



HOW TO IMPORT EXTENSIONS

Once you have exported your extensions, you can amend the file either in Wordpad and save it as a **.TXT**, or in a spreadsheet and save it as a **.CSV**.

Using the **Importing Extensions** event in the Scheduler will **Reassign** the extension if there is a name change (please see the **Update or Reassign** document for the implications of a Reassign); if the extension name has not changed the extension will be added to any new groups but it will not be removed from any old groups.

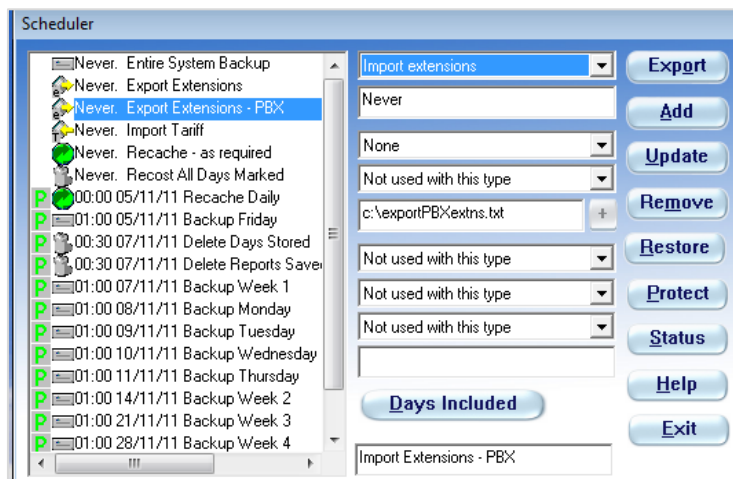
CREATING AN IMPORT EXTENSIONS EVENT

Go to **Reports>Scheduler**.

In the list on the left select the **Export Extensions event** you created earlier.

Change the event type to **Import Extensions** and change the event **description**.

Then click **[Add]**.



RUNNING AN IMPORT EXTENSIONS EVENT

Go to **Reports>Scheduler**.

In the list on the left select the **Import Extensions** event.

In the second box change the **Never** to **Now**.

Ensure the event is looking at the correct file.

Click **[Update]**.

