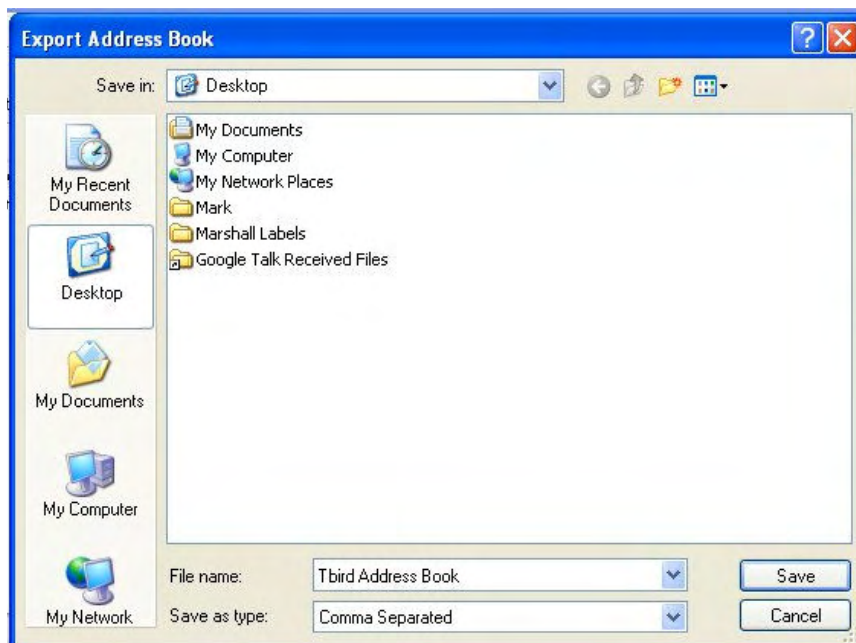


Transferring Settings from Thunderbird to Zimbra

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 Mozilla Thunderbird to K-State Zimbra.

To Transfer Contacts from Thunderbird to Zimbra

1. Open **Mozilla Thunderbird**.
2. Open the **Address book** by going to the **Tools** menu and selecting **Address Book**.
3. Click the **Tools** menu, and select **Export**.
4. **Enter a name** for the file, and select "**Comma Separated**" next to Save as type:.
5. Click **Save** to save the file.

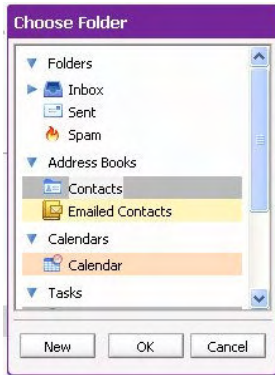


6. **Open** the file in a **spreadsheet** program such as Microsoft Excel, Quattro Pro or OpenOffice Spreadsheet.
7. **Change** the entries in the first row to **match** those in this list. They are **case sensitive**:

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

8. For example, if there is a cell in the first row containing "Full Name" it should be changed to "fullName"

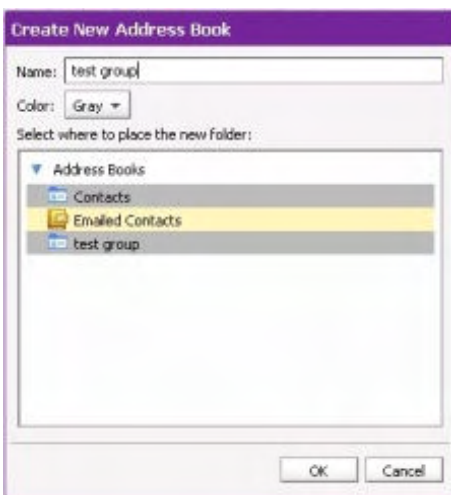
9. **Save** the file once you are done editing it. Your spreadsheet program may give you a warning since you are saving a .csv file.
10. Now, **login** to **K-State Zimbra** at <http://webmail.ksu.edu>.
11. Click the **Options** tab.
12. Click the **Import/Export** button.
13. In the **Type** field, select the button labeled **Contacts**.
14. Next to Destination, click **Browse**, and select **Contacts**.



15. Click **Browse** next to File: and **select** the file from step 9.
16. Click **OK**, then click **Import**.
17. **Wait** for the confirmation message stating that the file has been uploaded successfully.
18. To see your contacts click the **Contacts** tab.

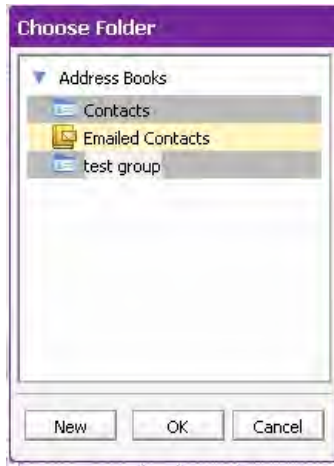
To Transfer Distribution Lists From Thunderbird to Zimbra

1. **Login** to **K-State Zimbra** at <http://webmail.ksu.edu>.
2. Click the **Contacts** tab.
3. Click the **down arrow** next to **New** at the upper left of the window.
4. Click the **New Address Book** option.
5. **Enter** a name for the new address book, and **choose** where to save it. Click **OK** to create it.



6. Open **Mozilla Thunderbird**.

7. Open the **Address book** by going to the **Tools** menu and selecting **Address Book**.
 8. **Choose** the **distribution list** to export from the list at the left side.
 9. **Follow** steps **3 – 18** above under the heading “**To Transfer Contacts from Thunderbird to Zimbra**”.
- However, in step 14, choose the new address book you just created.**



10. **Repeat** for each distribution list.

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