

# Moving An Address Book From Outlook To IceWarp

This document describes the process of exporting an address book used by Microsoft Outlook into a .csv file. It then describes how to import this file into IceWarp webmail so your contacts are available there.

## Export from Outlook

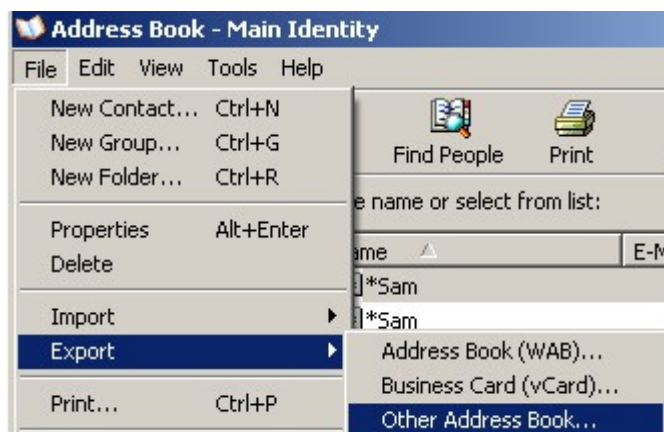
### Step 1

Select address book in outlook from the tools menu.



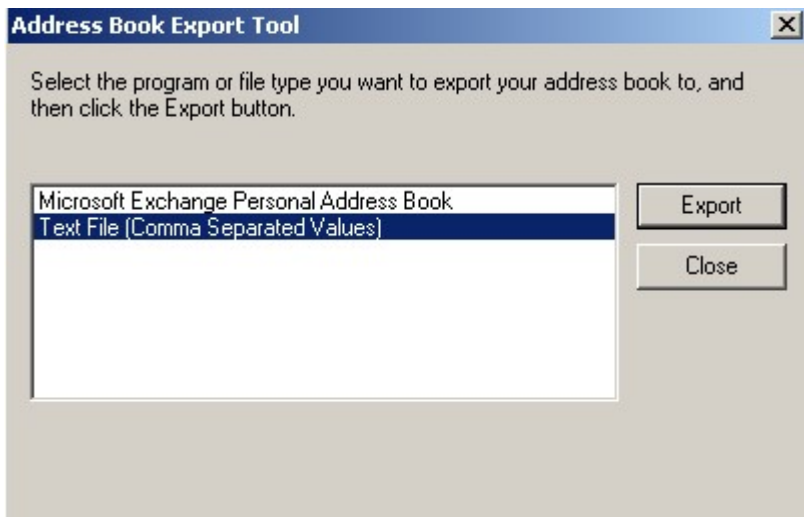
### Step 2

Select export from the file menu. Choose Other address book.



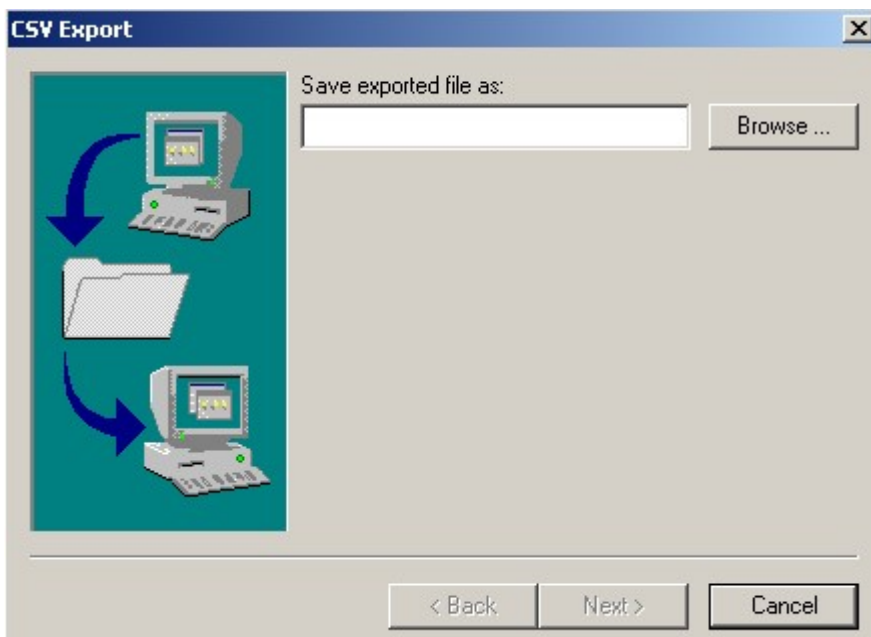
### Step 3

Select Text File and press Export.



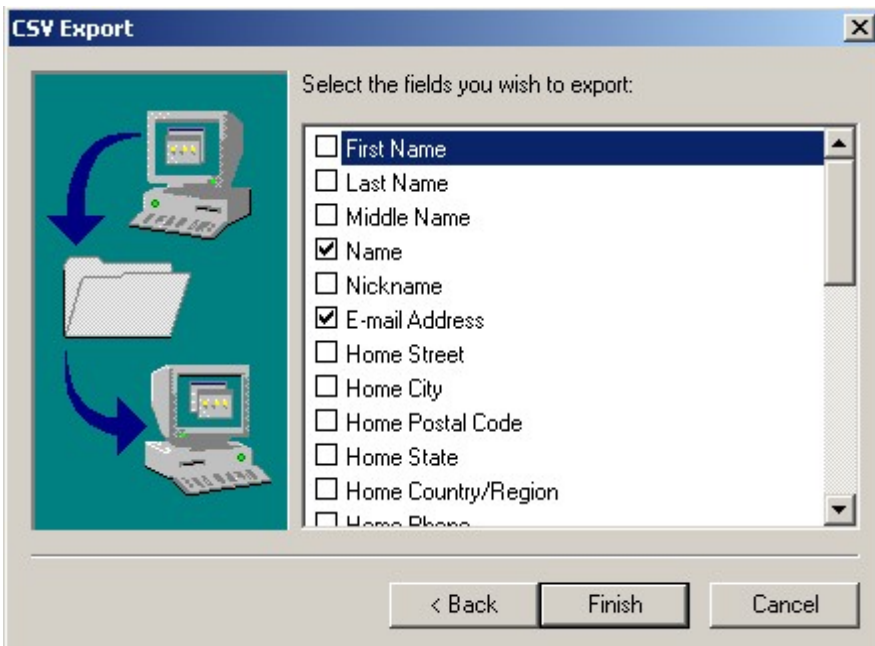
#### Step 4

Click browse to bring up a standard save dialog, choose a name e.g. Contacts and save it in a location you can remember.



#### Step 5

In the next window only tick the following boxes : Name, E-mail Address. Make sure all other boxes are not ticked.



Close the Address Book Export Tool window and the Address Book window. You no longer need Outlook.

## Import to IceWarp from file

### **Step 1**

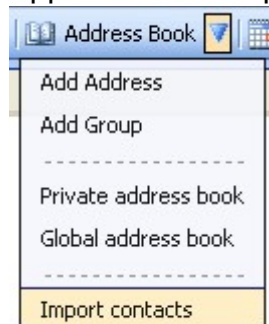
You will now use the file you have saved to put your contacts into IceWarp webmail.

Login to IceWarp in the normal manner. Using mail.yourclub.co.co.uk

At the top of the page press the arrow next to the right of Address Book



From the menu which appears select import contacts.



### **Step 2**

Press the browse button and locate the file during the export from Outlook. Then press Import.

Enter full path to a valid **.CSV** file with comma / semi-colon as delimiter

### Step 3

The next screen will show some of your contact details. The second column should automatically have Email 1 selected at it's top.

**Step 2**

Select columns for import ("First name", "Surname" or "Contact name" columns are mandatory)

| .....  | Email 1              | .....      |
|--------|----------------------|------------|
| Name   | E-mail Address       | Home Phone |
| Tim    | tim@hotmail.com      |            |
| Alison | a.bell@aol.com       |            |
| Marcus | m.thomas@gmail.com   |            |
| Lucy   | lucy123@lucies.co.uk |            |

Skip 1st Row (Contains column titles)

Save as  Database  Text file

Sharing  Private  Public

Sharing settings (Public & friends)

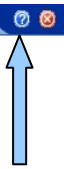
You must ensure first column selector is set on "Contact Name" and the second as "Email 1". The other settings should be left on their default values as shown above.

Select columns for import ("First name", "Surname" or "Contact

| .....        | Email 1              |
|--------------|----------------------|
| .....        | E-mail Address       |
| Contact Name | tim@hotmail.com      |
| Title        | a.bell@aol.com       |
| First name   | m.thomas@gmail.com   |
| Middle name  | lucy123@lucies.co.uk |
| Surname      |                      |
| Nick name    |                      |
| Email 1      |                      |
| Email 2      |                      |
| Email 3      |                      |
| Category     |                      |

(contains column titles)

You can now press Import to Addressbook. This process can take a few minutes. Once complete it should say import successful and you can close that window. You will now be able to use your old address book in IceMail. For further help in IceMail use the help button in the top right of the page.



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