

Capilano College **Email Short Course**

Advanced Tutorials

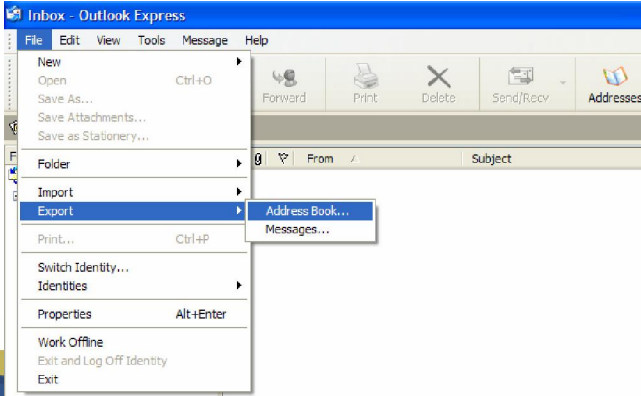
Webmail Address Book

Matthew K.W. Lehmann

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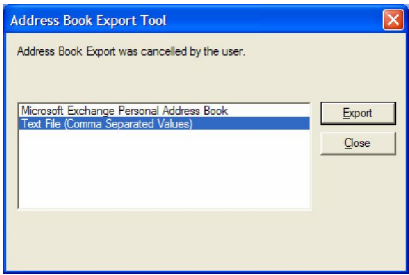
- In Outlook Express
 - File >> Export >> Address Book...



The screenshot shows the Outlook Express application window titled 'Inbox - Outlook Express'. The 'File' menu is open, displaying options such as 'New', 'Open', 'Save As...', 'Save Attachments...', 'Save as Stationery...', 'Folder', 'Import', 'Export', 'Print...', 'Switch Identity...', 'Identities', 'Properties', 'Work Offline', and 'Exit'. The 'Export' option is highlighted, and a sub-menu is visible with 'Address Book...' and 'Messages...' options. The 'Address Book...' option is selected. The background shows a toolbar with icons for Forward, Print, Delete, Send/recv, and Addresses, and a header area with 'From' and 'Subject' labels.

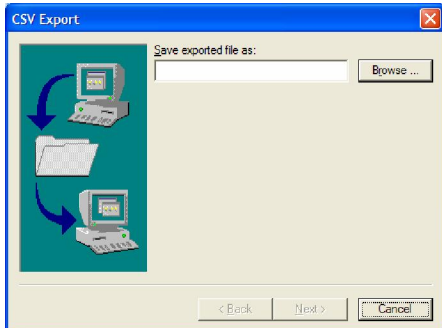
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- In Outlook Express
 - Choose Text File



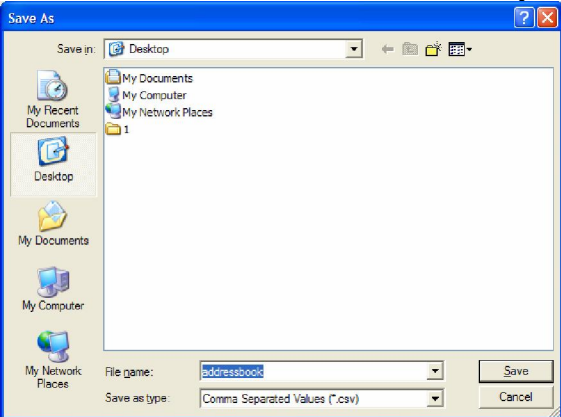
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- In Outlook Express
 - Browse to the desired save location



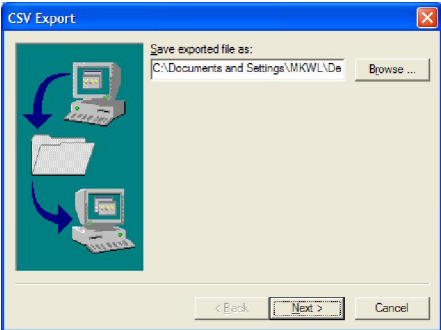
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- In Outlook Express
 - Browse & Enter File name (Save)



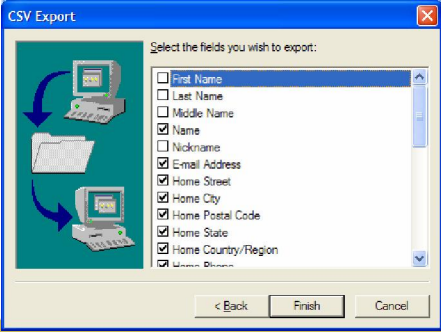
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- In Outlook Express
 - Click Next >



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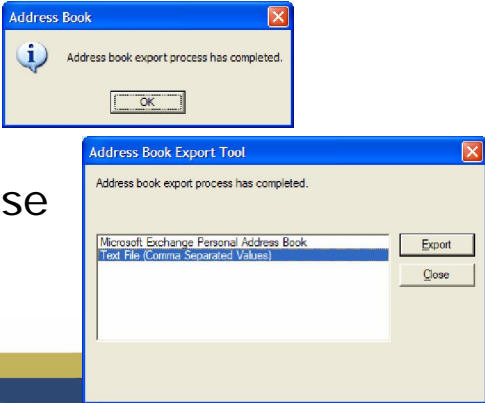
- In Outlook Express
 - Check off all fields you like (Finish)



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- In Outlook Express
 - The EXPORTed file is now ready for IMPORT

–Click Close



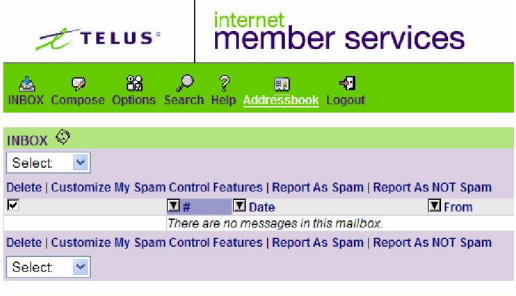
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- In Telus
 - Navigate to webmail.telus.net
 - Sign-In



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- In Telus
 - Click on Addressbook



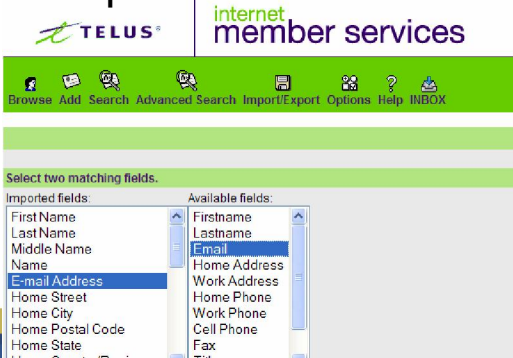
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- In Telus
 - Click on Import / Export
 - Fill in the fields as shown



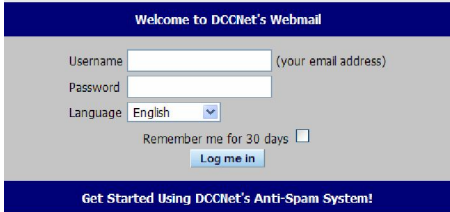
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- In Telus
 - Add Paired Fields
 - Click Import >> CSV file successfully imported



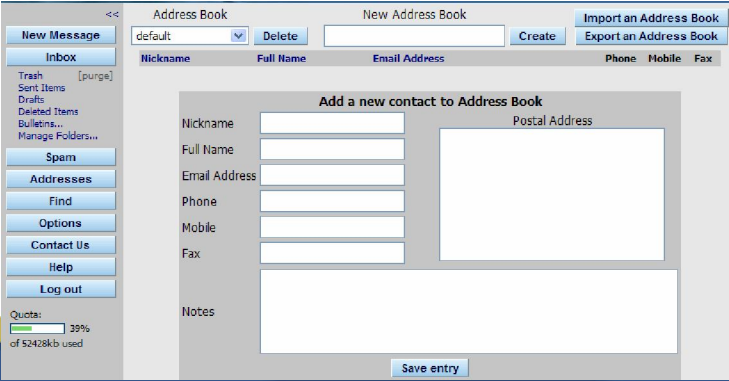
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- In DCCNET
 - Navigate to webmail.dccnet.com
 - Sign-In



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- In DCCNET
 - Click on **Addresses > Import an Address Book**





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Email Short Course

- In DCCNET
 - Browse
 - Name
 - Import
 - Done
 - (Easy)

Import an Address Book
Back to Addresses

File to import: C:\Documents and Settings\ [Browse...]

File type:

- Outlook *
- Eudora # (NNdbase.txt)
- IMail Server for Windows NT
- Novell Address Book from GroupWise (*.NAB)
- Netscape Address Book *
(Export in 'Comma Separated' (*.csv). Does not work with Netscape 7.0 or higher)
- LDAP Data Interchange Format (LDIF)*
(Works in Netscape 7.0 and higher. Export in '.ldif' or '.ldf')
- Pine Address Book *

Address Book to import to: Addressed [v]

Warning: If any nicknames imported already exist in the selected address book, they will be overwritten

Import

Outlook* You need to 'Export' --> 'Other Address Book...' --> 'Text File (Comma Separated Values)'.
Eudora* The file you need to import is called 'NNdbase.txt' and it should be the location where Eudora was installed.
Netscape* You need to click 'Communicator, Address Book, File, Export'. Change the Save in: to 'Desktop'. Change the File name: to 'pub.csv'. Change the Save as type: to 'Comma Separated (*.csv)'. Then Click Save.
LDIF* Many mail clients support exporting their Address books into this format (*.ldif or *.ldf). Netscape (7.0 and later) uses this format by default when exporting. Click Window, Address Book, Tools, Export, then make sure the 'LDIF*' option is selected.
Pine* Pine uses an ASCII text file stored in the users root directory called ".addressbook"