

**How to copy your address book from the old to the new webmail:**

- 1) Go to <https://sun12.drake.edu> in your browser and log in with the same username that you always used on the old webmail.
- 2) In the top row of icons click "Address Book" and then "Browse". Select an entry from the address book and then click "Export".
- 3) On the Export page, be sure "comma separated values" is highlighted. Click "Export the following address book completely" and then click "Export". Save the file contacts.csv to your desktop.
- 4) Open contacts.csv with a text editor such as Notepad (on Windows) or Text Edit (on Mac OS X). Delete the first line and replace it with this line EXACTLY:  
  
`"fullName","email","nickname","homeStreet","workStreet","homePhone","workPhone","homePhone2","homeFax","jobTitle","company","notes","pggpPublicKey","smimePublicKey","freebusyUrl"`
- 5) Log in to the new webmail at <https://webmail.drake.edu/> and go to Preferences/Address Book. Click "Browse" and select the contacts.csv file. Click "Import .CSV File".
- 6) Select the address book to import into (such as "Emailed Contacts") and click "Ok", or select "New" to create a new address book.
- 7) Click "Address Book" and make sure the contacts imported correctly.