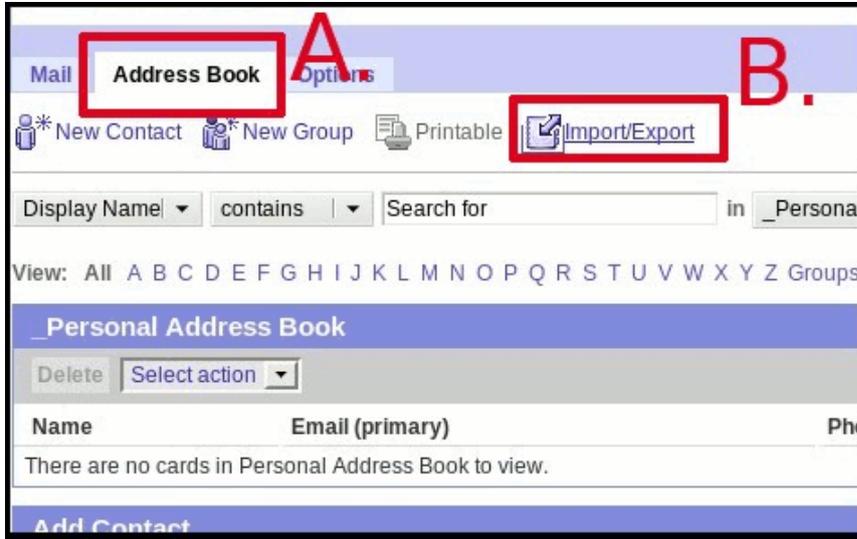


Importing .csv Address Book into NCAD Staff Webmail Account

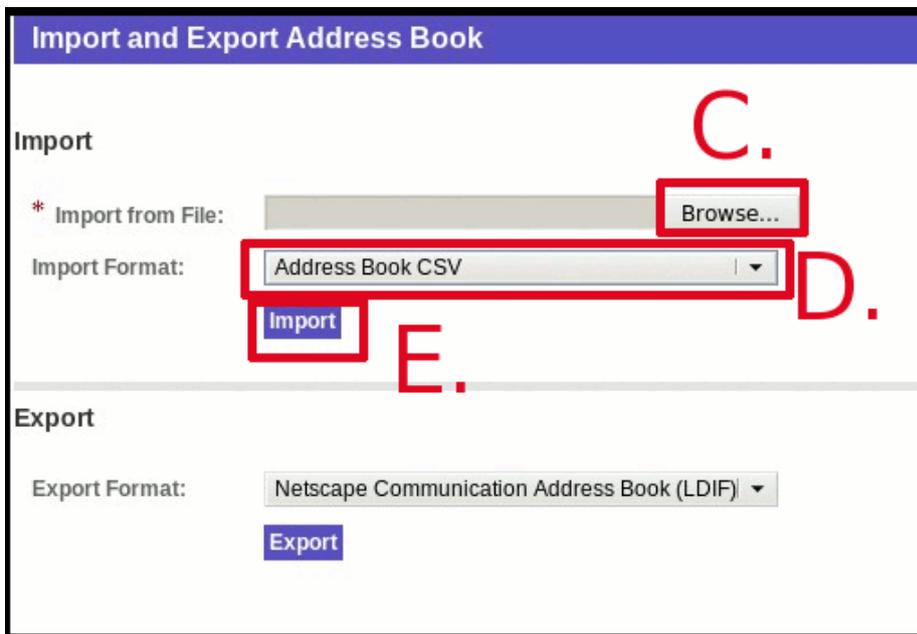
First log into your NCAD Staff Webmail account

For instructions please click [here](#)

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



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



- 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 Export Address Book

Successfully imported 25 card(s) of type iabs in _Personal Address Book

*Indicates a required

Import

* Import from File: Browse...

Import Format: Netscape Communication Address Book (LDIF) ▾

Import

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

