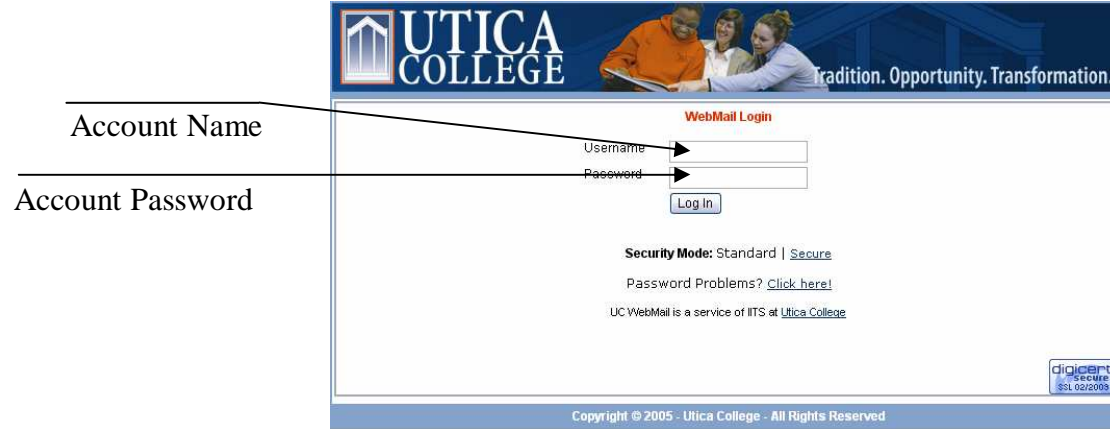


# Exporting Address Book from Webmail

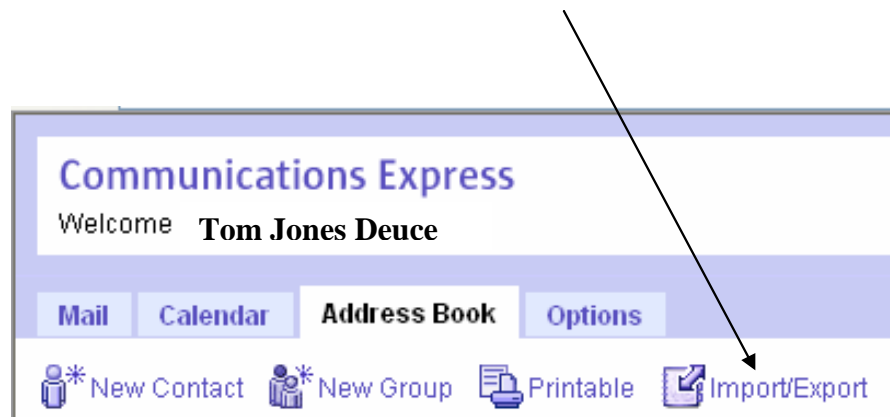
- 1.) Go to the email website <http://webmail.utica.edu> or <http://mail.utica.edu>
- 2.) Login to Webmail with your account.



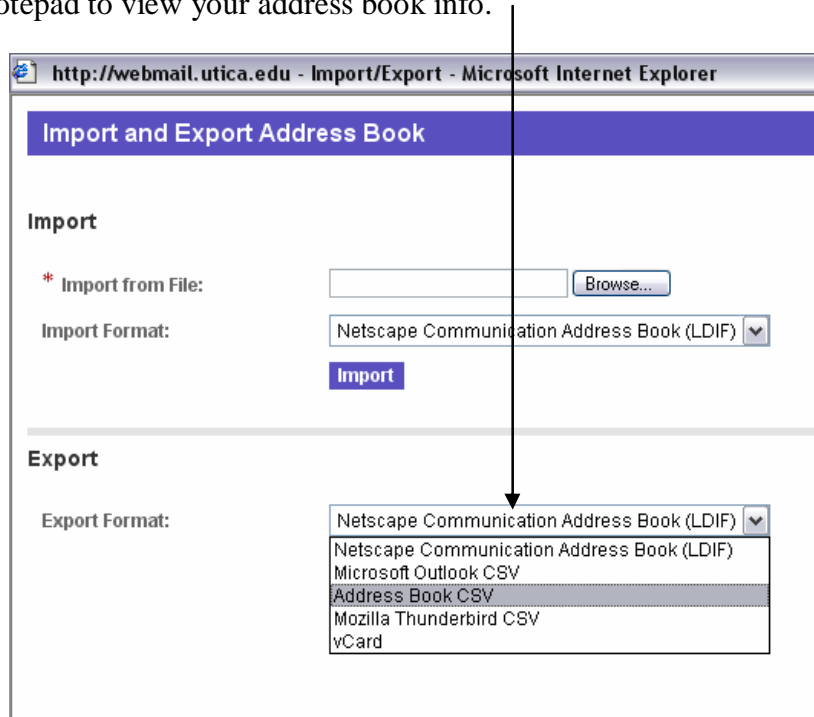
- 3.) Once logged in, click the Address Book tab in the upper left hand corner of the web page.



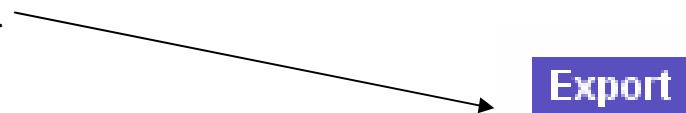
- 4.) Then Click the Import/Export Tab in the new pages upper left hand corner.



5.) Now in the new window, the lower half of the page is dedicated to exporting address books. The drop down menu will give you five different options in which to save your file as. It is suggested that if you are not sure of what type to save as, then it is best to save as an Address Book CSV. This type of file could be opened in Excel or Notepad to view your address book info.



6.) Click the Export button after choosing the appropriate file type from the drop down menu.



7.) Choose a name for the file and save it to the desired location.

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- Importing the file you just created will depend on the email program you may use. If you use Mozilla Thunderbird you would choose to export as a Mozilla Thunderbird CSV. Then you open Thunderbird, open the Address Book, and choose Import from the Tools menu. Choose Address Books, and click next, followed by Text File. Browse for the file you exported and saved (you may have to change the File Type box to CSV for it to work). Click Open. Click Ok. A new address book is now available with all the addresses from WebMail.