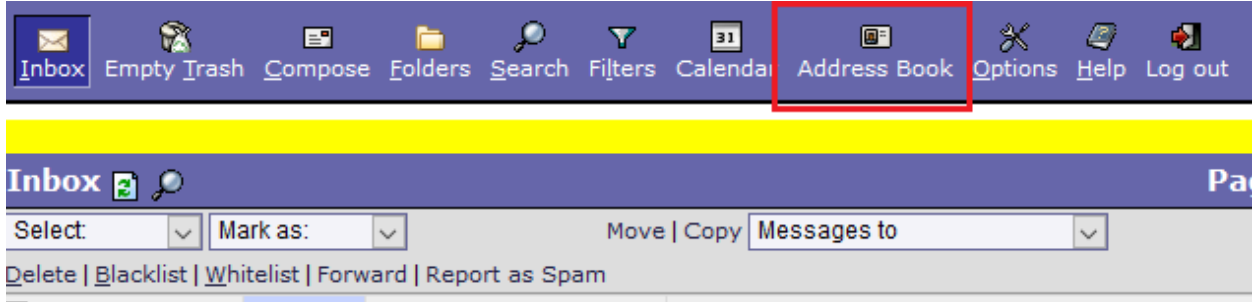
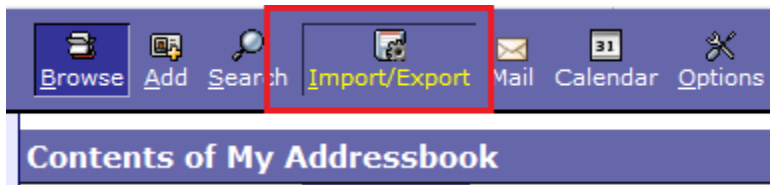


How to migrate your address book from the old webmail to the new webmail interface:

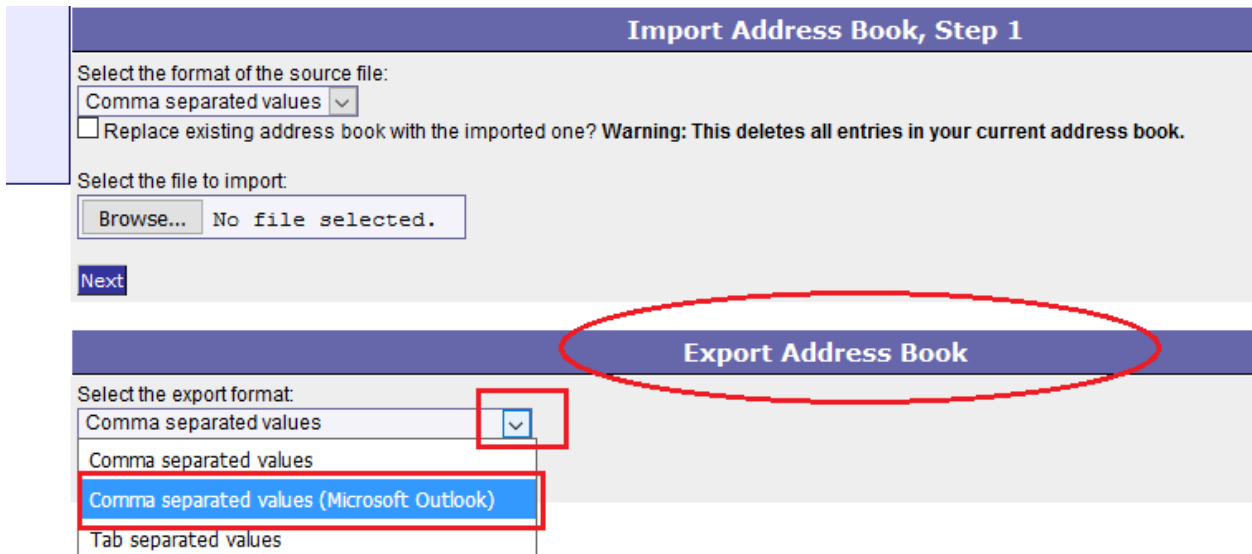
1. Log into the old webmail: <https://secure.info-link.net/webmail/>
2. Select the **Address Book** across the top tool bar.



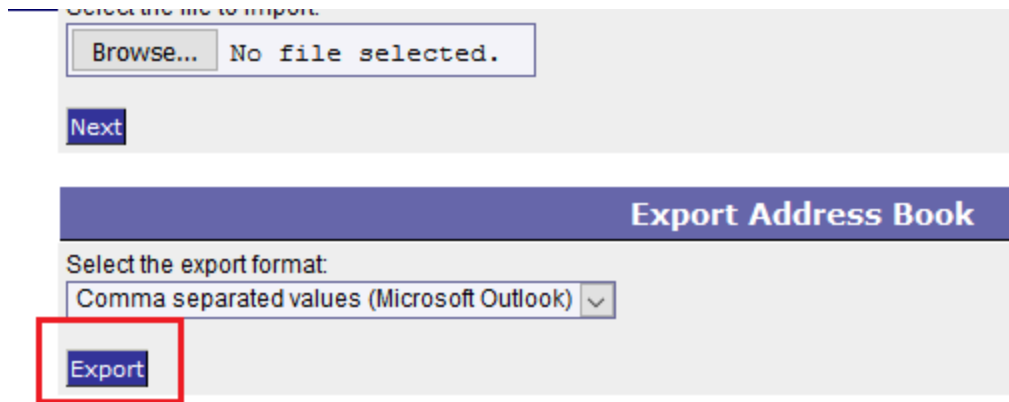
3. Next select the **Import/Export** button on the top tool bar.



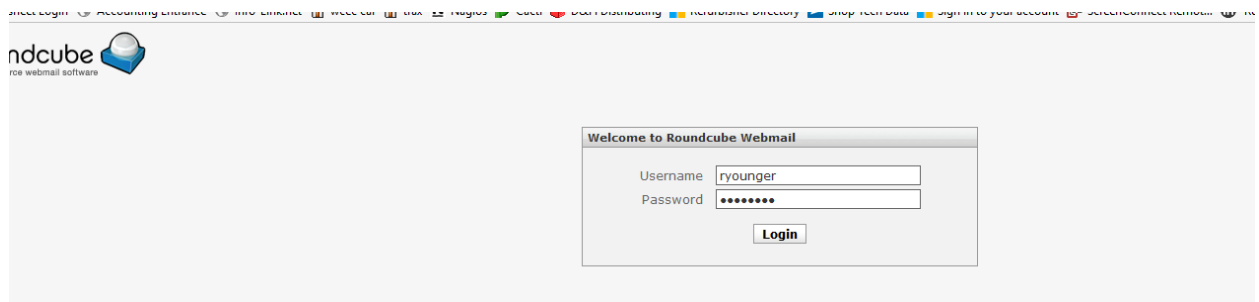
4. Under the **Export Address Book** section, select **Comma separated values (Microsoft Outlook)** from the drop-down menu.



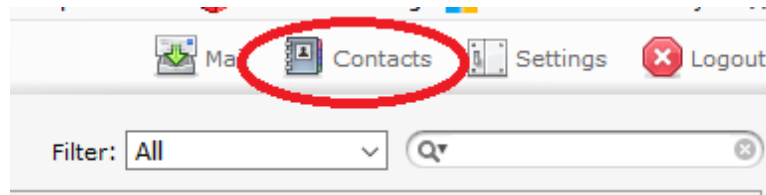
5. Click the **Export** button. This will download, or prompt you to open or download a 'contacts.csv' file. Save the file to your computer, remembering where you save it (Downloads is a good destination folder).



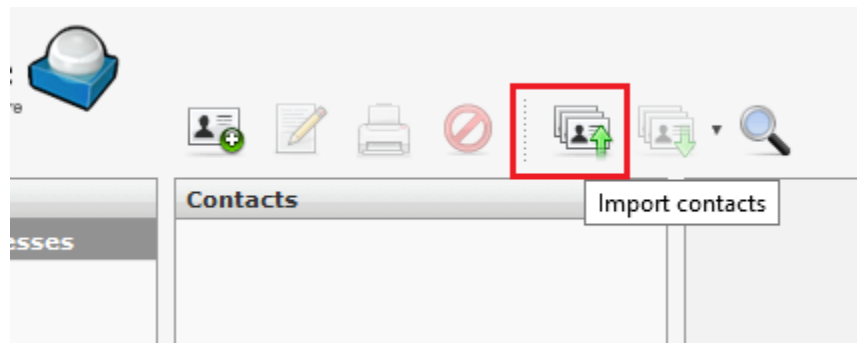
6. Log into the new webmail interface: <https://mail.info-link.net/roundcubemail/>



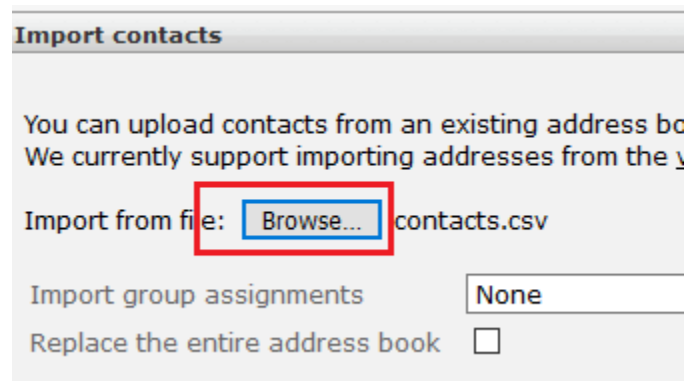
7. Select **Contacts** in the upper right.



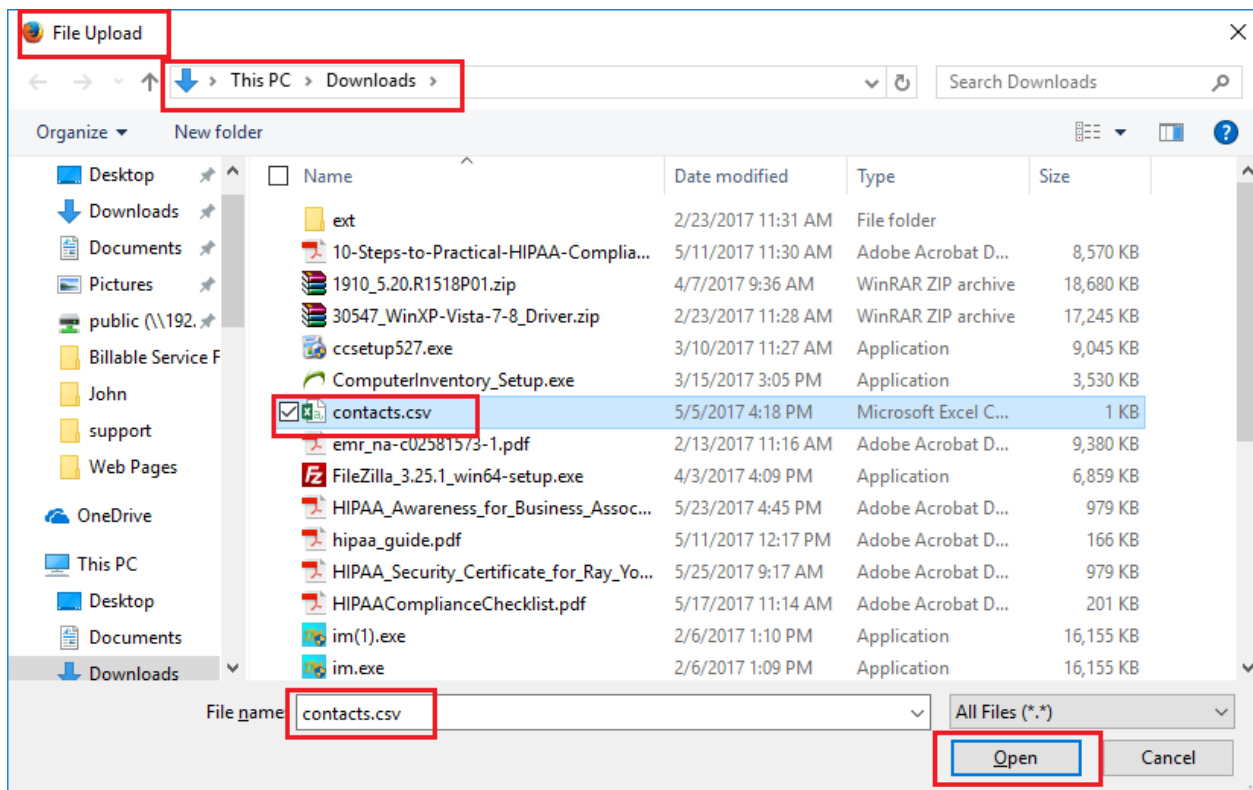
8. Select the **Import Contacts** button.



9. When the **Import contacts** window opens select the **Browse** button.

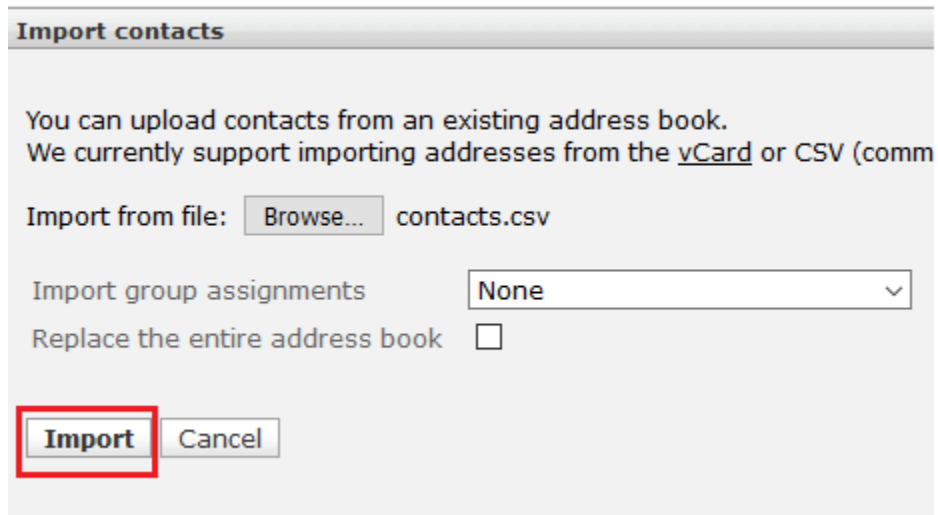


10. Locate the downloaded contacts.csv file from step 5, select it, and click **Open**.



11. If you had group list(s) in the old address book, select **All (create groups if necessary)**. If you did not have group list(s), leave it set to None.

12. Click **Import**.



Import contacts

You can upload contacts from an existing address book.
We currently support importing addresses from the vCard or CSV (comm)

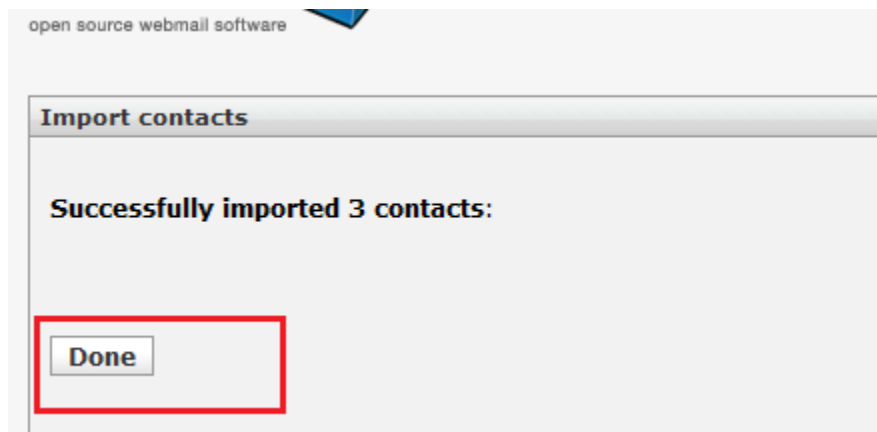
Import from file: contacts.csv

Import group assignments ▾

Replace the entire address book

13. Contacts will be imported and a summary message will display when completed.

14. Click **Done** to finish.



open source webmail software

Import contacts

Successfully imported 3 contacts: