

Converting FedEx Ship Manager Address Book to FedEx Ship Manager at fedex.ca

To convert your recipient address book from FedEx Ship manager to fedex.com, you need to

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

Export Address Book from FedEx Ship Manager

- (1) Download and save the FedEx.com template to your computer. Click [here](#) to download and save the templates file (templates.dat). Note the location this template is saved to on your system.
- (2) **To load the fedex.com export template into FedEx Ship Manager**, launch FedEx Ship Manager.
- (3) From the Databases drop-down menu, select File Maintenance > Restore. The File Maintenance – Restore screen displays.
- (4) Click Restore selected databases and select Templates from the database list. Click Append as the restore type and browse through your folders to locate the folder where you saved the templates.dat file. Select OK.
- (5) **To export the FedEx Ship Manager database file**, launch FedEx Ship Manager.
- (6) From the Databases drop-down menu, select File Maintenance > Export. The File Maintenance – Export screen displays.
- (7) Select FEDEX.COM from the Template name drop-down menu.
- (8) Click Browse in the Output filename field to name the export file and location to save to on your computer. Note the location for the exported file.
- (9) Click OK.

Import Address Book into FedEx Ship Manager at fedex.ca

- (1) Access fedex.ca (<http://www.fedex.ca>).
- (2) Click the Ship button/link located on the top navigation bar of the fedex.ca homepage and log in to FedEx Ship Manager at fedex.ca. The Ship screen displays.
- (3) Click the Address Book tab located on the top of the screen. The Address Book Main screen displays.
- (4) Click Import at the bottom of the screen. The Import Addresses/Sender Information screen displays.
- (5) In the Import to section, select Address Book as the import type.
- (6) In the File to import section, select Browse to find the filename of the address book you exported in the Export Address Book from FedEx Ship Manager section described above.
- (7) Select FedEx Ship Manager Software (.CSV) file from the File type drop-down menu.
- (8) In the Import option section, select Add to Address Book or Replace Address Book for your import option.
- (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 **1.877.339.2774**. Use of this new software is governed by the FedEx Automation Agreement for FedEx Ship Manager.