

Migrating Your Address Books into Gmail



Follow the steps below to migrate your Address books either from Webmail or from Thunderbird into your new Google Gmail account. During the Opt-in process you have the option of saving your Webmail address book; however, you would still need to complete the process by following the steps in the last section of this page. Please contact the help desk at x7525 if you need additional assistance.

Exporting Your Webmail Address Book (Prior to Gmail Conversion)

1. Log onto Webmail
2. Select the "addresses" icon at the top of the page
3. Scroll to the bottom of the page to the "Address Book Export" section
4. Click on the "Export to CSV File" button.
5. Select the "Save File" option
6. Select a location to store the file and make note of the file name
7. Click "Save"
8. Sign out of Webmail

Exporting Your Thunderbird Address Book

1. Open Mozilla Thunderbird
2. Open the Thunderbird Address Book by clicking the Address Book button at the top of the window
3. Select which Address Book collection you want to export in the list on the left of the Thunderbird Address Book window
4. Choose "**Tools > Export...**"
5. Type a name for the file and remember to change the Format from LDIF to "**Comma Separated**"
6. Select a location to store the exported file and check to make sure the file has the extension ".csv"
7. Click "**Save**"
8. Open the file in Excel and select column F through column AJ
9. Click the delete button on your keyboard
10. Resave the file in .csv format

Importing Address Book Files into Gmail

1. Sign into Gmail
2. Click **Contacts** (located below your list of labels) on any Gmail page.
3. Click **Import** in the upper right portion of the Contact Manager screen.
4. Click the **Browse...** or **Choose File** button and locate the CSV file you'd like to upload.
5. Select the file and click the **Import** button.
6. You will need to refresh your browser for the new contacts to appear.