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Moving Contacts from Eudora or Thunderbird

You only have to move contacts whose email address does not end in "fhda.edu", "foothill.edu" or "deanza.edu". This is a multi-step process, but it is easier than re-keying all of your outside contacts if you are a Eudora user. Moving Thunderbird contacts is much more complicated. The objective of the first step is to create a list of names, followed by the e-mail address in MS Word document. How you get to this is different for Eudora and Thunderbird.

- 1. Go to the Address Book for your old desktop e-mail program, most likely Eudora or Thunderbird, and copy all of the contacts that you want to move over to Outlook Web App (OWA) into a MS Word document. You might want to create an address book that contains all of the contacts that you want to copy to OWA.
 - a. Eudora allows you to display the content of an address book with each entry separated by a comma. In the example below the address book, test book is displayed:

Eudora Edit Mailbo <u>x M</u> essage T <u>r</u> ansfer Special	Tools Window Help	ال_
🗜 😕 🥙 🐸 ዿ I		
Address Book		-
Vjew By: Full Name	Nickname: testbook Personal Home Work Other Notes Full Name: testbook Eirst Name: Last Name: This nickname will gxpand to the following addresses: katieanywhere@ a.com, 'Daniel Donut' < da.com>, 'Paul Neverhere' <pre>sec ``@ormail.com>,</pre>	Recipient List
New Delete New Book	joebegone@=`om	

Note that some entries have the full name in quotes and some contain just the e-mail address. Use your cursor to highlight the contacts you wish to move over and copy the list. You can right click or use ctrl C to copy the list. Open a MS Word document and past the list using ctrl V the past icon.

- b. Thunderbird users will need to display the address book and select the address they wish to
 - move to OWA.

Address Book <u>File E</u> dit <u>V</u> iew <u>T</u> ools	<u>-</u> elp	
SNew Contact New	List: 🕜 Properties 📝 Write 🗙 I	Delete Name or Email 🔎
Address Books	Name Email Genuine Foodie Foodie@u Henry Who who@wh Joe Blow joeb@yal Nobody Inparticula NP@msn. St St	Screen Name Work P 🛱 gmail.com io.com hoo.com .com ppacbell.net
Total contacts in tester: 5		

Now click File/Tools/Export, name the file, select Comma Separated or Tab Delimited and Save.



Now use MS Word to open the resulting .csv document.

- 2. You now have the data, but it needs to be cleaned up.
 - a. Eudora data will contain "," that need to be changed to ";". Below is a sample of what the unconverted text will look like:
 - katieanywhere@fhda.com,
 - 'Daniel Donut' <donutdaniel@fhda.com>,
 - 'Paul Neverhere' <paulneverwhere@gmail.com>,

joebegone@fhda.com

You can use Word's replace command to replace each "," with a ";".

Find and Replace		<u>?</u> ×
Find Replace Go To		
Find what:		-
Replace with:		
More >>	Replace Replace All Eind Next	Cancel

b. Thunderbird's First Name, Last Name, Display Name, Nickname, Primary Email, Secondary Email, Screen Name, Work Phone, Home Phone, Fax Number, Pager Number, Mobile data is not so Number, Home Address, Home Address 2, Home City, Home State, Home ZipCode, Home Country, Work Address, Work Address 2, Work City, Work State, Work pretty: ZipCode, Work Country, Job Title, Department, Organization, Web Page 1, Web Page 2, Birth Year, Birth Month, Birth Day, Custom 1, Custom 2, Custom 3, Custom 4, Notes, Nobody, Inparticula, Nobody Genuine, Foodie, Genuine

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You will need to remove the five lines of field names, one version of the name, each of the extra ","s, list the name and insert a ";" at the end of each address. I'm afraid I don't know any easy way to do that. You will end up with the above output looking like:

- Joe Blow joeb@yahoo.com; Henry Who who@who.com; Nobody Inparticula np@msn.com; Genuine Foodie foodie@gmail.com;
- 3. To move to OWA, go to Contacts/New/Group to display the new group pop-up window. Give the group a name. Copy the formatted text created above into the Members box and click "Add to Group".

🔮 Untitled Group -	Mozilla Firefox			
fhda.edu http:	s://email.fhda.edu/owa/?ae=Item&a=Newl	&t=IPM.DistList&fId=LgAAAADFZ43bf2oKRKYImRQ	JmbKsAQA2UA 👘 🔩 🔸	
Save and Close	g 🗉 🗙 🐐 🔡 -		() ()	
Group Name	Moved Contacts			
Members	Joe Blow [joeb@yahoo.com]; 'Henry Who' [who@who.com]; 'Nobody Inparticula'NP@msn.com; 'Genuipe Eoodie@gmail.com			
🔙 Name 🔺		No match was found.		
1	There are no	Remove		
When valid e from th	the emails are pasted, the system -mail addresses. Note they are u le list.	a determined NP@msn.com and Foodie nderlined in red and by clicking "Remove	@gmail.com are not e", they are removed	

4. After removing the invalid e-mail addresses again click "Add to Group" and the new names and e-mails will be listed. Note if you only provide an e-mail, it will also be listed under the name header.

Untitled Group - Mozilla Firefox	
C fhda.edu https://email.fhda.edu/cwa/?ae=Item	sa=Newst=IPM.DistList&Fid=LgAAAADFiZ42bF2cKRKYImRQ3mbKsAQA2UA
Save and Close 🐁 🧱 🚿 🔻 - 🚦	*
Group Name Moved Contacts	
Members	Add to Group
S Name	E-Mail
🖼 'Daniel Donut'	donutdaniel@fhda.com
💷 'Henry Who'	who@who.com
Se Blow	joeb@yahoo.com
🖼 joebegone@fhda.com	joebegone@fhda.com
🖼 katieanywhere@fhda.com	katie anywhere @fhda.com
🖼 'Paul Neverhere''	paulneverwhere@gmail.com
	Remove from Group
Notes	

5. Click "Save and Close" to save the group.

6. To access one or all of the moved contacts, click on Contacts (lower left), Groups and the name of the group containing the copied contacts. The list of names and e-mails will appear to the right. To send an e-mail, simply click the e-mail address and it will appear in the 'To" field of the new message pop-up window.

Outlook Web App	Carl -					sign	out S
Contacts > 1 Items					-	🖂 🗻 Find Som	eane Options - 🔞 -
Show: C All	New - 🗙 🎦 - View - 🧭 Search Contacts	۶. ۶	Moved	Forward Contac	ts		
C People Groups My Contacts Contacts Suggested Contacts	Arrange by File as + Coup Group	A on top	Members			Name 'Daniel Donut' joebegone@fhda.c katieanywhere@fhc 'Paul Neverhere' 'Henry Who'	E-mail donutdaniel@fhda.com joebegone@fhda.com katieanywhere@fhda.com paulneverwhere@gmail.con who@who.com
Mail Calendar Contacts Tasks			Notes				

7. Whenever you display an e-mail in a sent or received e-mail, you can add them to your list of personal contacts by placing your cursor over the e-mail address and right clicking. One of the options in the pop-up menu is "Add to Contact". Click and you will be prompted to supply the any additional contact information you wish to store.

Send 🛃 From: 🔹	0 <u>_</u>		Options HTML 💌	0
Tom	<u>joeb</u> err	joebegone@fhda.com		
Subject:	1	Send an E-Mail Schedule a Meeting		
Verdana	9	Add to Contacts Properties Remove	∉ <mark>♥</mark> ・ <u>Δ</u> ・ ≥	