

Instructions for moving address book from SquirrelMail to SurgeMail

Go to

<http://rocky.esu6.org/squirrelmail/src/login.php>



Login with name and password to access address book.

Current Folder: INBOX [Sign Out](#)
[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#) [ESU 6](#)

[Toggle All](#)

Move Selected To: [Move](#) [Forward](#) Transform Selected Messages: [Read](#) [Unread](#) [Delete](#)

From Date Subject

THIS FOLDER IS EMPTY

Click on the address tab/button to view contact names and information:

[Sign Out](#) [ESU 6](#)

[Compose](#) [Addresses](#) [Folders](#) [Options](#) [Search](#) [Help](#)

[Add address](#)

[Edit selected](#) [Delete selected](#)

Personal address book				
	Nickname	Name	E-mail	Info
<input type="checkbox"/>	Donna	Donna Lane	dlane@esu6.org	402-368-2248
<input type="checkbox"/>	Jim	Jim Martin	jmartin@esu4.org	402-774-8200

[Edit selected](#) [Delete selected](#)

Add to Personal address book

Nickname: Must be unique

E-mail address:

First name:

Last name:

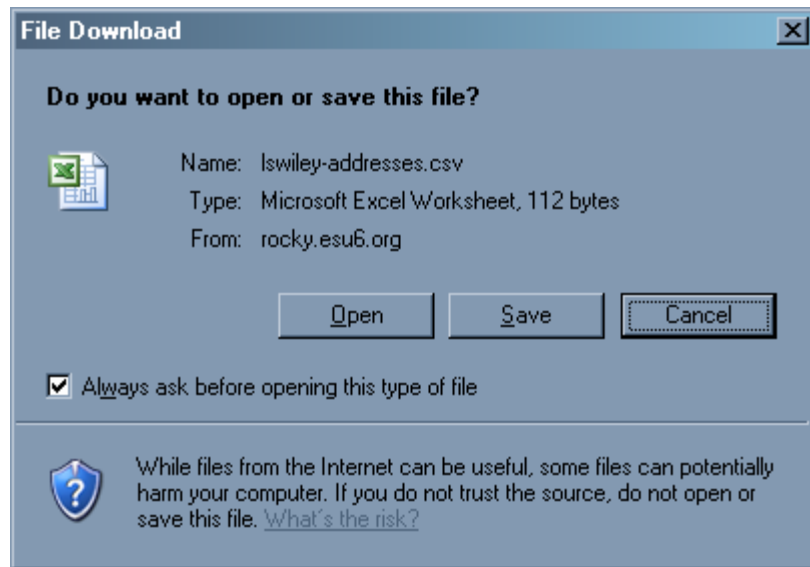
Additional info:

[Add address](#)

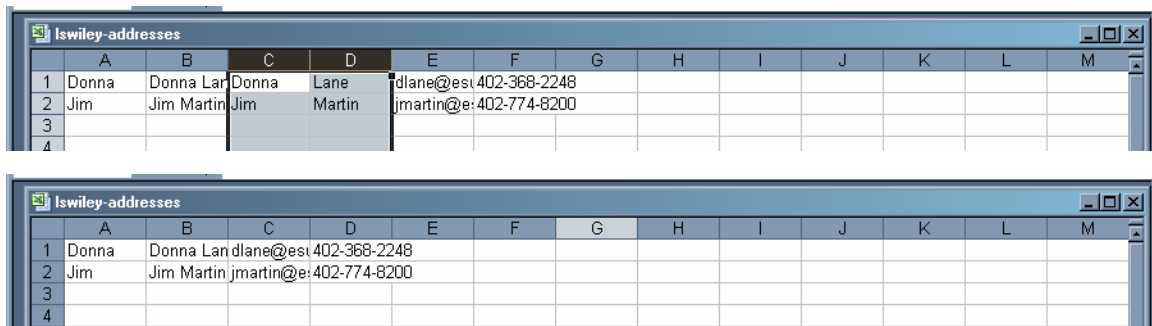
Import Address Book: [Browse...](#) Max: 5 KB [Import CSV File](#)

Export Address Book: [Export to CSV File](#)

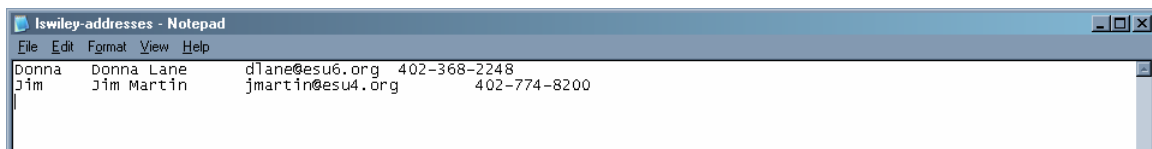
Click on “Export to CSV File” to export the address book. Save the document on your desktop or in a location that you can easily locate it.



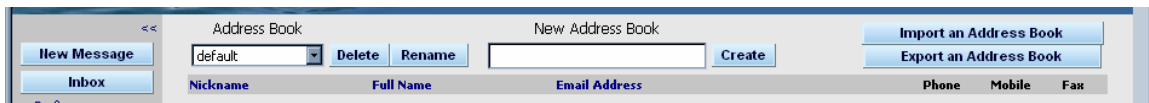
Open the document, default will be to open with Microsoft Excel, and delete columns “C” and “D” and then save the document as a Text File .



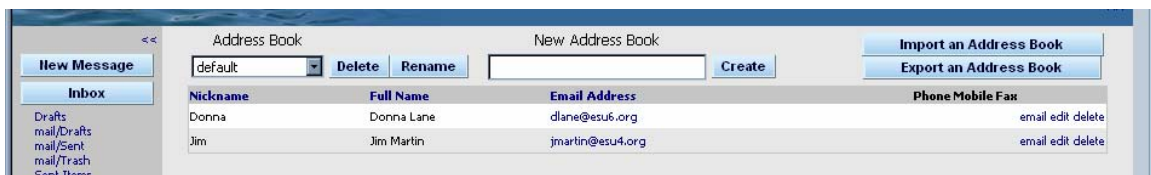
The text document should look like this for importing into Surge Webmail:



After accessing your acct with the new SurgeMail, go to the address button. At the top of the page you can click on the “Import an Address Book” button on the right side.



Click the browse button to locate the addresses.txt document/file and insert. Toggle the Pine Address Book selection, and click default Address book you wish to import into. Then click Import Button.



NOTE: You can create a new address book for this list to be imported in, otherwise you need to choose your default address book.