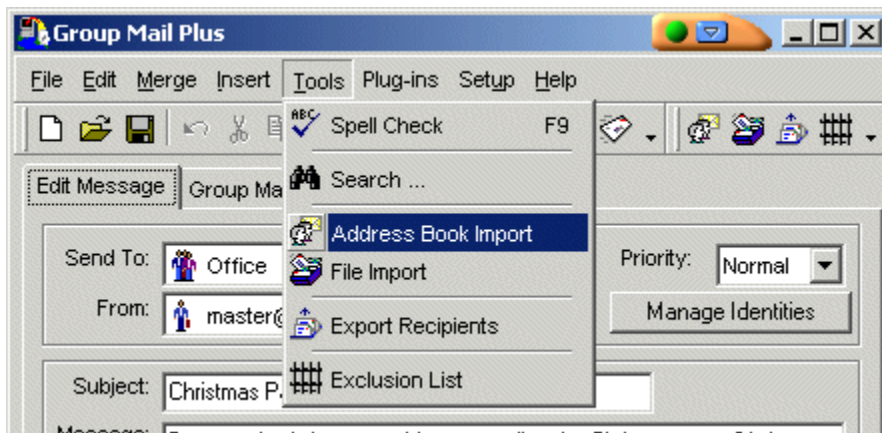


## Address Book Importing

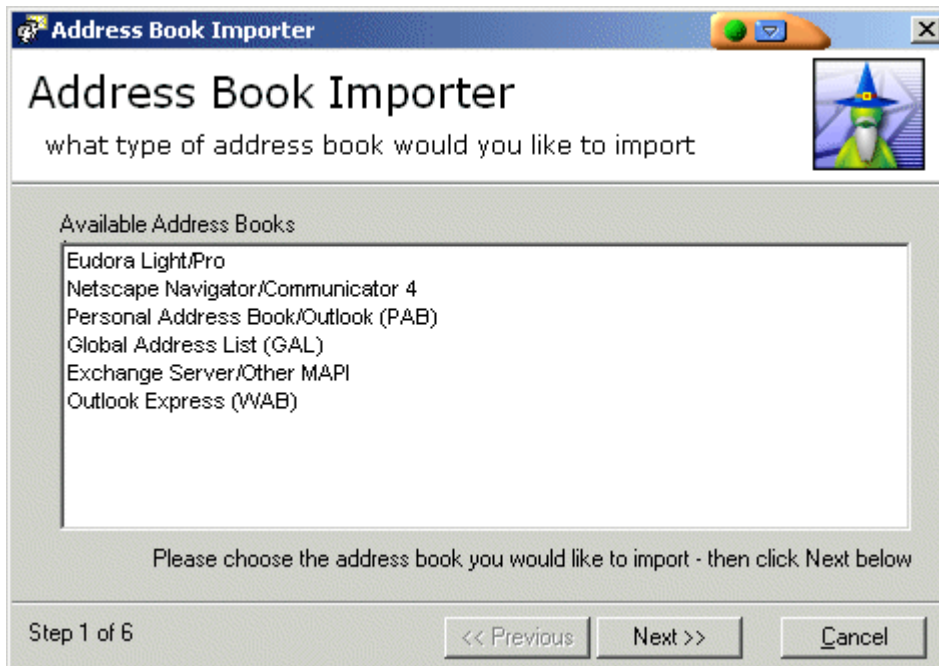
With this tutorial we are going to go through the basic elements of importing an Email Address book format using the Address Book import wizard that is included with Group Mail.

### Step One - Getting started

To start importing a file you will need to go to the tools menu in Group Mail, then click on the Address Book Import option. Please note that you can also do this from the Group Manager tab.



Once you have clicked on the Tools/Address Book Import menu the Address book Import wizard will start.

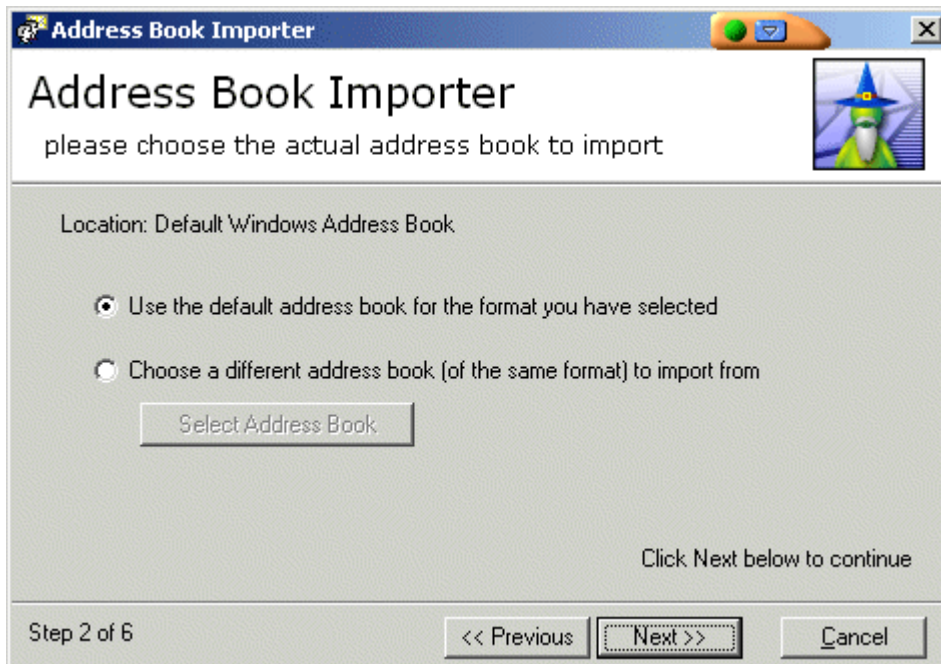


When the Importer starts it will list all supported address book formats that are supported by your system (for instance you can't import a Eudora address book file unless you have Eudora installed). New address book formats are being added all the time, please see the product page for a full list of supported formats.

Select the Address Book format you wish to import from the list (marked above as Available Address Books) and click Next to proceed.

## Step Two - Address Book Selection

Now you get to select the actual address book to import. You can typically choose to import the local one, or a remote one (this depends on the actual target format and the software dynamically changes to suit this).

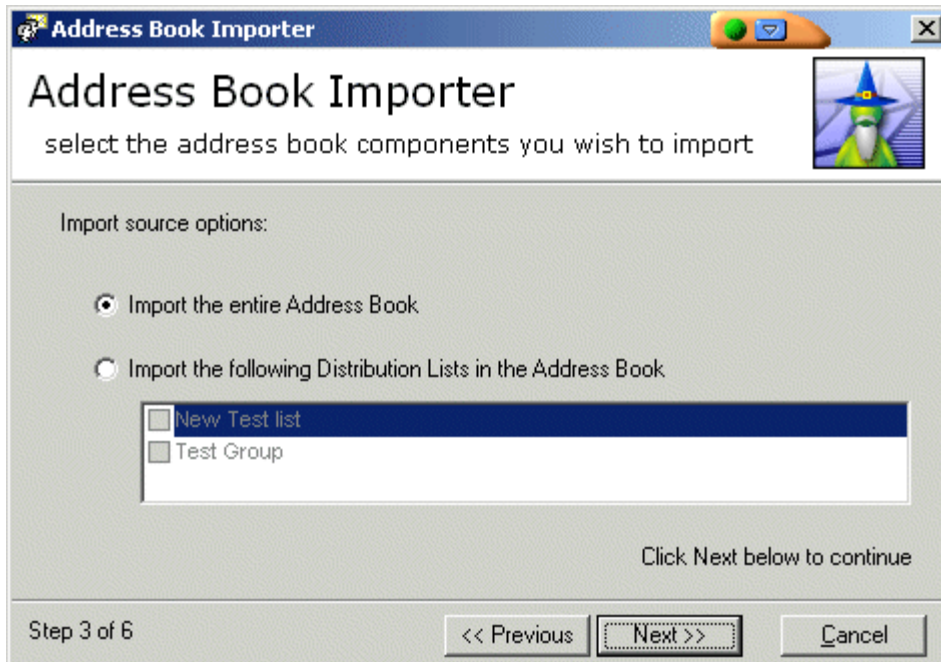


For this tutorial we are just going to select the default local address book. To do this click on the option marked 'Use the default address book for the format you have selected'.

You are now ready to proceed. Click Next.

## Step Three - Source Options

Once you have selected the actual address book to import the Import wizard will examine it to see if it contains any distribution lists (unique lists contained in the actual address book).



You can choose to import the entire address book, or any distribution lists contained in it. Select the desired option and in the case of Distribution lists you can choose all or any of the available lists.

Once you have made your selection you can click Next to Proceed

### **Step Four - Field mapping**

In order to get the information that we require from the source address book into Group Mail in a useable way we need to tell the Importer which field belongs where. Group Mail groups contain a set series of fields that we can populate for each recipient. We need to do this mapping because different address books contain different field layouts.

**Address Book Importer**  
match up the fields you want to import into Group Mail

Please align the fields that you would like to import into Group Mail

Email Address:	Email Address
Full Name Macro:	Email Address
Title:	Ignore
First Name:	Ignore
Initial:	Ignore

Match up the fields you wish to import, then click Next below to continue

Step 4 of 6    << Previous    Next >>    Cancel

The Importer will attempt to determine the best fit for each of the fields it finds in the source Address Book. For instance it will always align the Email Address field with the field marked as the Primary Email Address field in the address book.

Please note that only fields that contain any data (in your address book) will be available for import. Fields that contain nothing will not be available (in order to reduce obvious confusion).

To align the fields just click on the Drop down list beside each field (use the large scroll bar available to the right of the drop down lists to move down through the list of visible/available fields).

Note: 1/ You do not have to import each field.

2/ The names used beside each field in Group Mail are for guidance purposes only - you can use these fields as you like. The only field that is required is the Email one. There is nothing to stop you putting phone numbers etc. in the name fields etc.

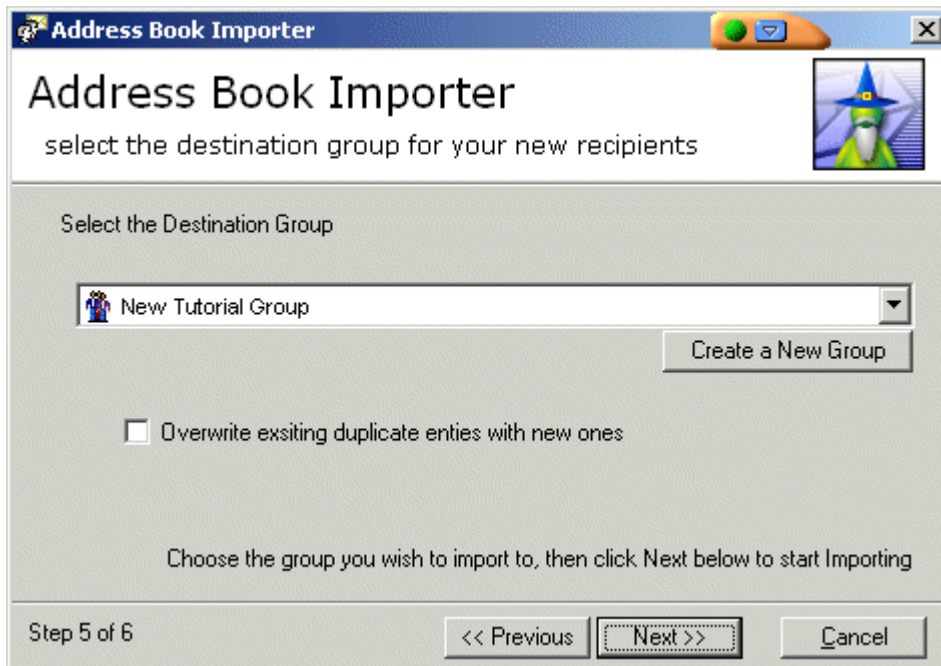
3/ When importing Outlook Express address books it is recommended that you choose to Import the Display name into the Full Name Macro field. It will split up the name between the Title, First, Initial and Last name fields automatically for you. Why? Well importing those fields isn't reliable with Outlook Express unless you have manually typed in the details originally (in Outlook Express).

**Common Question:** What is the Full Name Macro field? Answer: This field should be used when all the name information that you are importing is contained in just one field in your address book (some applications would store the entire name in just one field - Group Mail doesn't do this because of the problems it can cause with personalization). The importer will split the name field up into the various sub parts using typical naming conventions. You can of course avoid this by importing the Name field into either the First Name or Last Name fields.

Once you are happy with your selections you can click Next to Proceed

### Step Five - Destination selection

Now it time to choose where to import the address book data to. You need to select the Group you want to use - or you can create a new one.



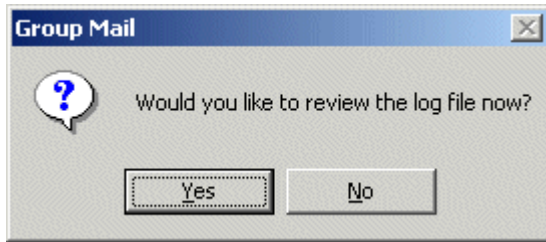
All your current groups are available on the Drop down list (click on the little arrow above the Create a New Group button to expand the list). If you want to import to a new group you should click on the Create a New Group button.

By default the Address Book Importer will not allow you to import duplicates (each email address is used as an index in a Group Mail group and because of this it has to be unique). The Address Book wizard comes with an option which allows you to overwrite existing duplications - this is a great function for those who wish to freshen up an existing group. If you are importing to a new or empty group or if you do not want to overwrite existing records you can ignore this option. To set the option place a check mark (click on the box) in the 'Overwrite existing duplicate entries with new ones' item.

Once you are happy with your selection you should click Next. The actual Import process will begin. If you wish to review your settings before the import you can use the Previous button to back track and make changes.

### Step Six - Results

While the Import is in progress you will be able to view various counts and other relevant information. Once it is finished you can review the log information (see next image)



The log file will show you which records were not imported and why. Also it will detail those records which were updated or rejected (based on the Duplicate option described earlier).

You have now successfully completed an Address Book Import! Please refer to the help file if you require further information.