



Importing Address Books into the New Web Mail

After the new University email system goes live, each user of the old email system who had entries stored in their webmail address book will receive an email which has a file containing an export of their old address book attached. This can be used to import their address book into the new system. The email contains instructions similar to those below detailing how the user can do this for themselves.

This document is provided as a reference for Service Desk staff to make sure they are aware of this process and are able to assist users who are having trouble doing this on their own. It is recommended that staff log into webmail while assisting users to make sure that they are following the correct steps (eg, which links/buttons to click).

Please follow these steps to import address book contacts:

1. Login to webmail from a browser at this URL: <http://webmail.utas.edu.au/>
2. In the list of new emails will be an email with the subject 'Web Mail Address Book & Notes'. Open this message.
3. Save the attached file 'emu_mail_address_book.csv' to your desktop as follows:
 - a) Right-click on the attachment name.
 - b) Left-click on 'Save Target As' or 'save link as' or similar command (depending on your web browser).
 - c) If you are prompted to specify a download location, select your desktop.
4. In web mail navigate to your address book by clicking the link 'Address Book' toward the top of the page.
5. Click on the 'Import/Export' link.
6. Use the drop-down box to select 'Microsoft Outlook CSV' as the 'Import Format'.
7. Click the 'Browse' button then navigate to your desktop and single-left-click on the file called 'emu_mail_address_book.csv' that you downloaded in step 3, then click 'Open'.
NB: For Mac OS X users, the file will probably have been saved in the "Downloads" folder, not the Desktop.
8. Click on the 'Import' button.
9. In a moment the message 'Successfully imported xx card(s) of type csvus in Personal Address Book' will appear at the top of the window.
10. Click the 'close' button
11. Verify all the addresses have loaded properly.

Note that in the new address book, each Nickname is replaced by a Display Name, made from the surname and first name of each contact.
