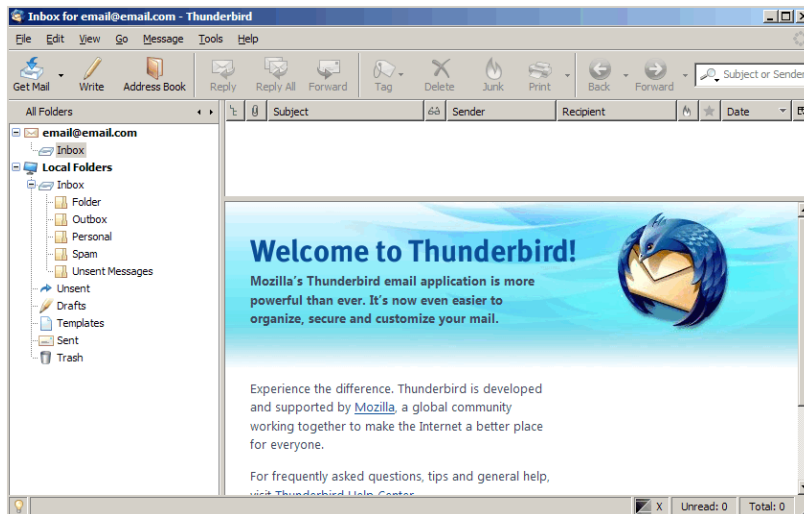




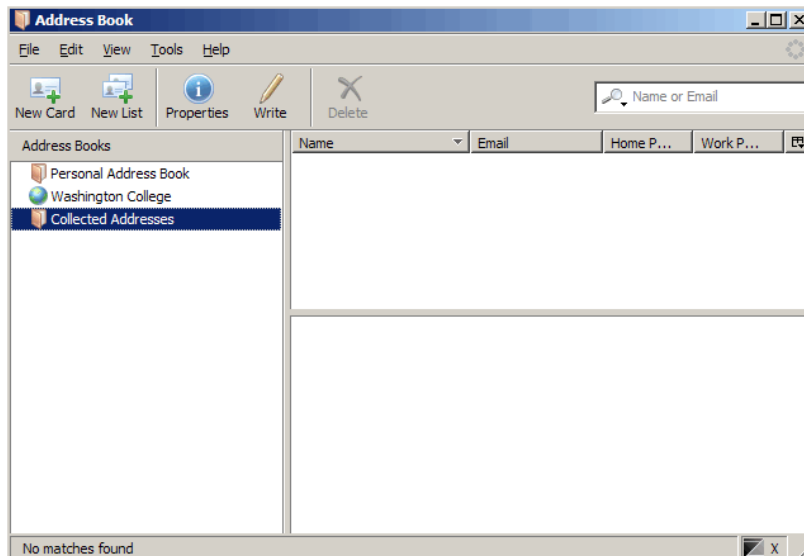
Transfer Address Books from Thunderbird to Zimbra

The first most important step is to move your Collected Addresses into your Personal Addresses.

1. Start Thunderbird



2. Open the Thunderbird Address Book by clicking on the Address Book icon near the top of the Thunderbird window.
3. Click on Collected Addresses in the left column of your address book

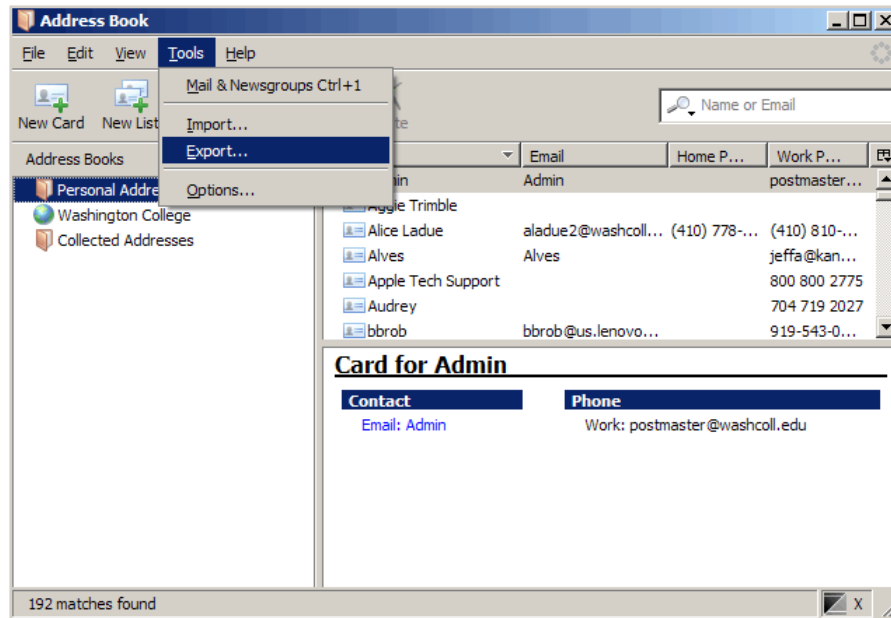


4. Now click and drag each address from Collected Addresses into Personal Addresses. That will ease the export/import process.
5. The next step is to export the addresses so Zimbra will be able to import them into your new Address Book.

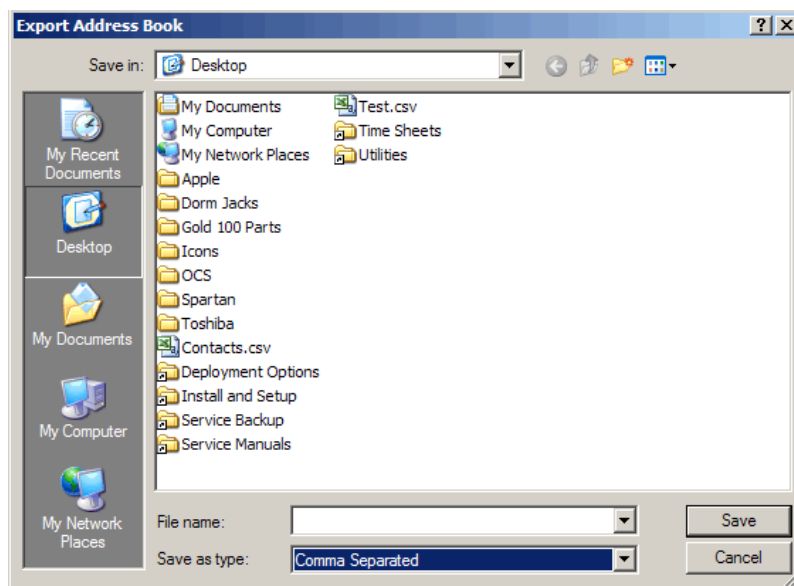


Export Addresses

1. Zimbra will only accept address books formatted in CSV format and the transfer process is simple. You will just have to export your address book from Thunderbird for Zimbra to recognize it.
2. Click Tools and Export as in the image below.



6. The next window you see will let you choose where to save the address book. This is where you choose CSV. Click on the Save as type pull-down menu and select Comma Separated. The default Save as location, Desktop, is perfect.

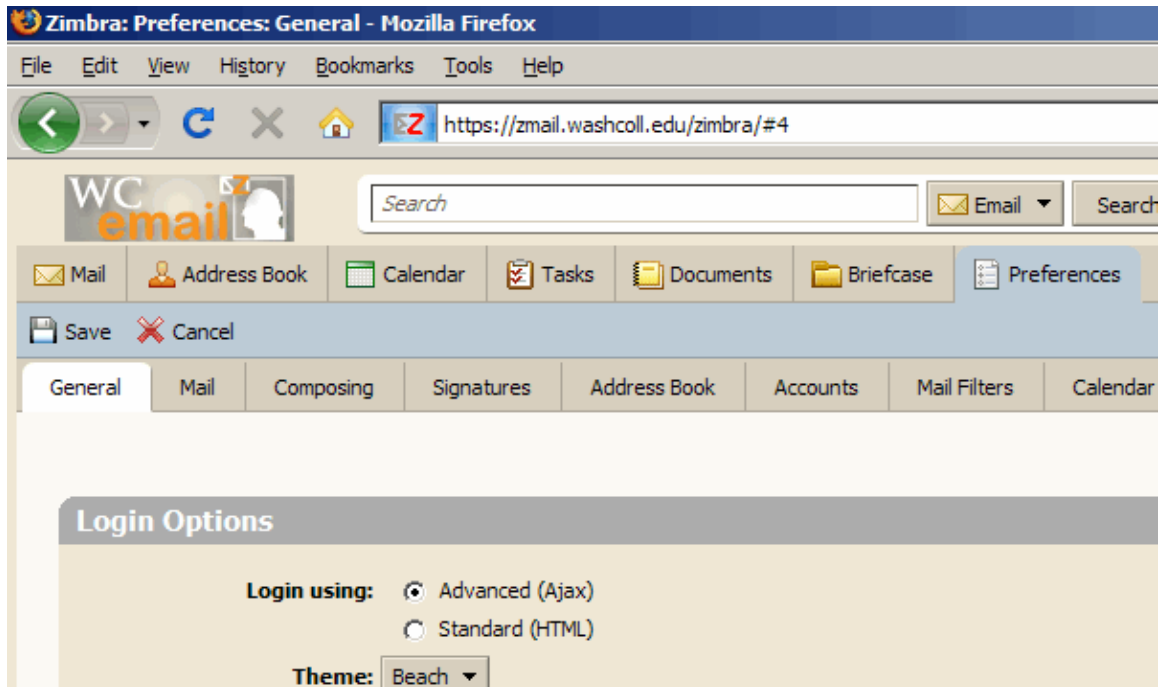


7. Now you have a file that contains all the addresses from your personal address book. Our next step is to move them to Zimbra.

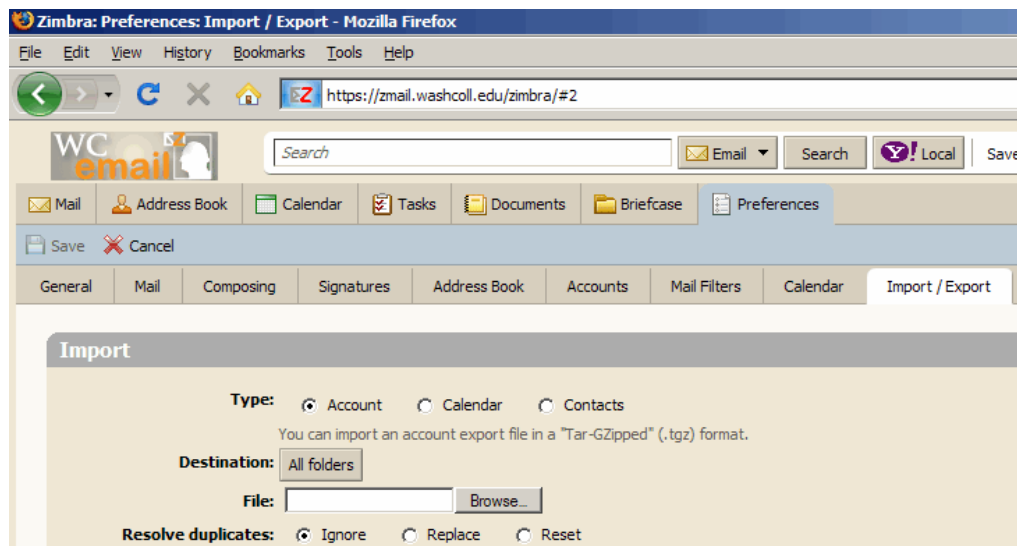


Import Exported Thunderbird Addresses into Zimbra

1. First, be sure you are logged into Zimbra and then click Preferences.

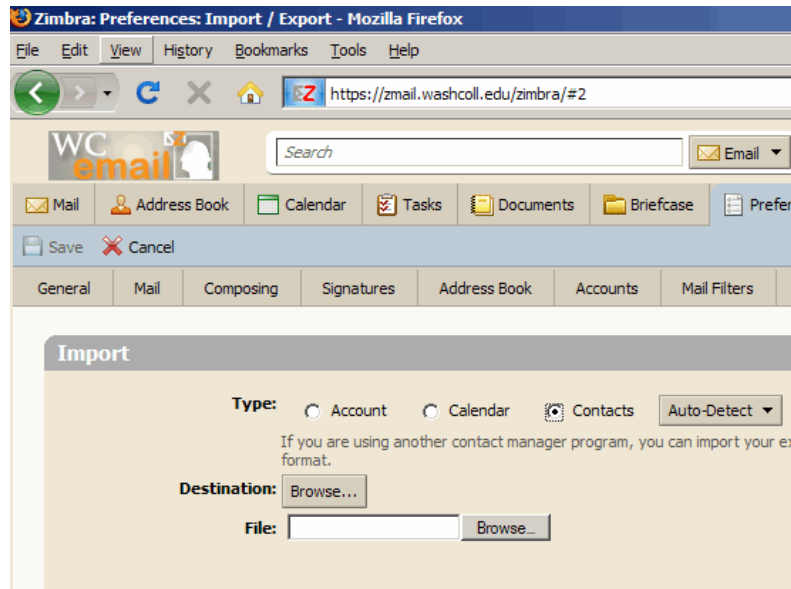


2. Next, click Import/Export to select the file you just created.

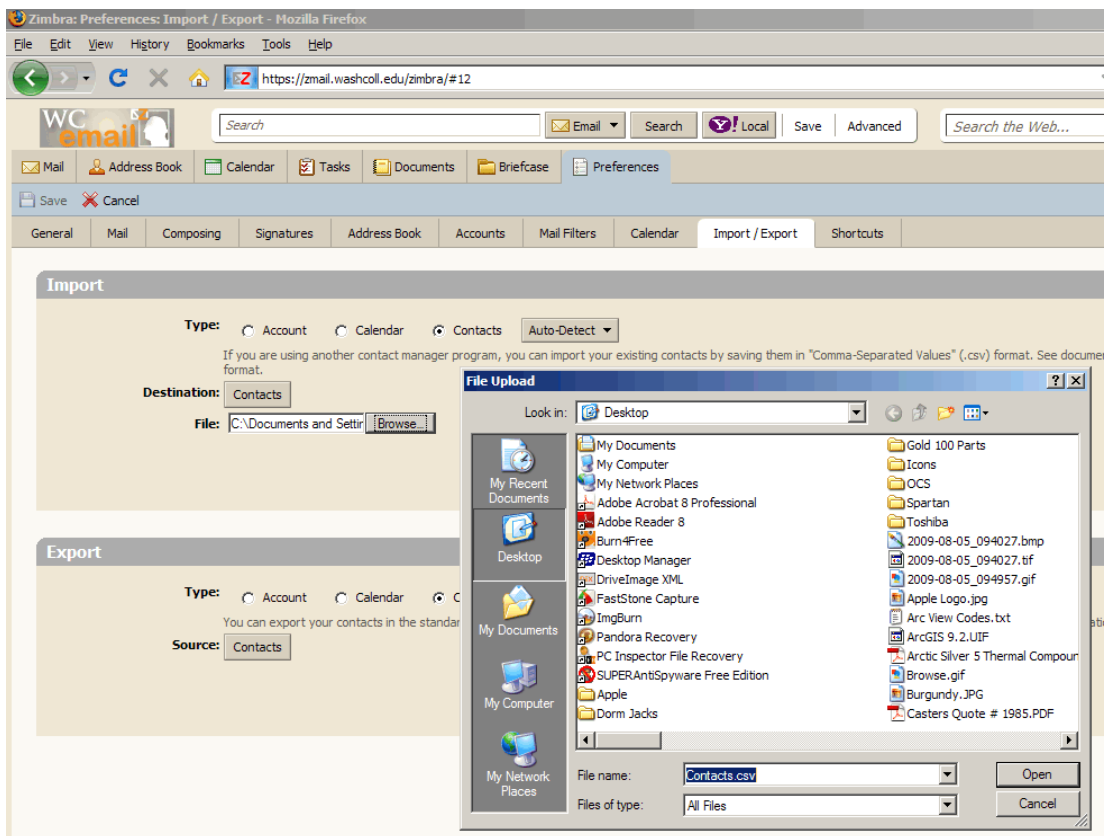




- Now you will have to choose what to import and where you would like to get it from. We're importing Contacts so select that option.

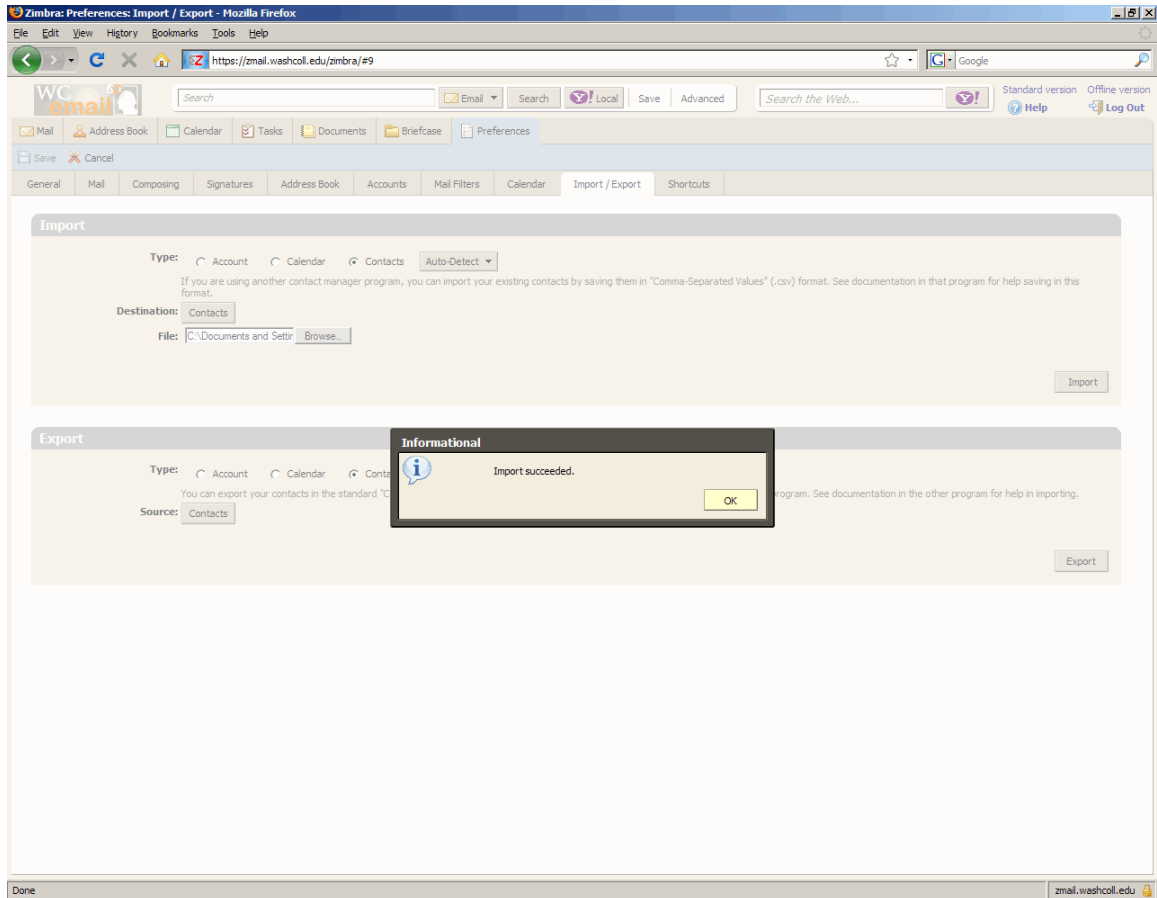


- Once you have done that you can click the second Browse button to find the file. Select your file and click open. The File Upload window will close after you click Open and you will be able to see and click the Import button. The Import process will complete after you click Import.





5. You will see an image similar to this if the import was successful.



If the import failed, go back to be sure you exported the correct address book, the Personal Address Book, and that you chose CSV format.