


# Exporting and Importing your Addressbook from Foxmail to Foxmail2

The upgrade to the Foxmail email system, known as Foxmail and Foxmail2, **does not automatically import your personal address book into Foxmail2. Although, a one-time copy of your address book from Foxmail to Foxmail2 was made in January of 2009 — any changes to your address book since then would not be reflected in the Foxmail2 address book.**

Should you want to preserve your original Foxmail address book, the instructions below will guide you through exporting your Foxmail Addressbook and import it into your Foxmail2 Addressbook. This will be the only extra step you will want to complete to have the full experience of using the new Foxmail. The mode, Traditional or Dynamic, you choose for the new Foxmail differs only by the look of the Addressbook Icons; the instructions include both.

If you experience any difficulty or have any questions, please contact the Help Desk at x4357 or e-mail HelpDesk from the Marist Address Book.

## Supported Web Browsers

- (Recommended) Firefox 3.0.x and 3.5.x – Download the latest version [here](#)
  - Check your version by clicking *Help* followed by *About Mozilla Firefox*
- Internet Explorer 7 and 8
  - Check your version by clicking the *Help* icon  followed by *About Internet Explorer*

# Exporting and Importing Addressbook

## EXPORT FROM FOXMAIL

1. Navigate to <http://foxmail.marist.edu> , click the link "Use the Old Version of Foxmail" and Login to your Foxmail account.



2. Click the Addressbook icon located on the Mail Menu Bar



3. Click the Import/Export icon located on the Addressbook Menu Bar

4. The default values under "Export Addressbook" are correct:

- Select the format to export to: **CSV**
- Select the source to export from: **My Addressbook**



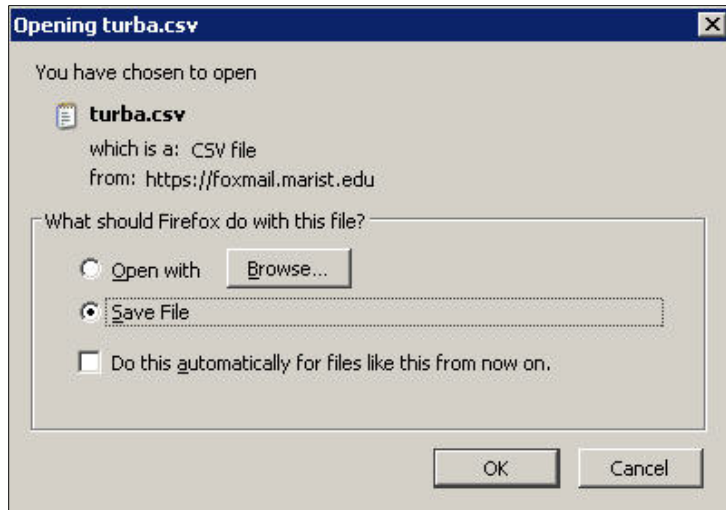
5. Click Export

6. Saving the Addressbook: Firefox or Internet Explorer

Firefox

Choose Save File - you can leave the default file name as turba.csv

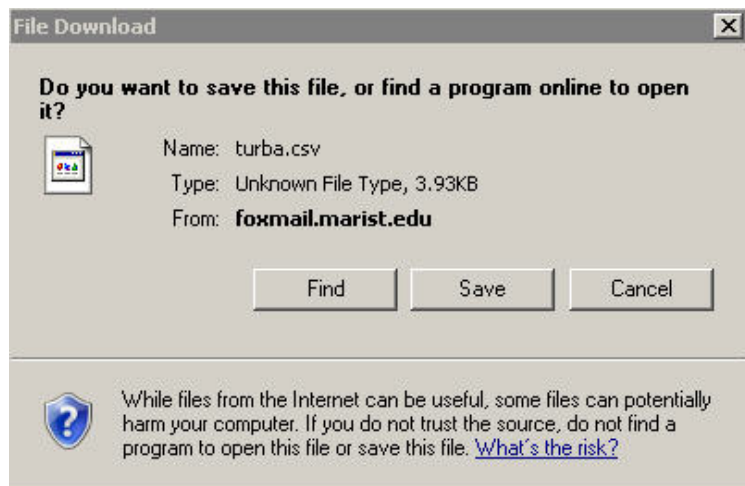
Take note of the location where you have saved the .csv file. Firefox by default will download to the Desktop. Users have the option of changing this location or choosing to select the location for each download.



Internet Explorer

Choose Save - you can leave the default file name as turba.csv

Take note of the location where you have saved the .csv file, you will need to browse to this file when importing the Addressbook.



## IMPORT INTO FOXMAIL2

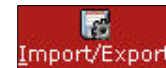
1. Login to your Foxmail2 account at <http://foxmail.marist.edu>
  - Choose either *Traditional* or *Dynamic* for the Mode.



2. Click the Addressbook icon located on the Mail Menu Bar:



3. Click the Import/Export icon located on the Addressbook Menu Bar



4. Import Address Book, Step 1

Select the format of the source file: **Comma Separated Values**

Replace existing address book with the imported one? Warning: This deletes all entries in your current address book.

**IMPORTANT:**

1. Check the box to replace any previous contacts in your Addressbook
2. Un-Check the box to add the contacts without replacing previous contacts.

Select the charset of the source file: **Western (ISO-8859-1)**



### 5. Import, Step 2

The default settings are sufficient but should be reviewed before clicking Next

Does the first row contain the field names? If yes, check this box: **CHECK**

What is the delimiter character? **Comma ,**

What is the quote character? **Double Quote “**

How many fields (columns) are there? **Use the number given.**

Here is the beginning of the file:  
 "firstname","lastname","middlenames","namePrefix","nameSuffix","name","alias","birthday","homeStreet  
 "Tom","Sawyer",,,,"Tom Sawyer",,,,,,,,,,,,,,"tom.sawyer@marist.edu",,,,,,,,,,,,,,  
 Does the first row contain the field names? If yes, check this box:   
 What is the delimiter character?   
 What is the quote character?   
 How many fields (columns) are there?   
 Next

Click Next

### 6. Import, Step 3

Imported fields that do not automatically match with the available fields will appear in the Imported Fields section. One at a time; select an Imported Field followed by the corresponding field under the Available Fields section followed by clicking Add Pair. Repeat this for all listed Imported Fields.

Fields you do not want to include can be removed from the Matching fields section by selecting one of the fields (this will highlight the field in both columns) followed by clicking Remove Pair — **IMPORTANT:** Select *lastname* and *Last Name* under *Matching Fields* followed by clicking *Remove Pair* to eliminate duplicate last names in the contact entries.

Click Next

Contacts that were already present will not be imported and noted as such: i.e. “Tom Sawyer’ already exists and was not imported.”

The Import is now complete. Please verify that both the Foxmail and Foxmail2 Addressbooks match. If you experienced any difficulty or have any questions, please contact the Help Desk at x4357 or e-mail HelpDesk from the Marist Address Book.