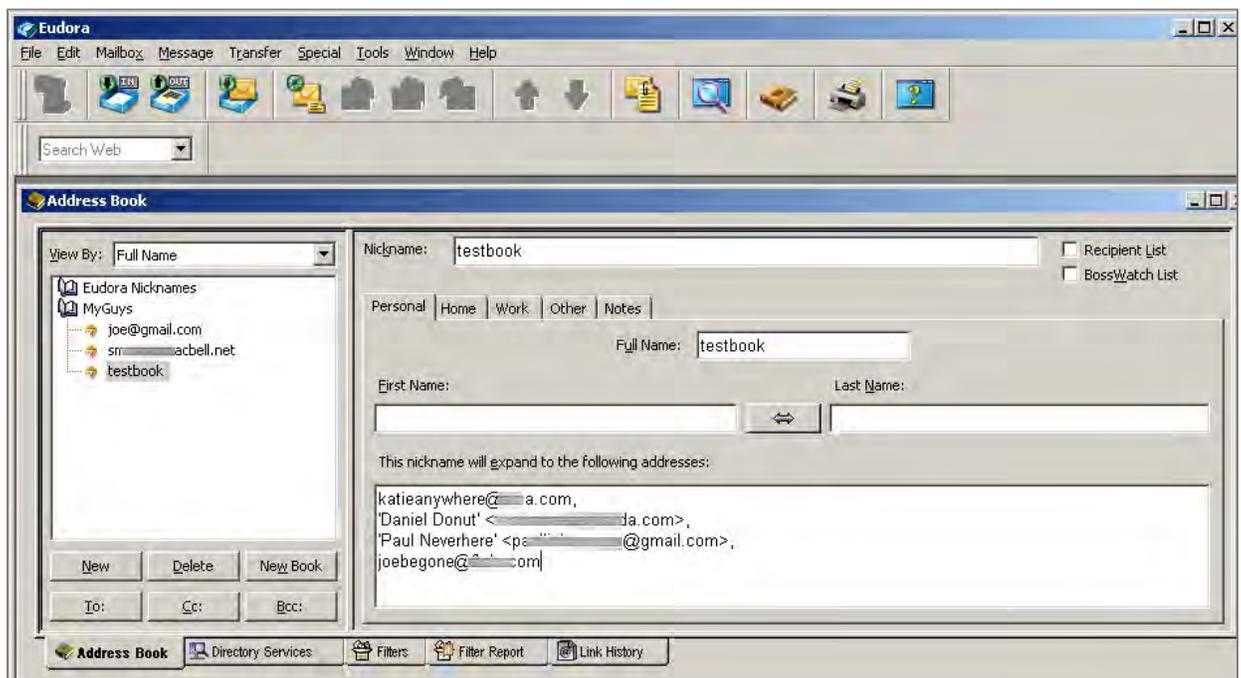


## Moving Contacts from Eudora or Thunderbird

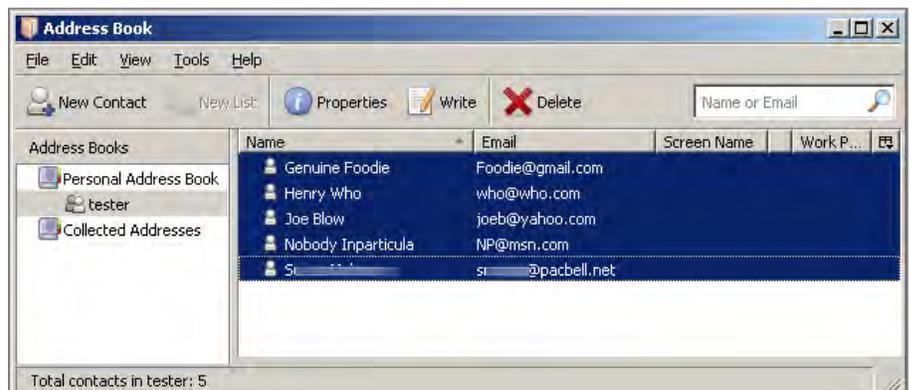
You only have to move contacts whose email address does not end in “fhda.edu”, “foothill.edu” or “deanza.edu”. This is a multi-step process, but it is easier than re-keying all of your outside contacts if you are a Eudora user. Moving Thunderbird contacts is much more complicated. The objective of the 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:

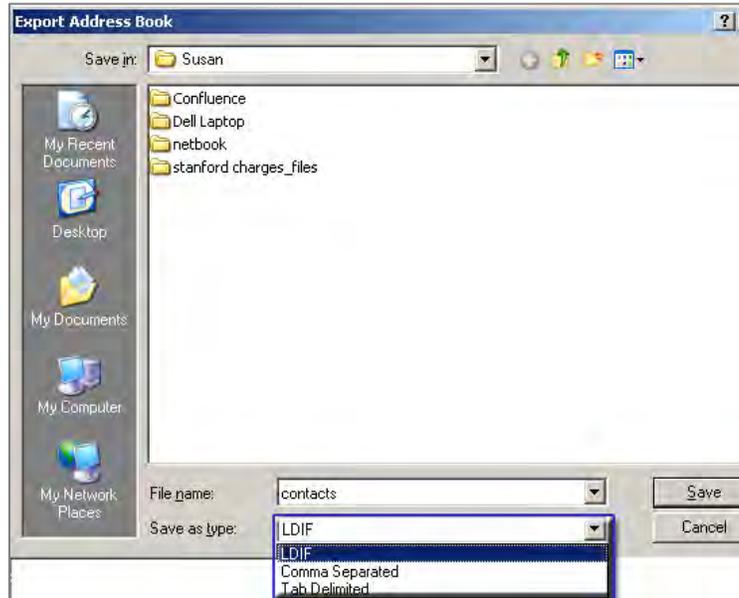


Note that some entries have the full name in quotes and some contain just the e-mail address. Use your cursor to highlight the contacts you wish to move over and copy the list. You can right click or use ctrl C to copy the list. Open a MS Word document and paste the list using ctrl V the past icon.

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



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

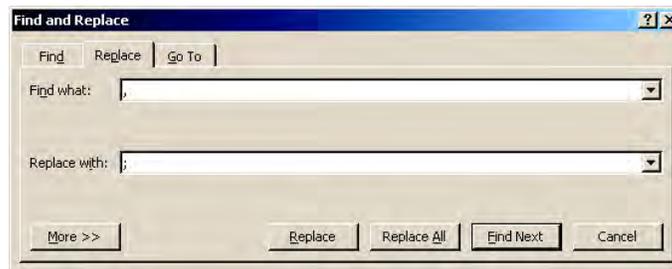


Now use MS Word to open the resulting .csv document.

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 “;”.



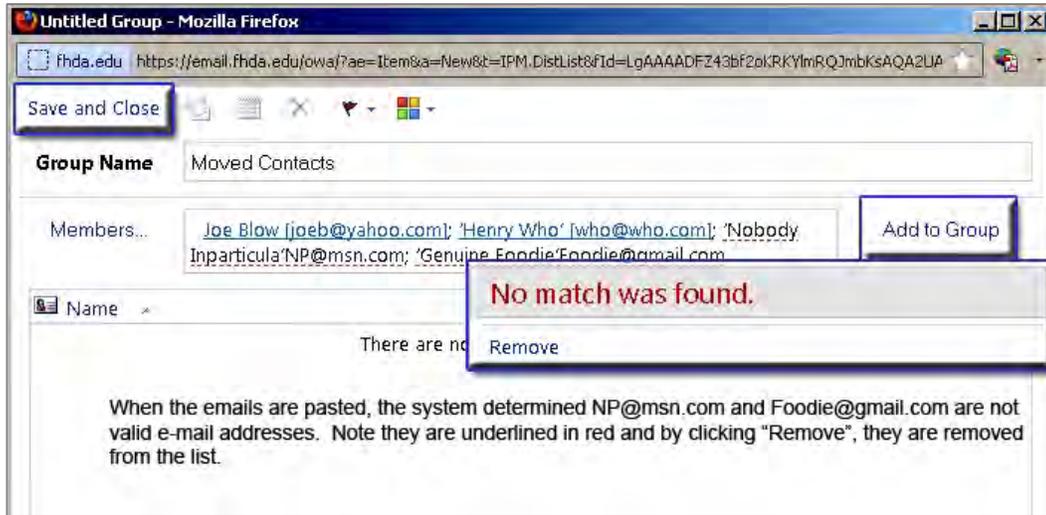
- b. Thunderbird’s data is not so pretty:

```
First Name,Last Name,Display Name,Nickname,Primary Email,Secondary
Email,Screen Name,Work Phone,Home Phone,Fax Number,Pager Number,Mobile
Number,Home Address,Home Address 2,Home City,Home State,Home ZipCode,Home
Country,Work Address,Work Address 2,Work City,Work State,Work
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,
Joe,Blow,Joe Blow,,joeb@yahoo.com,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Henry,Who,Henry Who,,who@who.com,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Nobody,Inparticula,Nobody
Inparticula,,NP@msn.com,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Genuine,Foodie,Genuine
Foodie,,Foodie@gmail.com,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
```

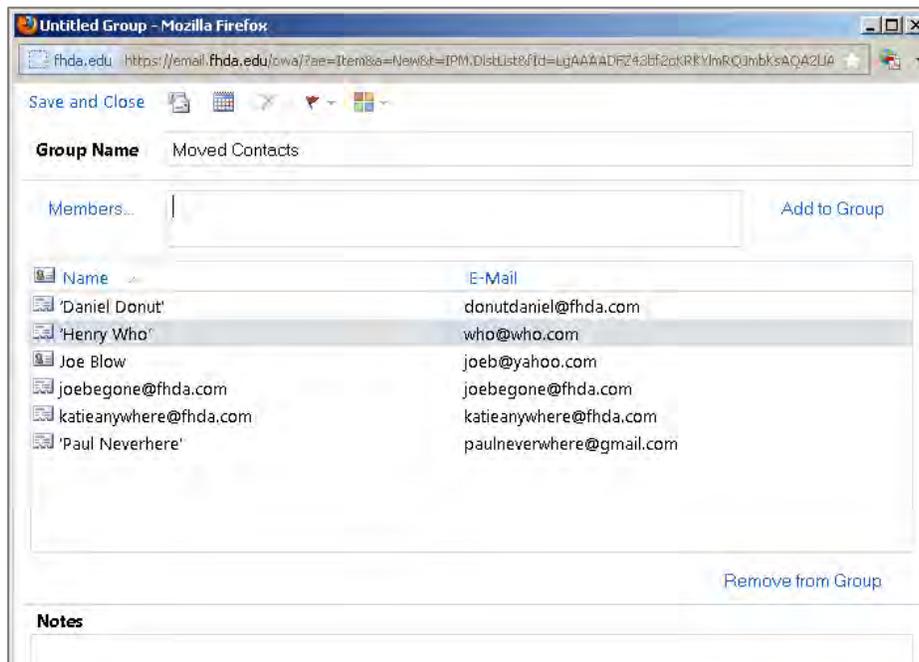
You will need to remove the five lines of field names, one version of the name, each of the extra “,”s, list the name and insert a “;” at the end of each address. I’m afraid I don’t know any easy way to do that. You will end up with the above output looking like:

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”.

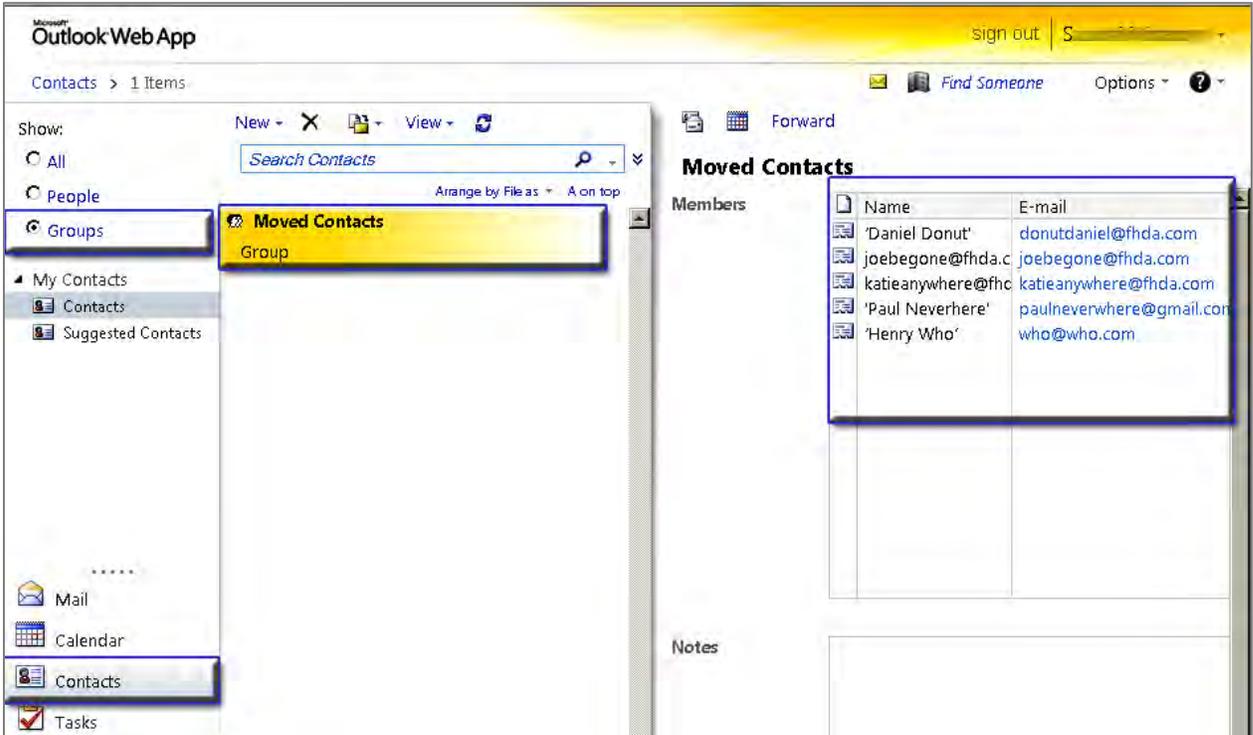


4. After removing the invalid e-mail addresses again click “Add to Group” and the new names and e-mails will be listed. Note if you only provide an e-mail, it will also be listed under the name header.



5. Click “Save and Close” to save the group.

- 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.



- 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.

