
Moving a SquirrelMail address book

Prerequisites

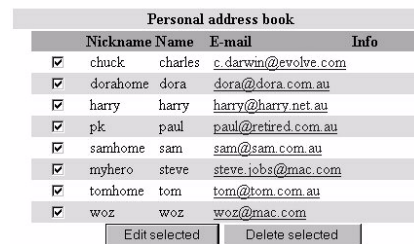
This feature allows a user to transfer an address book between SquirrelMail accounts.

Procedure

This is a two-part procedure. The addresses need to be downloaded from the originating account to a hard disk. The address file then needs to be uploaded into the new SquirrelMail account.

Export the address book

1. Select all the addresses that need to be exported.



2. Press the **Export CSV File** button.

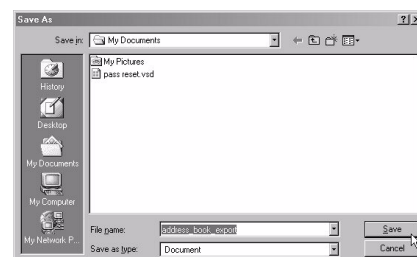


3. Select **Save the file to disk**.



4. Press **OK**.

5. Navigate to the location where the file should be saved.



6. Press **Save**.

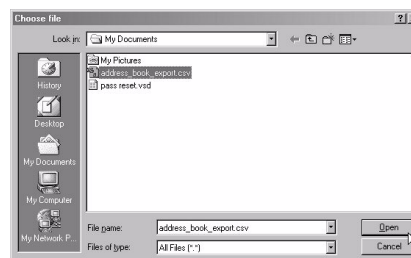
Import the addresses

7. In the Address section of SquirrelMail, press **Browse** in the Import CSV.



8. Select the **address_book_export.csv** file (the file may not show the extension).

9. Press **Open**.



10. Press **Import CSV File**.



- At the next window that opens scroll down so the table shown here is visible.

11. Place the numbers 0, 1, 2, 3 and 4 exactly as pictured in the example here.

This table shows your data after uploading it.

Omit	Nickname:	First name:	Last name:	E-mail address:	Additional info:
<input type="checkbox"/>	myhero	steve		steve.jobs@mac.com	
<input type="checkbox"/>	samhome	sam		sam@sam.com.au	
<input type="checkbox"/>	tomhome	tom		tom@tom.com.au	
<input type="checkbox"/>	dorahome	dora		dora@dora.com.au	
<input type="checkbox"/>	harry	harry		harry@harry.net.au	
<input type="checkbox"/>	woz	woz		woz@mac.com	

12. Press the **Finish** button.

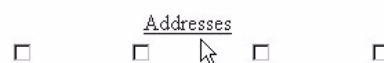


- The addresses will be uploaded.

13. Press **Addresses** link to view the new address book.

Upload Completed!

Click on the link below to verify your work.



Notes

In some versions of SquirrelMail some instructions may load after the user presses the Upload CSV File button.

Please disregard any instructions and follow the procedure above.