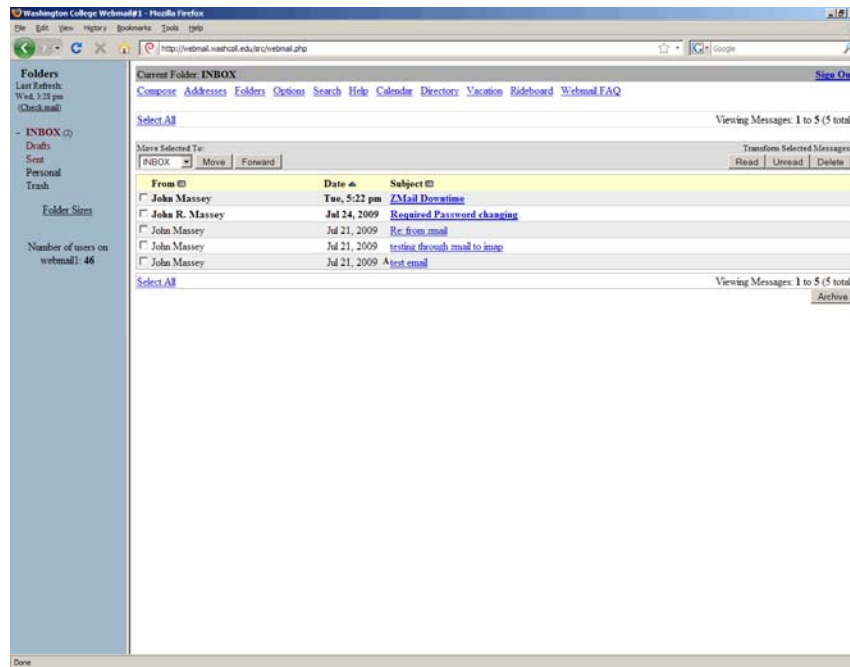


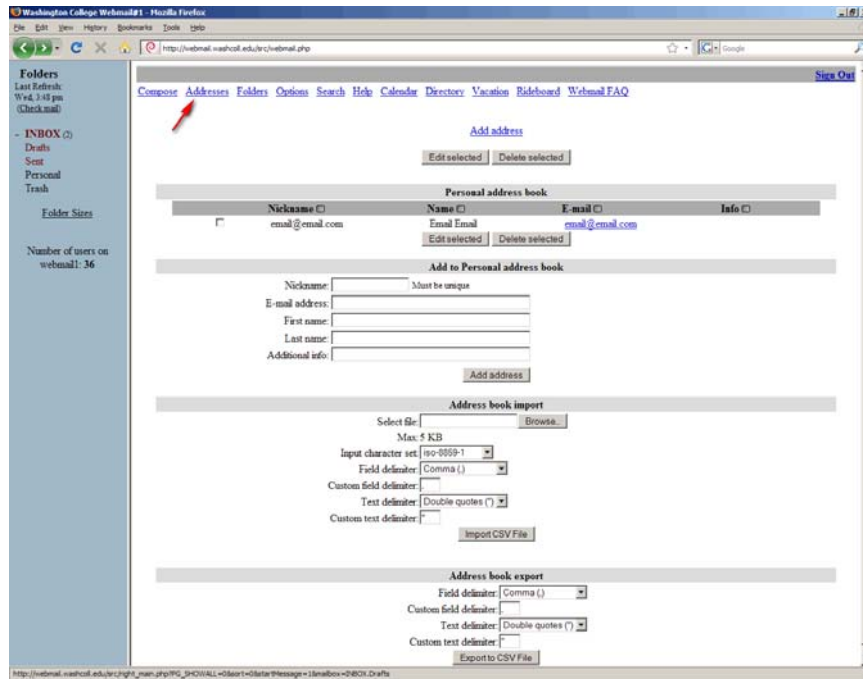


Transfer Address Books from Webmail to Zimbra

1. Log into webmail with your current email username and password.

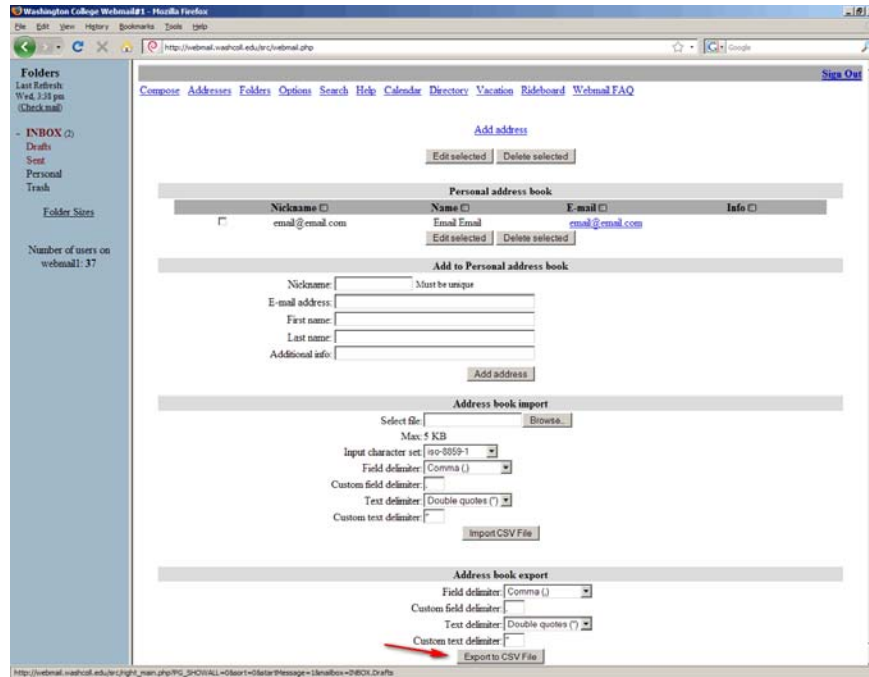


2. Click the Addresses link near the top of the page to open your address book.

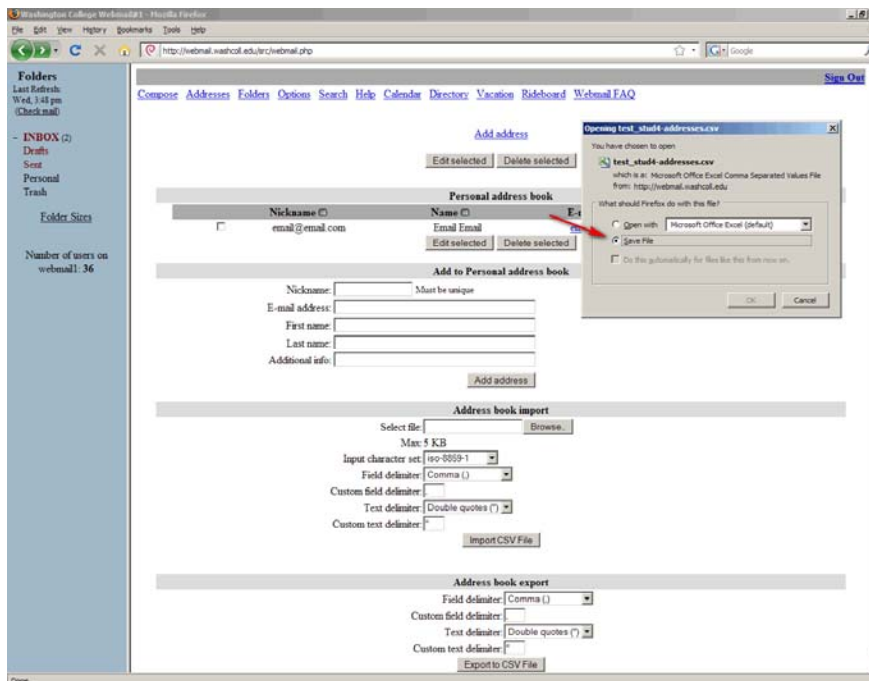




- Now that you see your addresses, click the Export to CSV File button near the bottom of the window. Each of the options should be left as they are. Their default setting is required for Zimbra to accept the addresses.

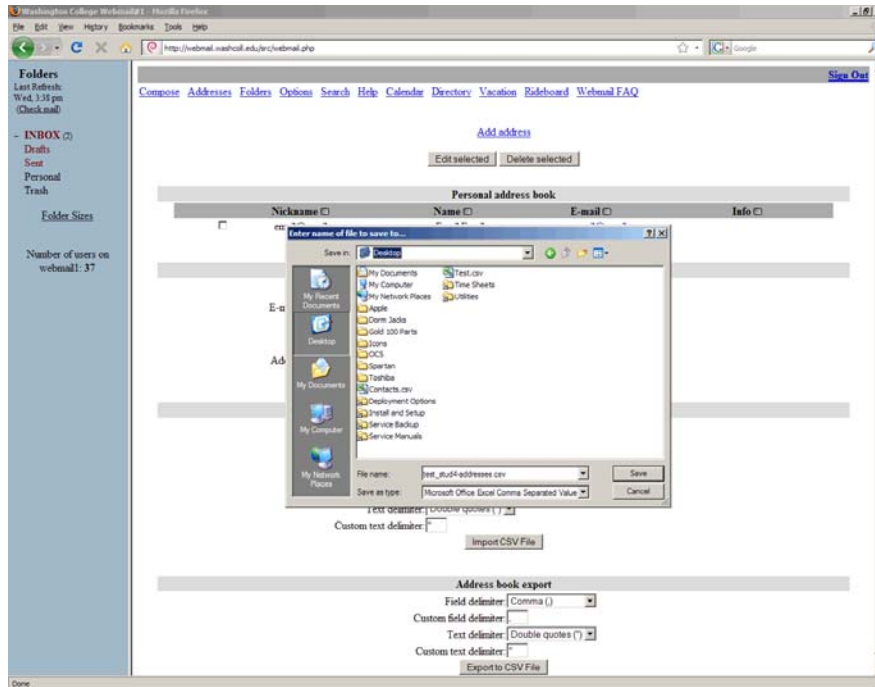


- The next step is to choose where to save the file you will soon create. Just be sure that the Save File option is selected and click Ok.



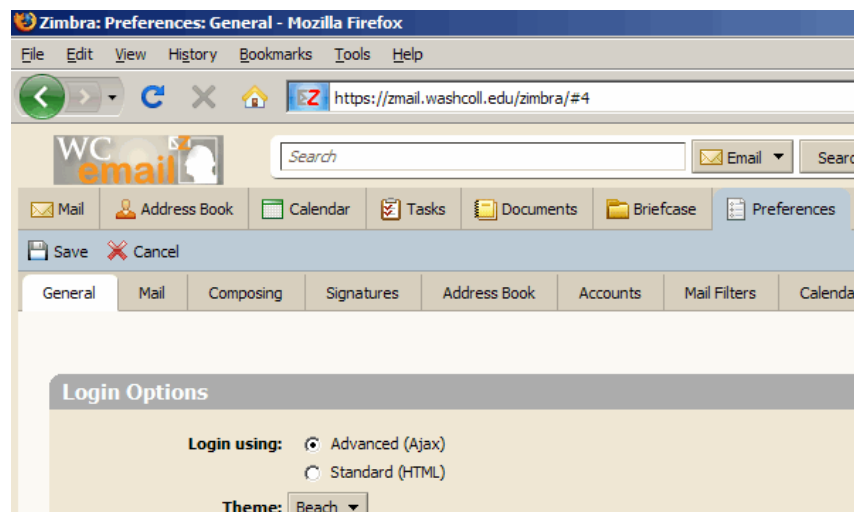


5. Choose a location to save the file and click Save. It will be best to save the file in a readily accessible location such as your desktop.



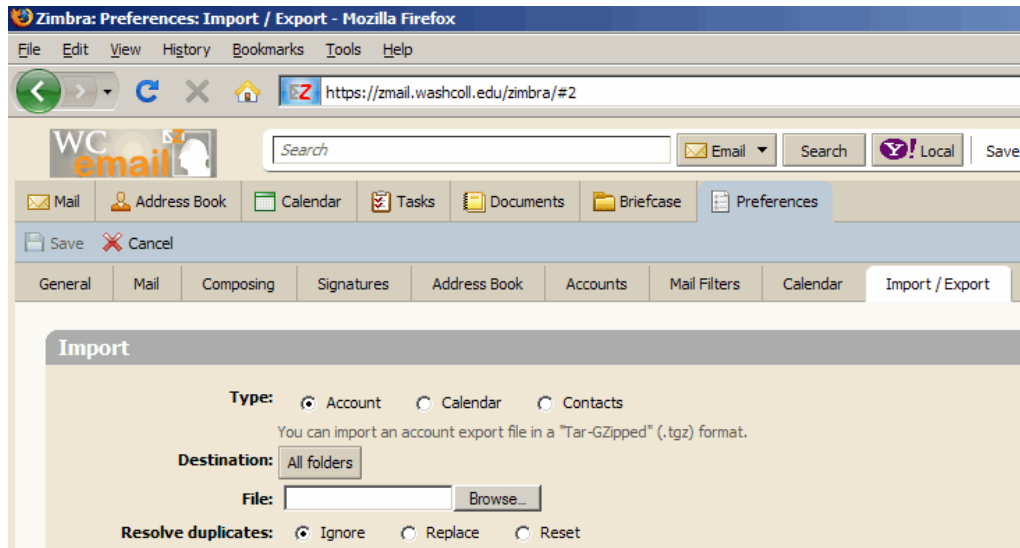
Import Exported Webmail Addresses into Zimbra

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

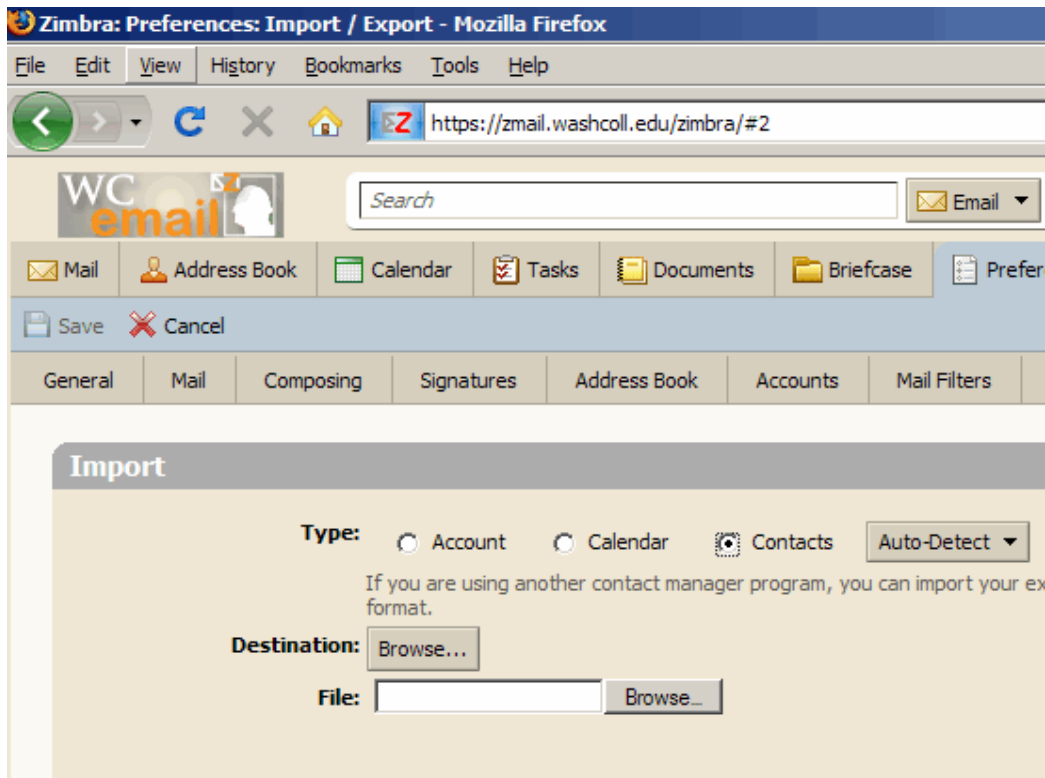




2. Next, click Import/Export to select the file you just created.

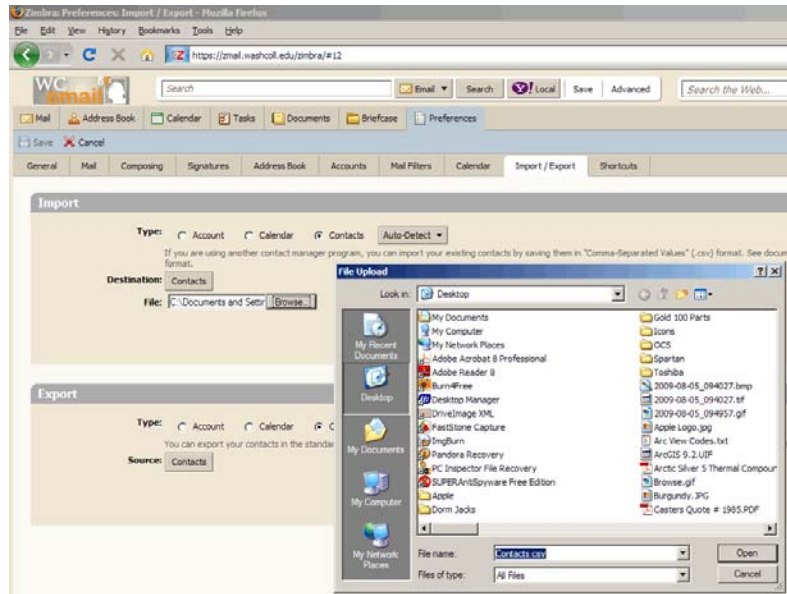


3. Now you will have to choose what to import and where you would like to get it from. We're importing Contacts so select that option.

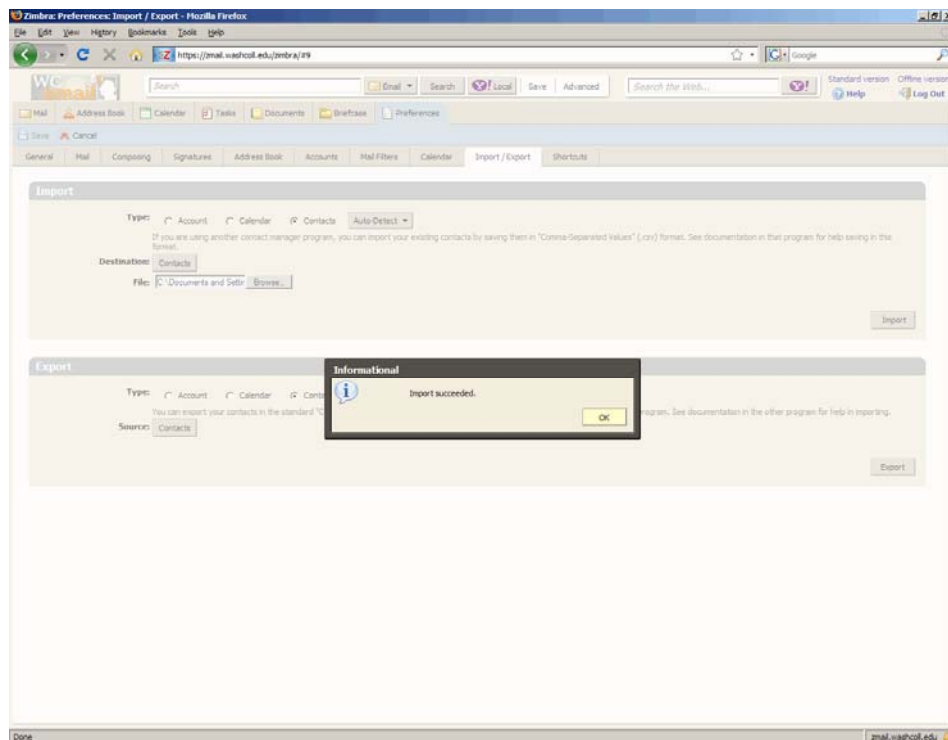




4. Once you have done that you can click the Browse button to find the file. Select your file and click open. The File Upload window will close after you click Open and you will be able to see and click the Import button. The Import process will complete after you click Import.



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.