

How to Import Contacts from Old Wildcat Mail

TIP: If only a few records are involved, manually re-create the contacts in the new system instead of performing an import.

Instructions

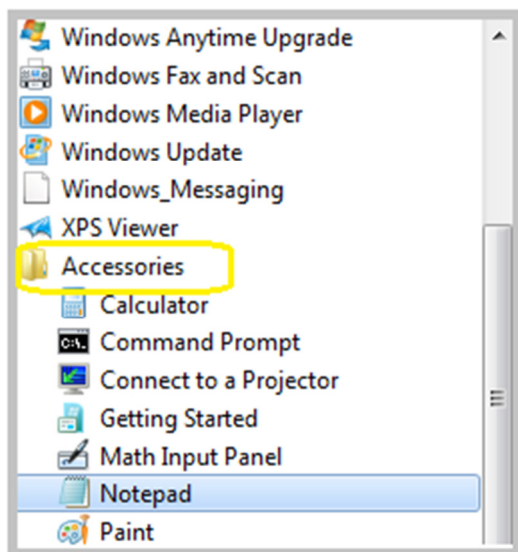
1. In a web browser log in to oldmail.weber.edu using your Wildcat user name and password
2. Click the **Search Address Books** icon, at left, to display your contact list
3. Using the cursor control and left mouse button, drag the cursor to select all contacts as shown. Do not select the heading row or the checkbox column.

The screenshot shows the 'WebAccess' interface for the 'Address Book' section. At the top, it displays 'WebAccess' and the date 'Mon, June 27, 2011'. Below this is a search bar with the text 'Search For:' and a search button. There are also checkboxes for 'Personal' (checked), 'System-wide' (checked), and 'Public' (unchecked). The search results are divided into two sections: 'Personal' and 'System-wide'. The 'Personal' section contains a table with three columns: 'Name', 'Email Address', and 'Phone'. The table lists three contacts: Philo Farnsworth (philo@email.com, 555-1212), Paul MacCready (555-6789), and Steve Jobs (stevie@mac.com, 555-9876). Below the table are buttons for 'To:', 'CC:', 'BC:', 'Compose', 'Delete', and 'Create'. The 'System-wide' section is currently empty. On the right side of the interface, there is a 'Current Recipients:' section with buttons for 'To:', 'Cc:', 'Bcc:', 'Remove', and 'Compose'.

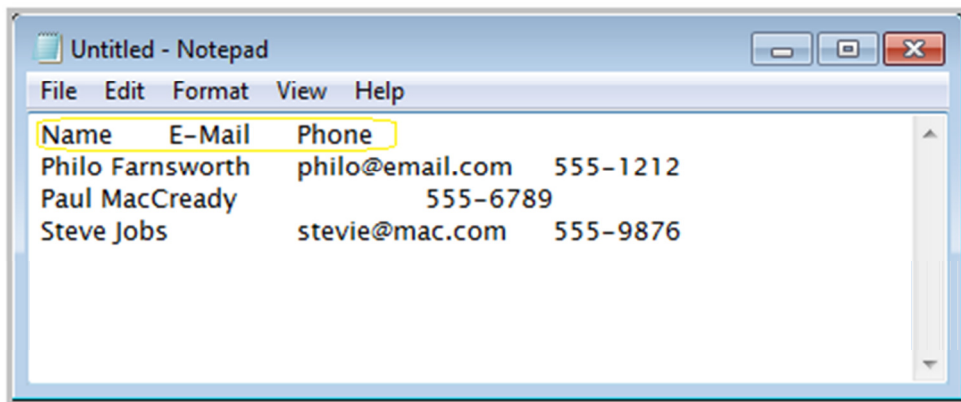
Personal:		
Name	Email Address	Phone
<input type="checkbox"/> Philo Farnsworth	philo@email.com	555-1212
<input type="checkbox"/> Paul MacCready		555-6789
<input type="checkbox"/> Steve Jobs	stevie@mac.com	555-9876

System-wide:		
Name	Email Address	Phone

4. Right-click and select **Copy**
5. Open Notepad or another text editor. To open Notepad in Windows choose Windows → All Programs → Accessories → Notepad



6. Right-click in the blank notepad editor and choose **Paste**
7. Insert a blank row at the top of the file and add the headings **Name, E-Mail** and **Phone**, as shown. Separate the headings with a **Tab**. Spelling of the headings must be exact, including the hyphen in E-Mail.



8. Save the file with an appropriate name and a .txt extension. Note the location when saving the file.
9. Log into Wildcat Mail in a web browser through the eWeber portal or by going to <http://wildcat.mail.weber.edu> and entering a Wildcat user name and password
10. Select **Contacts** in the list of folders at left
11. Click **Import** at the top right
12. Click **Browse** and select the file saved previously
13. If desired, check the option **Also add these contacts to group**

14. Click Import

15. After the import has completed, click OK

IMPORTANT: It may be necessary to refresh your browser before the contacts appear

TROUBLESHOOTING: If some information imported into the notes section instead of the appropriate place (email address, phone number) your headings were not spelled exactly correct. Delete the contacts in your Google account. Then, edit the heading in your text file to match these instructions exactly. Re-do the import and check to see that the issue is resolved.