## Importing .csv Address Book into NCAD Staff Webmail Account

First log into your NCAD Staff Webmail account

For instructions please click <u>here</u>

To import the .csv file of your address book please do the following:

Mail Addres	ss Book	R
<sup>8</sup> <sup>∗</sup> New Contact	: 📸 New Group 🔁 Printable 🔀 Imp	ort/Export
Display Name	contains        Search for	in _Persona
View: All A B	CDEFGHIJKLMNOPQRS	T U V W X Y Z Groups
_Personal A	ddress Book	
Delete Sele	ct action 🗾	
Name	Email (primary)	Pho
These second second	rds in Dersonal Address Book to view	

- A. Click on the "Address Book" tab
- B. Click on the "Import/Export" tab a new window is launched.

Import and Exp	ort Address Book
Import * Import from File:	C. Browse
Import Format:	Address Book CSV
Export	
Export Format:	Netscape Communication Address Book (LDIF) -

- C. Click on the "Browse.." button and select the .csv file of your addresses which you have downloaded onto your computer
- D. From the drop down list select "Address Book CSV"
- E. Click on the "Import" button

Import and Exp	ort Address Book	
Successfully impo	orted 25 card(s) of type iabs in _Personal Address Book	*Indicates a required
* Import from File: Import Format:	Browse Netscape Communication Address Book (LDIF) -	
Export Export Format:	Netscape Communication Address Book (LDIF)	
	Export	
	Close	

- F. If Import is successful you should see a message like this above
- G. Click on the "Close" button

New Message	
⊴Send @Attach Save Draft ອSpell Check Dictionary English   ▼	
То	
Cc	
Bcc	
Attachments	
Subject	
[Plain Text] Rich Text (HTML)         Format           Font           Sizel	
Priority Normal   - Request receipt None   -	
Check spelling before message is sent	Send I

H. When composing an email you can now click on the "To" button above to select recipients from your address book