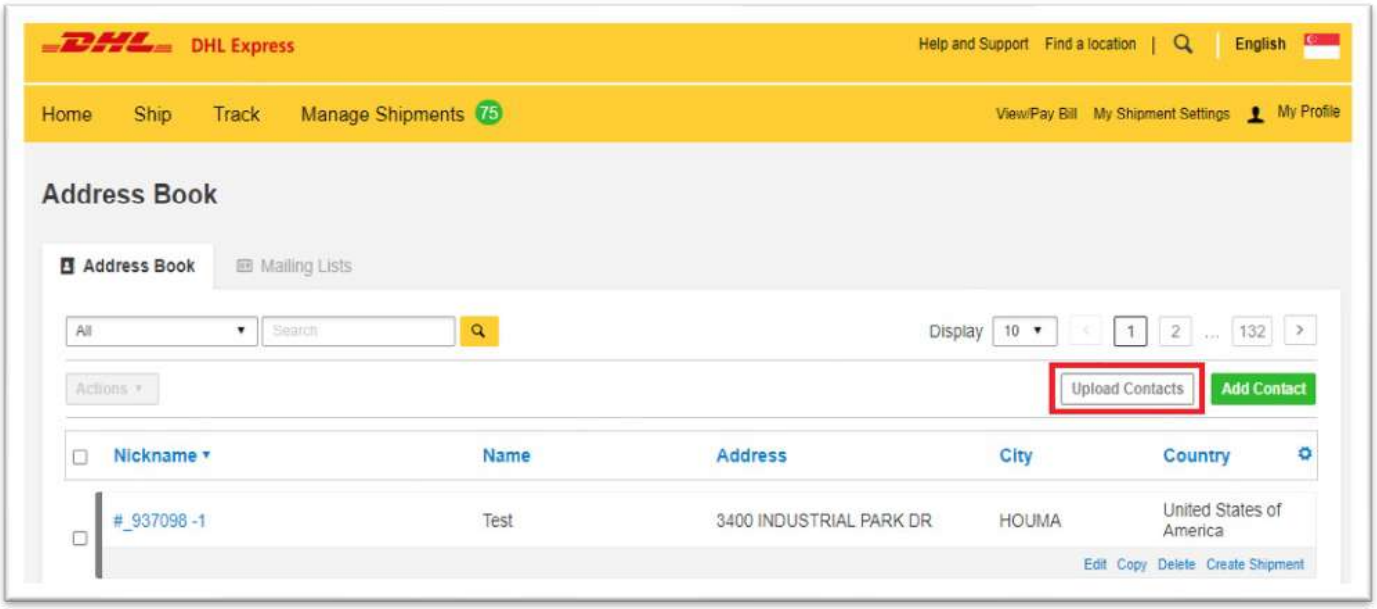


This will download your address book in CSV format to your PC.



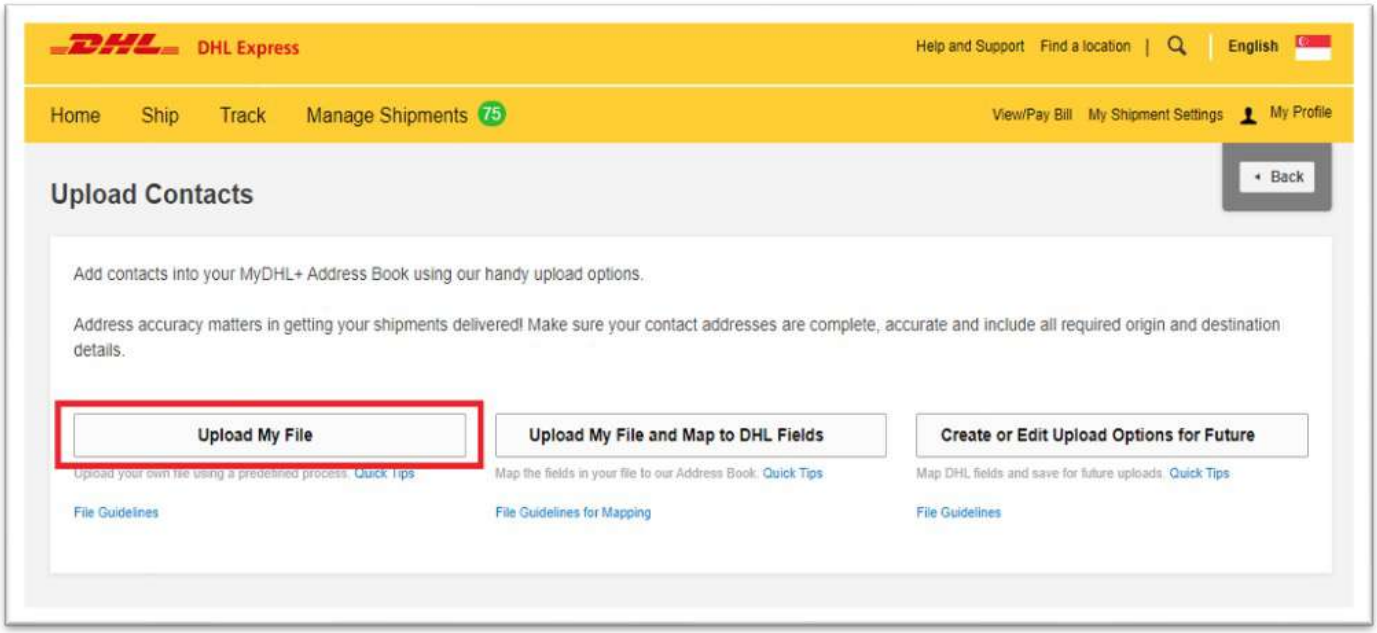
STEP 5:

From the other MyDHL+ account, go to **Manage Shipments** and select **Address Book**, then select **Upload Contacts**.



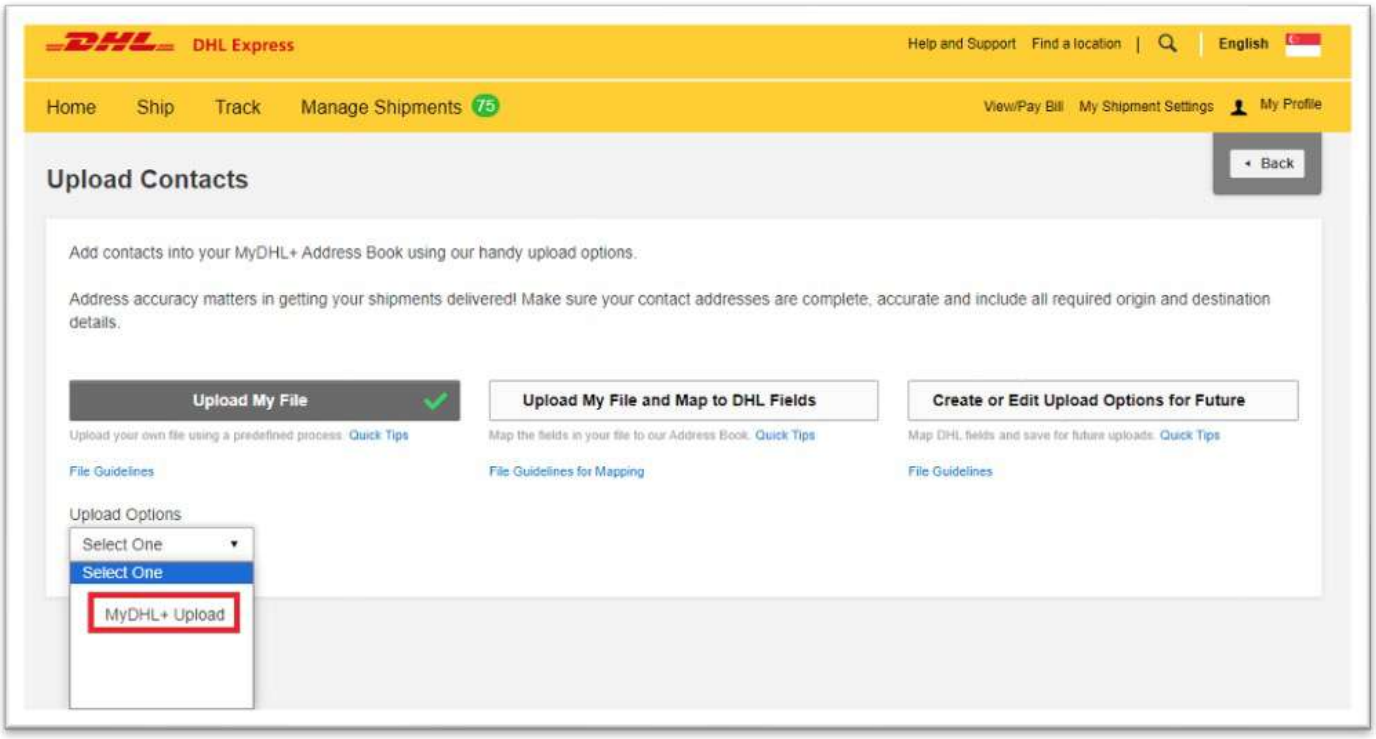
STEP 6:

Click **Upload My File.**



STEP 7:

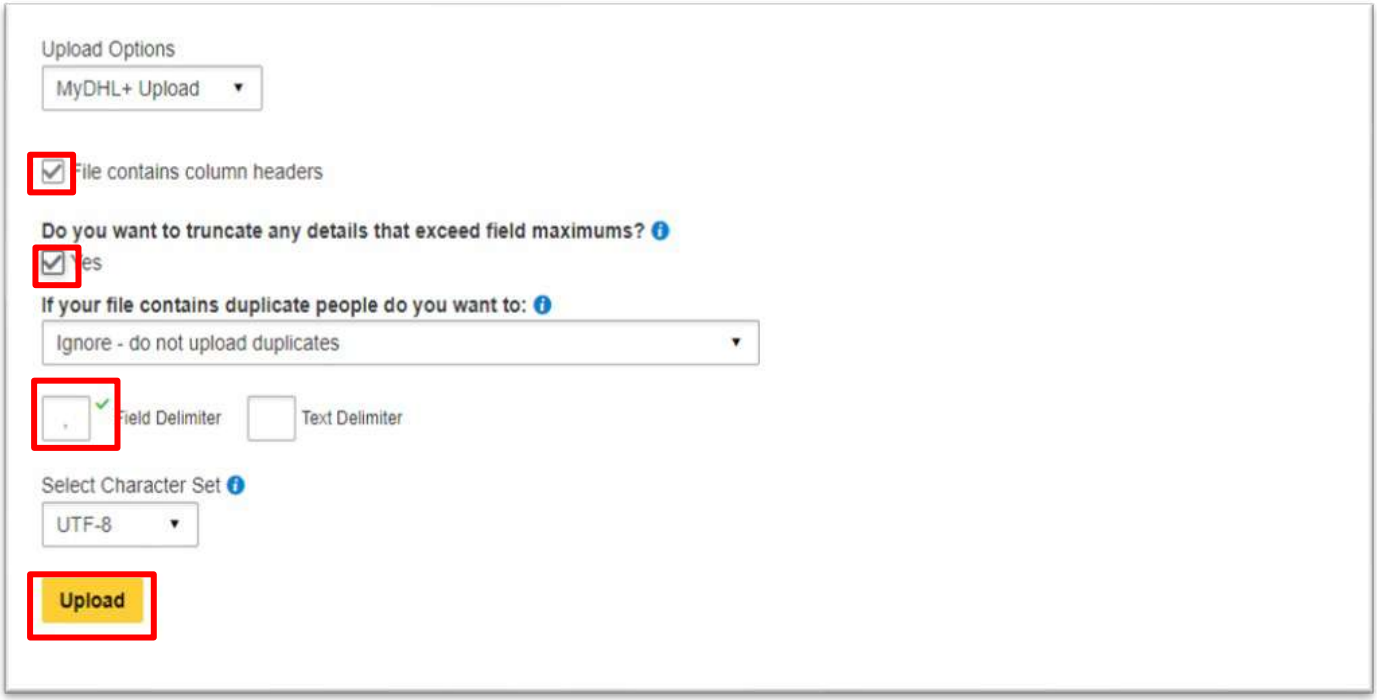
Select **MyDHL+ Upload.**



STEP 8:

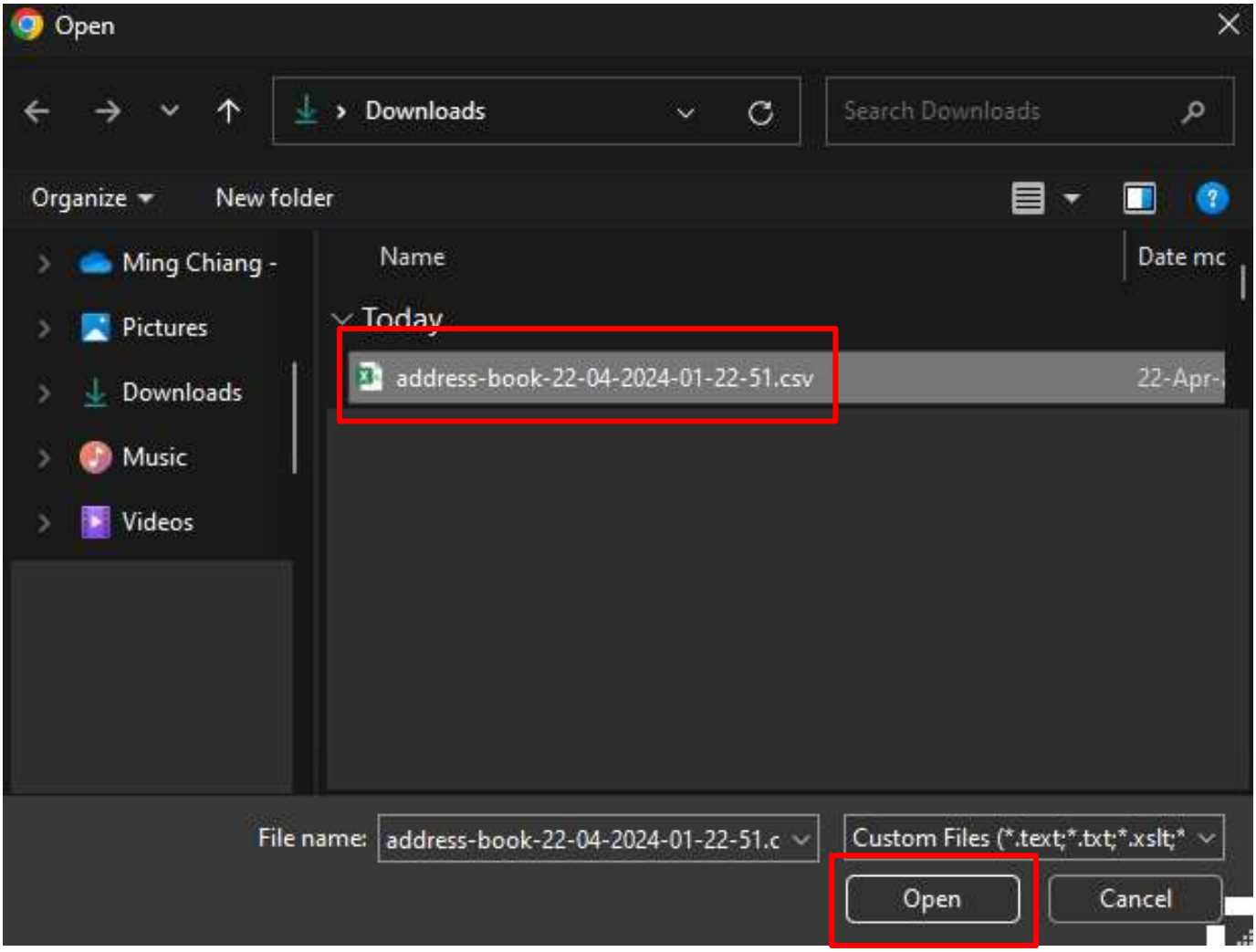
Select **File contains columns headers** and select **Yes to truncate details that exceed field maximums.**

Change the Field Delimiter to "," then click **Upload.**



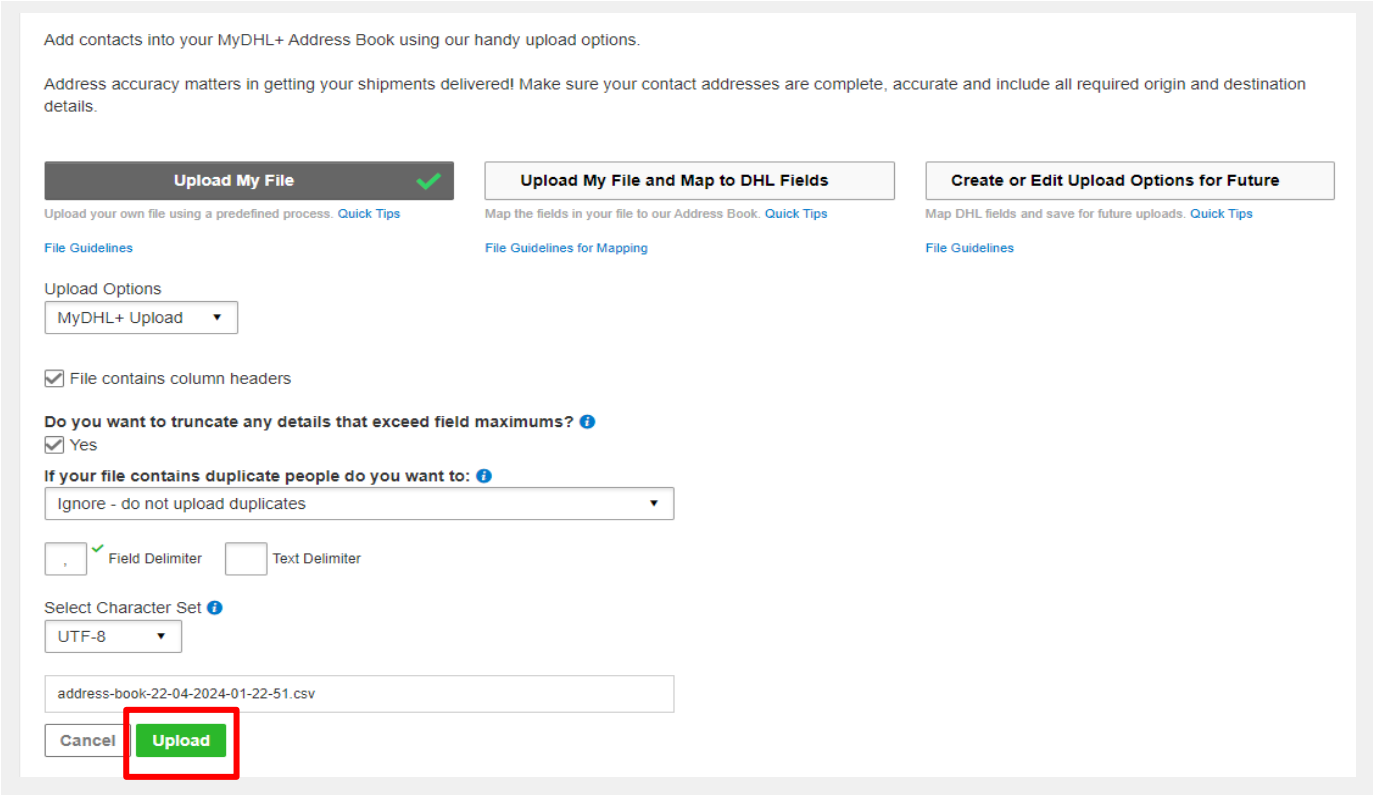
STEP 9:

Locate and select the downloaded address book file, then click **Open.**



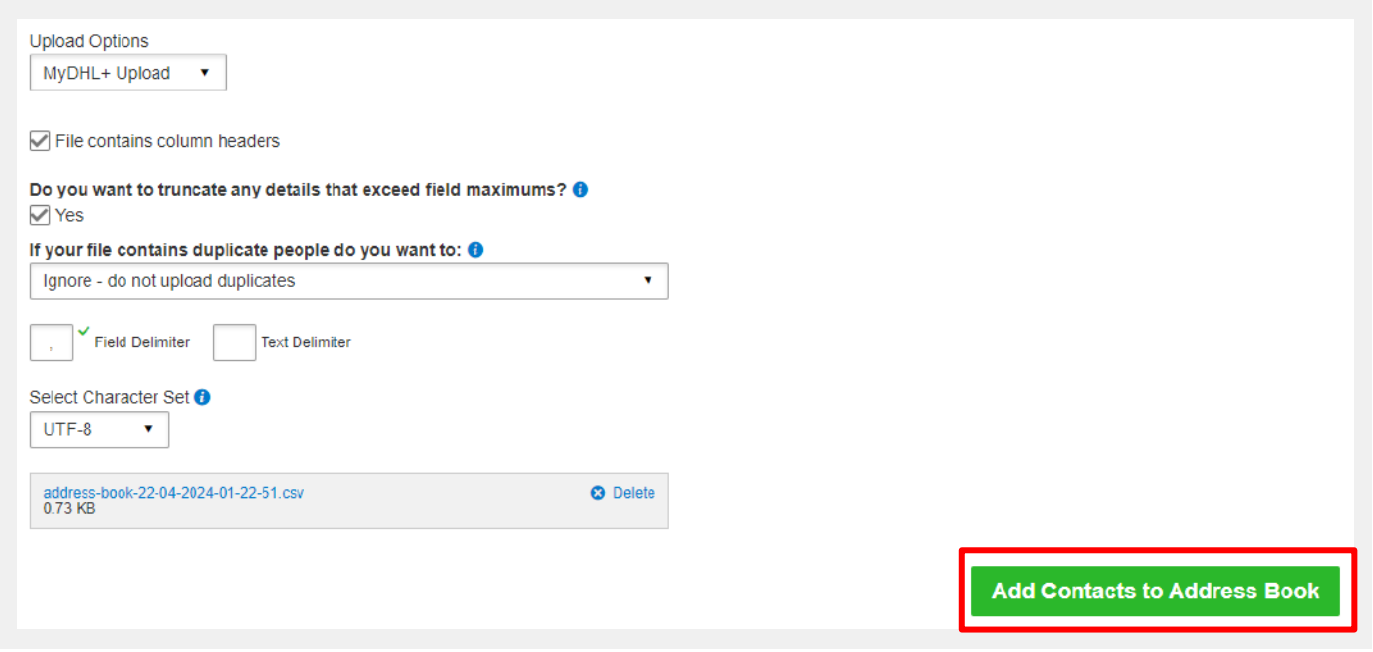
STEP 10:

Click the **green Upload button.**



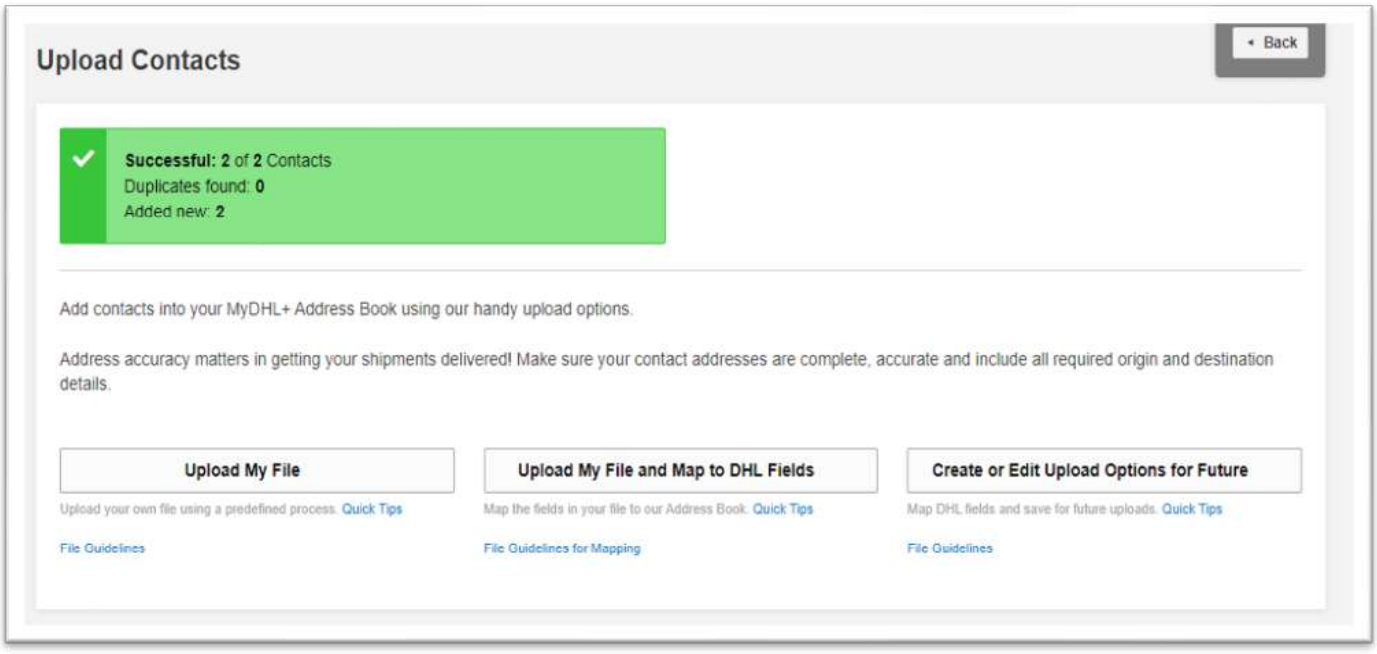
STEP 11:

Click **Add Contacts to Address Book.**

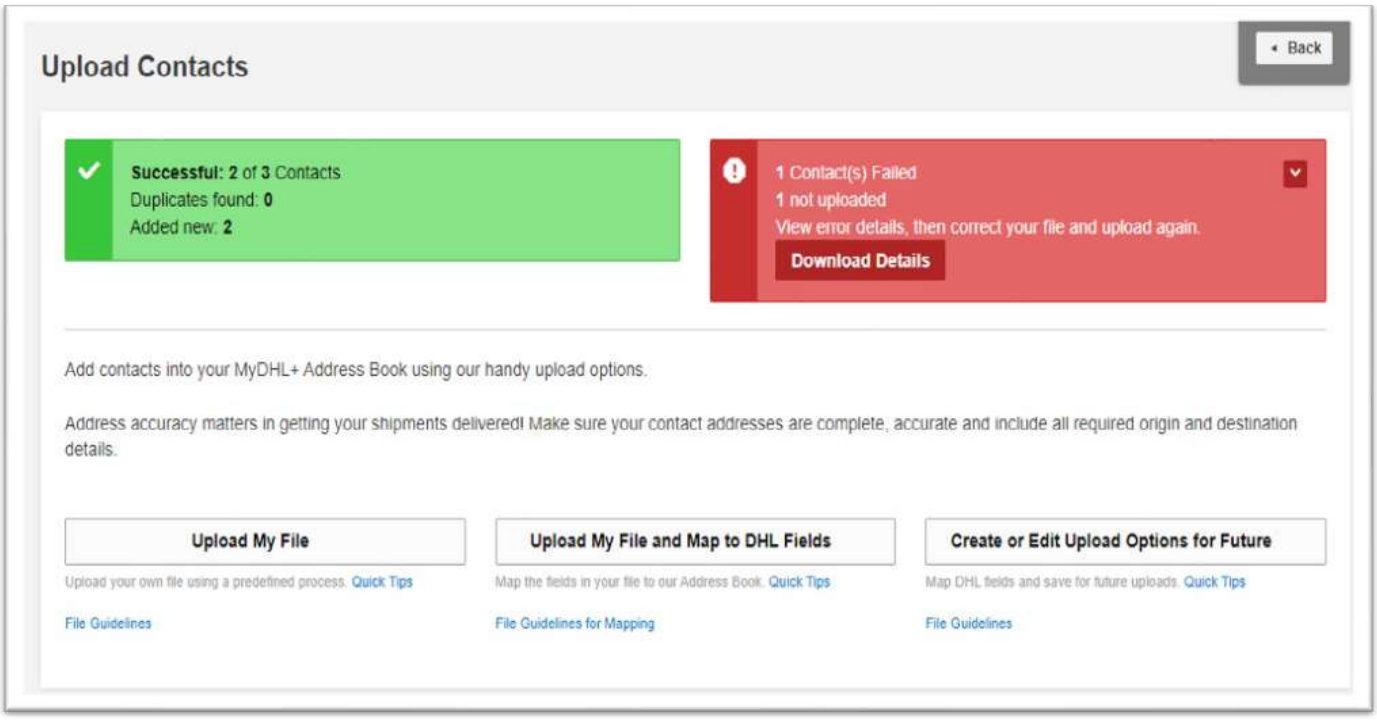


STEP 12:

All done! You will see a confirmation of the number of contacts that have been successfully uploaded



An error report will be provided for any unsuccessful uploads, enabling you to correct those contacts and upload them again.



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Valid: 04/2024

The information in this guide is correct as of 04/2024.

DHL reserves the right to amend or modify any of the information at any time.