

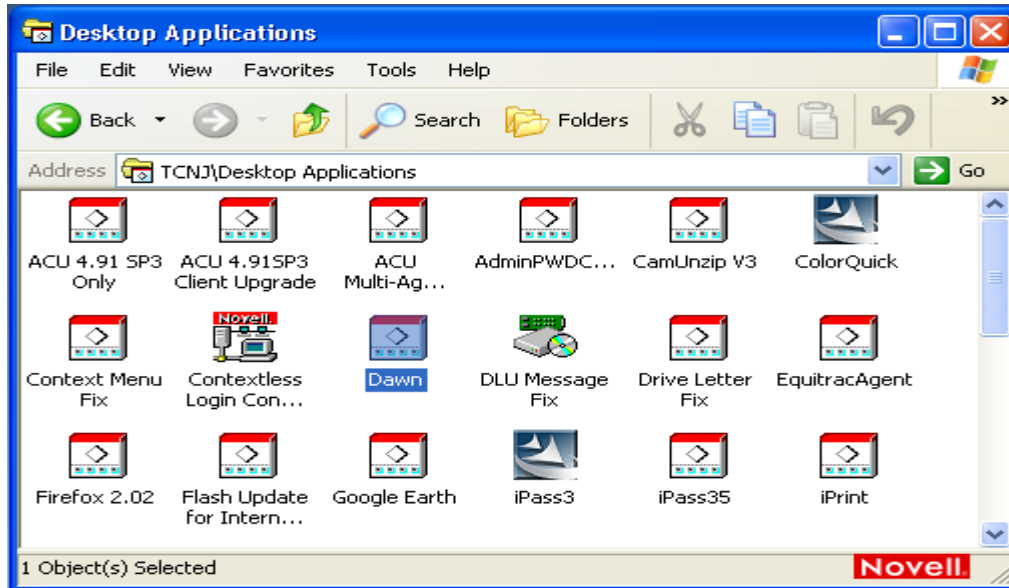
## Importing your Thunderbird Address Book into Zimbra

In order to use your Thunderbird contacts with the new Zimbra webmail, you need to export your contacts using a third-party address book conversion utility named "Dawn".

1. Open Application Explorer from your Desktop

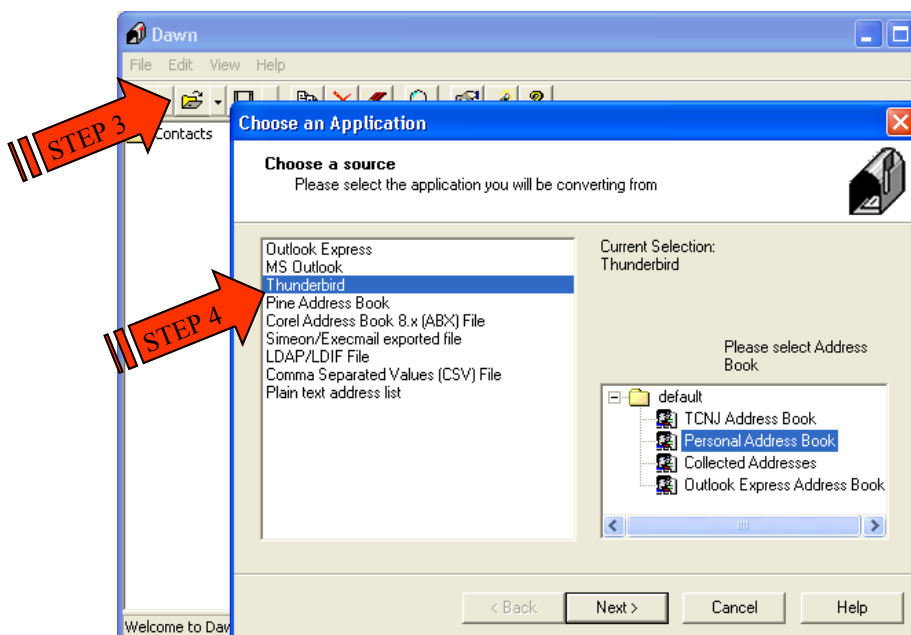


2. Once Application Explorer opens, double click into TCNJ, and then the Desktop Applications Folder. Double-click the Dawn icon to launch the utility.

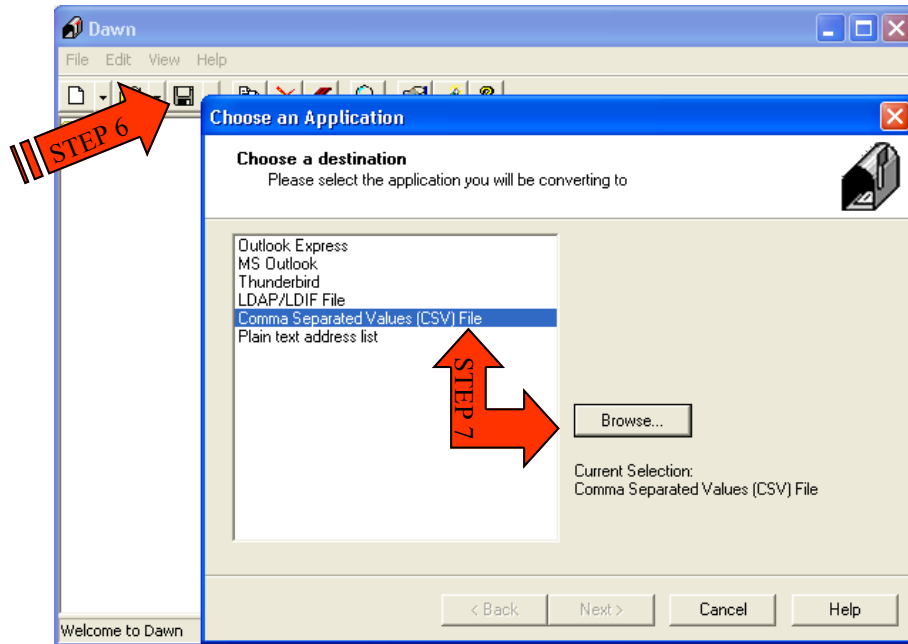


3. When Dawn opens, click on the Open Folder icon

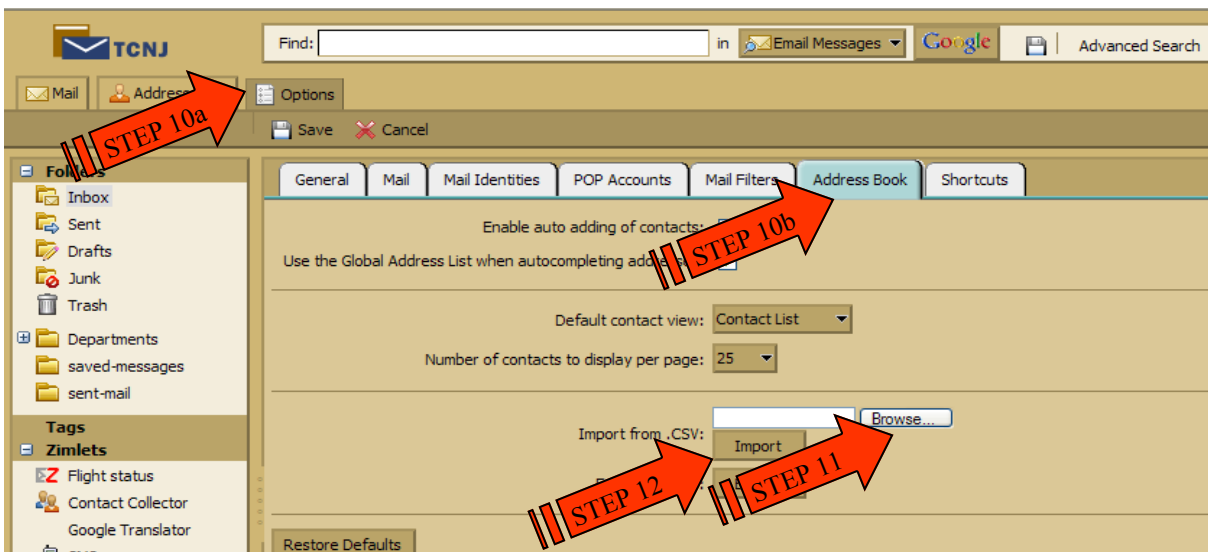
4. In the Choose an Application window, under Choose a Source select Thunderbird from the list in the left column, and Personal Address Book in the column on the right. Click Next



5. Your contacts will populate into the window on the right side.
6. Click the Disk icon to save the contact list as a useable format that Zimbra can read.
7. In the Choose an Application window, under Choose a Destination select Comma Separated Values (CSV) File from the list in the left column, and Click the Browse button on the right.
8. In the Save window, go to the My Documents folder, name your file something like, personal.csv. Click Save. When it brings you back to the Choose an Application window, click Next and the file will automatically save.



9. Open Zimbra webmail by going to <http://tcnjmail.tcnj.edu>.
10. Once logged in, click on the Options Tab (a) at the top and the Address Book tab (b).
11. Click Browse, and find the CSV file that you created in My Documents. Highlight the file, and click Open.
12. Click the Import button.



13. When the Import window opens, Click on Contacts, and then OK



14. When the Contacts have been successfully imported, a quick notification will appear in the bottom left corner of the Zimbra window—where the clock had been previously. Your contacts are now ready to use.