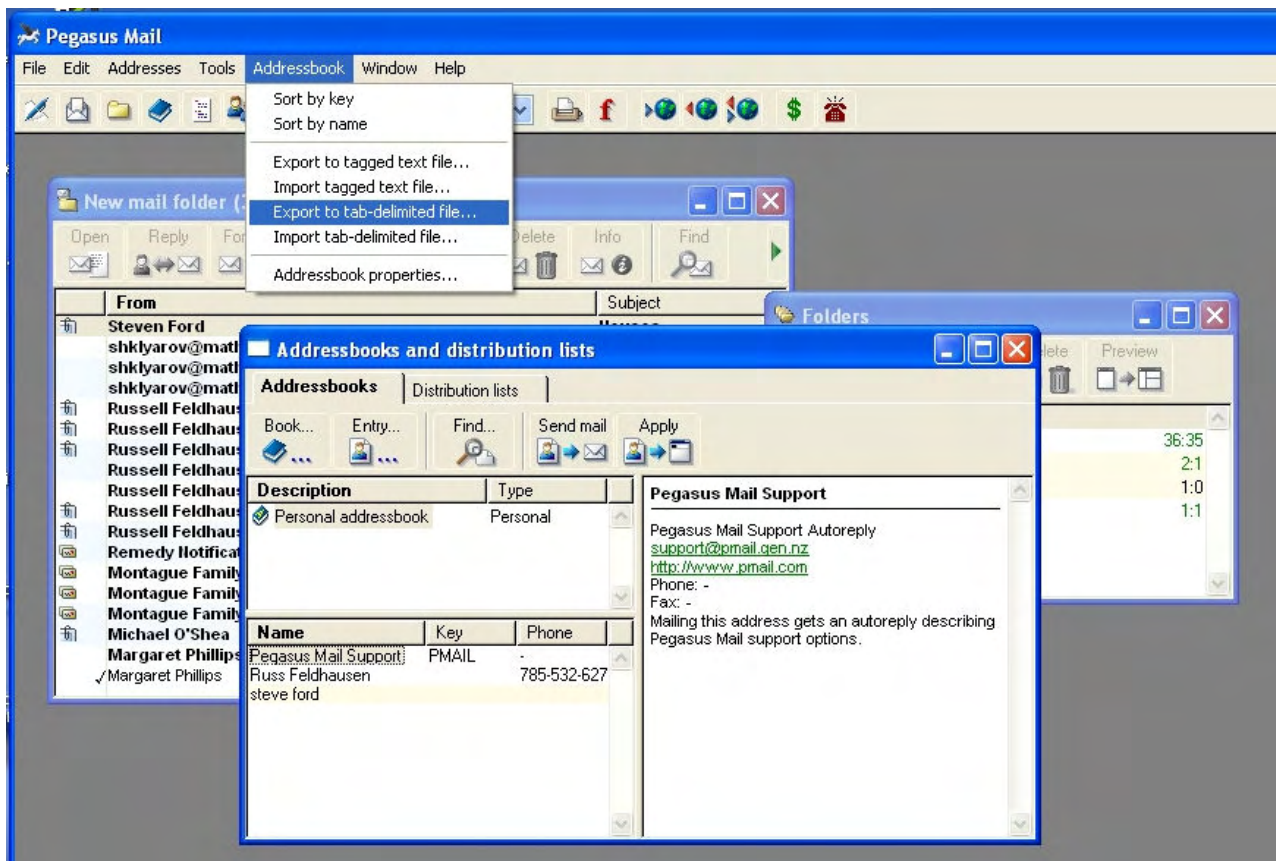


Transferring Settings from Pegasus Mail to Zimbra

K-State Zimbra is Kansas State University's new e-mail and calendaring system. It can be used in a web browser or from a local e-mail client such as Pegasus Mail or Mozilla Thunderbird. This guide will help you move your contacts from Pegasus Mail to K-State Zimbra.

To Transfer Contacts from Pegasus Mail to Zimbra

1. Open **Pegasus Mail**.
2. Open your **Address Book** by pressing the **F3** key or clicking the **Addresses** menu and selecting **Address books**.
3. Click the **Address Book** menu, and select **Export to tab-delimited file...**
4. **Save** the file as <filename>.csv on your **Desktop** (ex: pmail.csv)

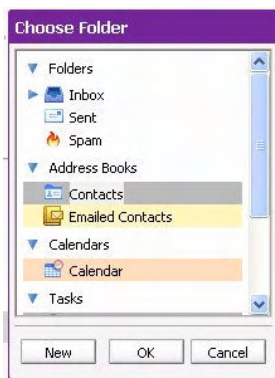


5. **Open** the file in a **spreadsheet** program such as Microsoft Excel, Quattro Pro or OpenOffice Spreadsheet.

6. **Change** the entries in the first row to **match** those in this list. They are **case sensitive**:

company, email, firstName, fullName, homeCity, homeCountry, homePhone, homePostalCode, homeState, homeStreet, jobTitle, lastName, mobilePhone

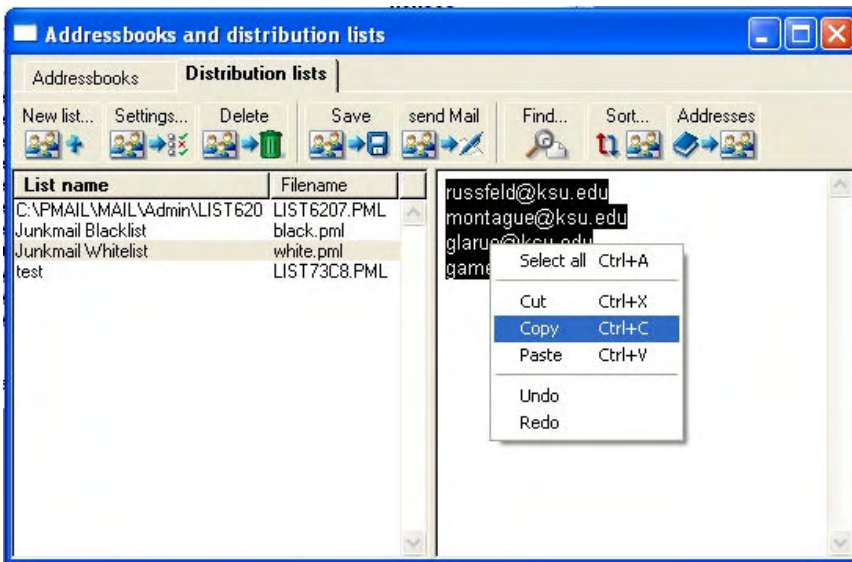
7. For example, if there is a cell in the first row containing “Full Name” it should be changed to “fullName”
8. **Save** the file once you are done editing it. Your spreadsheet program may give you a warning since you are saving a .csv file.
9. Now, **login** to **K-State Zimbra** at <http://webmail.ksu.edu>.
10. Click the **Options** tab.
11. Click the **Import/Export** button.
12. In the **Type** field, select the button labeled **Contacts**.
13. Next to Destination, click **Browse**, and select **Contacts**.



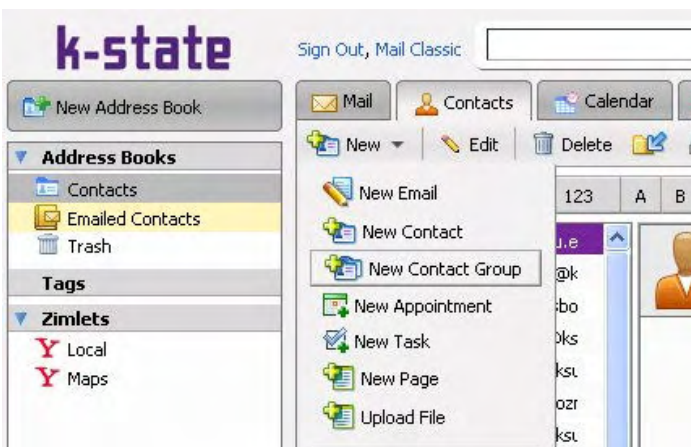
14. Click **Browse** next to File: and **select** the file from step 7.
15. Click **OK**, then click **Import**.
16. **Wait** for the confirmation message stating that the file has been uploaded successfully.
17. To see your contacts click the **Contacts** tab.

To Transfer Distribution Lists from Pegasus Mail to Zimbra

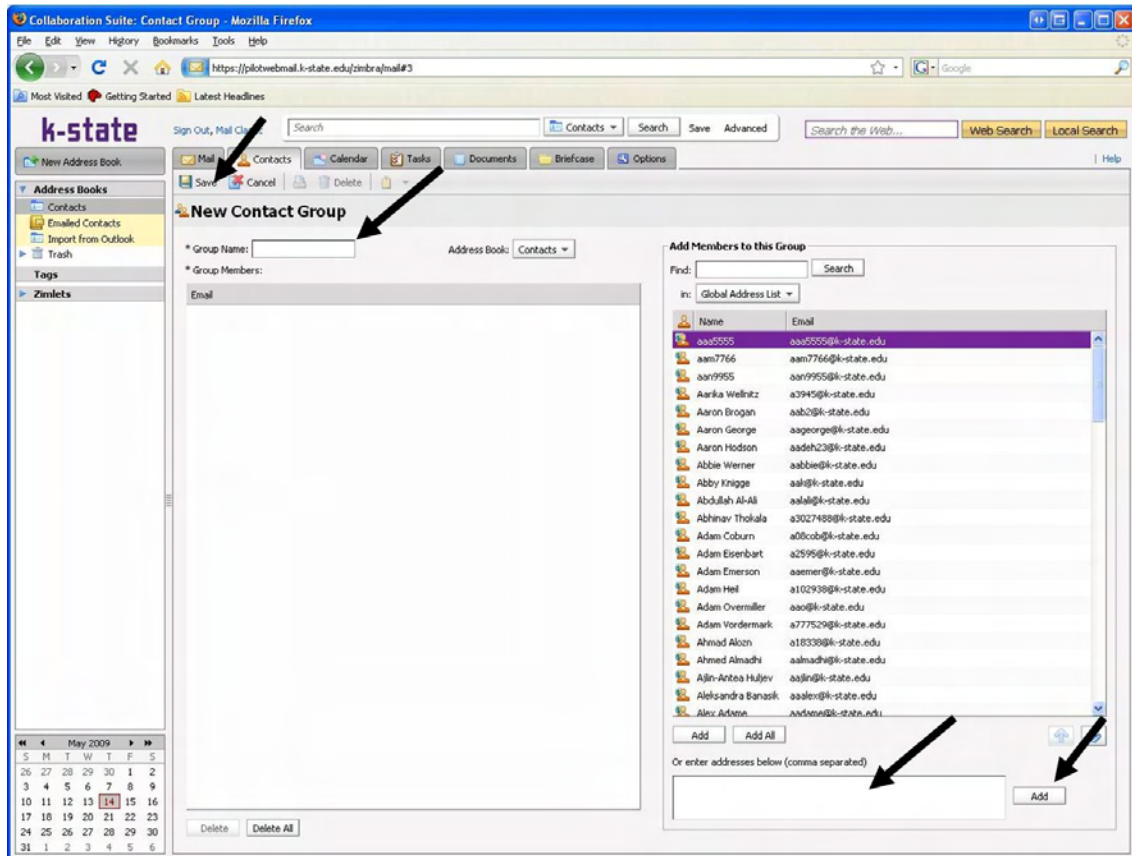
1. Open **Pegasus Mail**.
2. Open **Distribution lists** by pressing **F6** or going to the **Addresses** menu and selecting **Distribution lists**.
3. **Select** one of your lists from the left hand menu.
4. **Click and drag** to **highlight** all of the **contacts** in the list. **Right-click** on the highlighted contacts and select **Copy**.



5. Next, **login** to K-State Zimbra at <http://webmail.ksu.edu>.
6. Click the **Contacts** tab.
7. Click the **down arrow** next to **New** at the upper left of the window.
8. Click the **New Contact Group** option.



9. In the white space in the bottom-right hand under **“Or Enter Addresses Below,”** **right-click** and select **Paste**. This pastes your members as well as their e-mail address. There should be one entry per line.



10. Click the **Add** button.
11. At the top of the window, **enter** the name of the group in the **Group Name** box.
12. Click the **Save** button.
13. **Repeat** this process for any other Distribution Lists you would like to move from Pegasus Mail to Zimbra.

If you have any questions please contact the HumeC Support Helpdesk at (785) 532-1558 or e-mail us at support@humeC.ksu.edu.