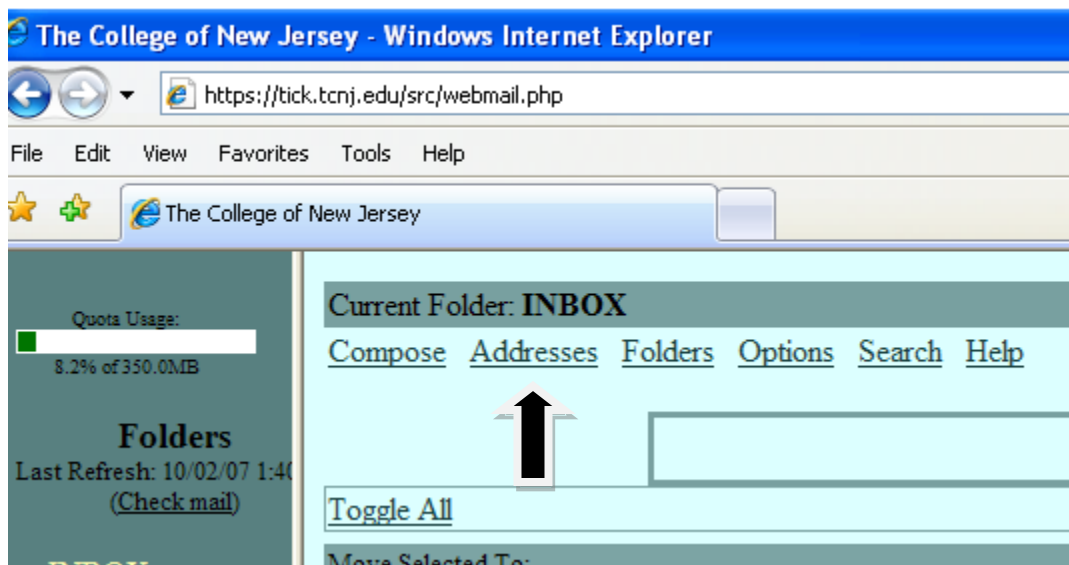


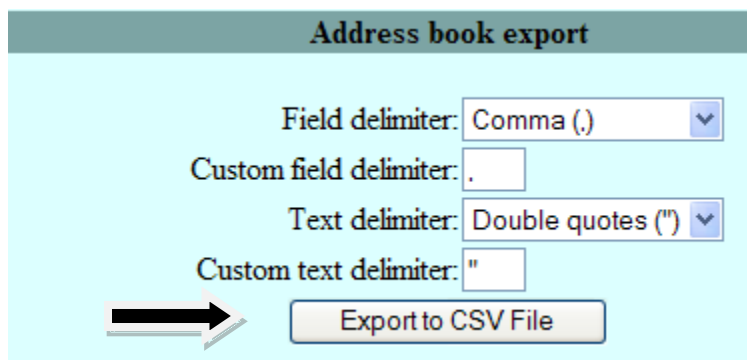
Moving your address book from Webmail to Zimbra

Follow these simple directions to export your contact list from your Webmail email account into your new Zimbra email account

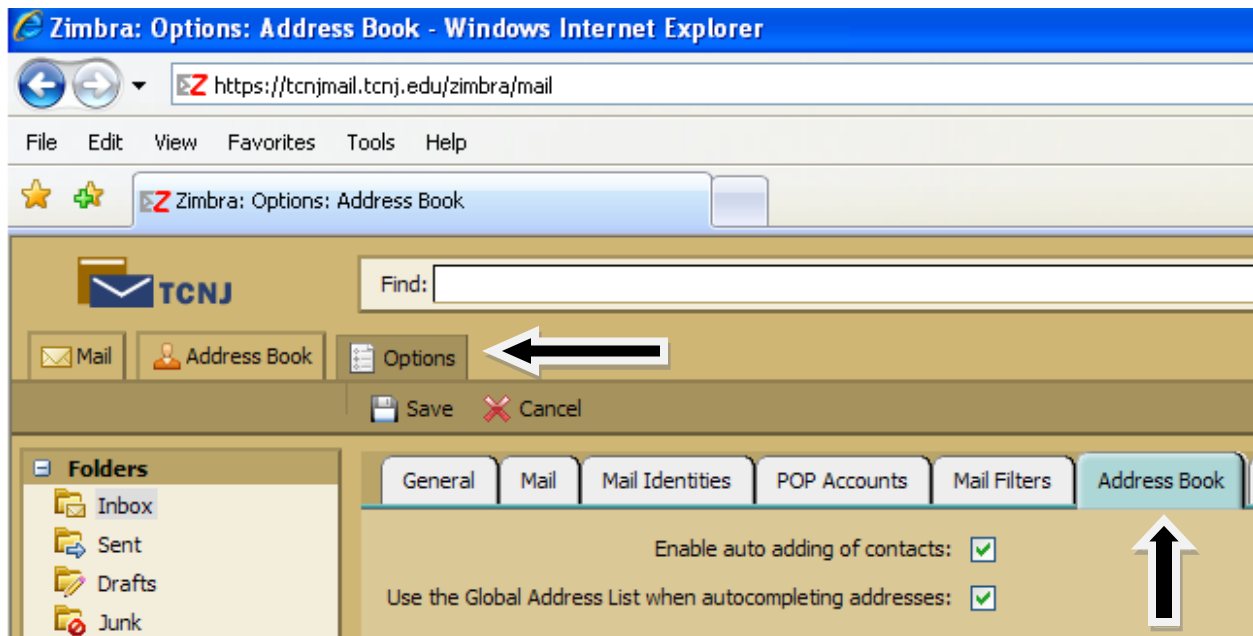
1. Log into <http://tick.tcnj.edu> using your regular email username and password
2. Click on the address link at the top of the screen



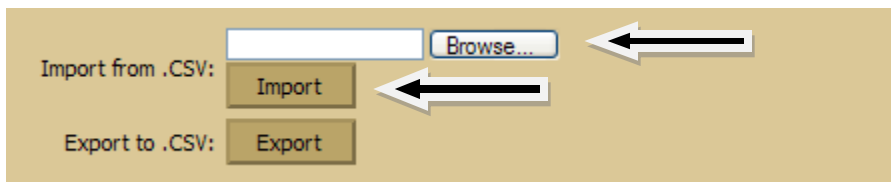
3. Click on the “Export to CSV” button, located at the bottom of the page



4. Save the file to your my Documents folder, where you will be able to readily locate it
5. Log into Zmail at <http://tcnjmail.tcnj.edu>
6. Click on the Options tab at the top of the page, and then on the Address Book sub-tab



7. Click on the "Browse" button to locate the file you saved in step 4
8. Click on the "Import" button



9. Your contacts will now automatically import into your Zimbra email account's address book