

# Converting Email Address Books



Note: Though Academic Technology and Networks does not officially support address book conversions, this document is provided as a tool to the many members of the University population who will be, and have been, changing email programs in recent months. The contents of this document will be regularly updated to keep up with any changes, but general support, via the many other resources available through ATN, may not always be available on address book conversions.

## Introduction

This document provides directions on importing address books from one email program to another. If you use more than one email program, or if you are in the process of changing email programs, you will probably want to import your old address book into your new program. This will save you the trouble of having to retype the information for each entry into a new address book file. However, if you have a relatively short list of entries in your current address book, perhaps 25 or fewer, it would probably be easier to simply re-enter the names.

### Address Book Basics

- **Address Books:** An Address Book allows you to store email addresses so that you do not have to remember the email addresses of people you write to regularly. You can enter individual addresses in the Address Book or you can organize your address book by groups. Address Books store such information as first name, last name, nickname, and email address. Depending upon the program in which it is used, an address book can store other information about each entry, like company affiliation and phone number.
- **Fields:** Address books separate information about each entry into fields. Generally, each item of information constitutes a separate field. For example, an entry in Pine would look like this when opened in a word processing program:

```
kathy Edwards, Kathy      kathysue@email.com
```

In this example, the nickname, full name, and email address all represent individual fields.

- **Delimiters:** Separating each field are keystrokes known as delimiters. Depending upon the program being used, the delimiters could be commas, semi-colons or tab characters. In order to import an address book from one IMAP client to another, the fields must contain the delimiters required by the email program you will be using. In many cases, this means you will have to change the delimiters for the import to be successful. In the above example, tabs serve as the delimiters between fields.
- **Global Replacement Function:** This function allows you to replace one type of keystroke with another. This is especially useful in replacing one type of delimiter with another in a lengthy address book. To perform this function in Word 97, highlight the **Edit** menu and select **Replace**. In the **Find What** field, enter the keystroke you wish to replace (in the above example it would be  $\wedge t$  for tab). In the **Replace with** field, enter the new delimiter you wish to use. Select **Replace All**.

### The Importing Procedure

The sections of this document are organized according to what program you are importing your address book into. Each section begins with a general description of the formatting requirements for each of these programs, followed by additional instructions for converting from specific email programs. Generally, though, each conversion process follows the same basic steps. First you will open the address book file of the program you wish to convert in a word processing program such as Word 97. Next, you will replace the old delimiters with those required by the new program into which you are importing your address book. Finally, after saving the edited address book as a **text file**, you will open the program into which you are converting your address book, and follow the steps for importing.

**Note:** The following directions should allow you to import single email address book entries rather easily, but all of the email programs have difficulty importing group entries. Unless the new email program you will be using allows you to import your old address book directly (for example, Mulberry allows you the option of importing Pine directly), you will have to delete your group entries before importing your address book and re-enter them in the new program.

## Converting to Outlook Express

Before you can import an address book into Outlook Express, it must be in a format that Outlook can read. Outlook Express will only import a text file with fields separated by a comma delimiter. Outlook does not require that the first and last names of each entry be separate fields. You can make them separate fields, or keep them as one field, as long as you use commas as your delimiters. Each address book entry for Outlook Express should appear in the following format:

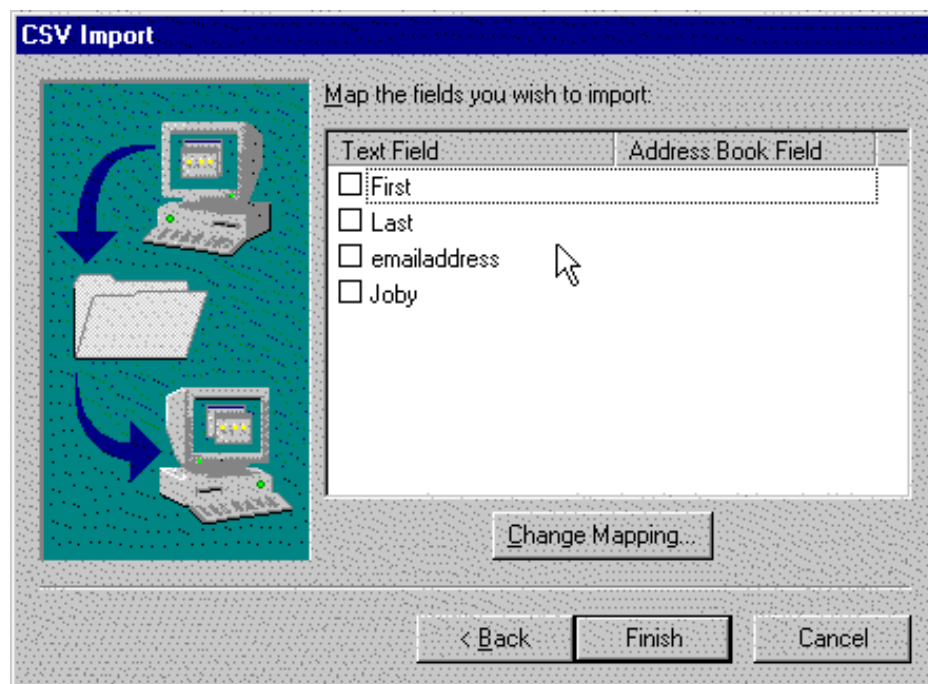
```
joseph,goehring,goehring@email.com,joe
```

**Note:** You may add additional fields if you like, such as company or telephone number, but they too must be separated by commas.

Once you have edited your address book file so that it is in the proper format for Outlook to read (see directions immediately following the numbered steps below), follow these steps to import it:

1. From Outlook Express, select the **File** menu, highlight **Import** and from the drop down menu, select **Address Book**.
2. Outlook Express will provide you with a selection of file types from which to import. Select the final line, **text file**.
3. Select **Browse** and locate the old address book file you wish to import. You must have saved this file as a text file with the extension **.csv**, for comma separated values (For example, **addresses.csv**). Highlight it and click **Open**.

4. Now the **CSV Import** window will prompt you to match fields from your **addresses.csv** file with available fields in the Outlook Express format. To match the fields properly, click the checkbox next to the field name, and then select the appropriate Outlook Express field name in the next window that follows. Do this until all the fields in the



addresses.csv file have been matched with an Outlook Express field.

5. Click **Finish** to begin the import.
6. To view and edit your imported address book select **Tools** and **Address Book** from the Outlook Express menu.

Before you follow the steps above, however, refer to the specific instructions below to find out how to edit your old address book file so that it conforms to the proper formatting requirements.

### From Pine (Telnet)

Pine's address book is called `.addressbook` and needs to be downloaded from your home directory on Isis (this is the directory you are taken to after selecting option 8 from the Isis menu). See the document *Win: Telnet & FTP (iis 07)* for more information about downloading files.

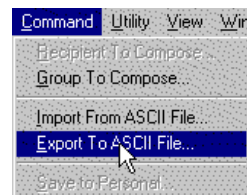
After you have downloaded the address book file, open it in a word processing program such as Word 97. You will see that Pine's address book separates its fields using tabs rather than commas. An entry in a Pine address book looks like this:

```
kathy Edwards, Kathy      kathysue@email.com
```

Consequently, you need to perform a **global replacement function** (see Address Book Basics at the top of this document) that replaces the tab characters with commas. Your edited version should look like the example at the beginning of this section, although the fields do not have to be in the exact order.

### From Siren

In order to edit your Siren address book in Word, you must first export it. To do this, open Siren and highlight the **Utility** menu and select **Address Book**. Select **Command**, then choose **Export to ASCII file**. Name the file, and choose a location in which to save it.



Open your Siren address book in a word processing program such as Word 97. The Siren address book file has fields that are separated by quotation marks and semi-colons. It will look like this:

```
"joseph";"goehring";"";"goehring@email.com";"joe"
```

Do a **global replacement function**, replacing the quotation and semi-colon combinations (“;”) with commas. Then replace the quotation marks (“”) that appear at the beginning and end of each line with nothing. When you finish, each line should look like the example at the beginning of this section, although the fields do not have to be in the exact order.

### From Mulberry

The Mulberry address book is stored locally on your hard drive. If you have not changed the name and location of your address book, it will be saved in your Mulberry folder under the name `Address`. Open this file in Word 97. Like Pine, Mulberry separates fields by tabs and includes the first and last names of each entry as a single field. Each entry will look like this:

```
kathy Edwards, Kathy      kathysue@email.com
```

Again, perform a **global replacement function** that changes the tab characters to commas. Your edited version should look like the example at the beginning of this section.

### From Outlook 98

Because Outlook Express and Outlook 98 share address books, there is no need to import your Outlook 98 address book into Outlook Express. If for some reason the address books do not share the same information, you can make sure they do by opening your **address book** in Outlook Express, going to the **Tools** menu, highlighting **Options** and selecting **Data Share**. Make certain that **Share contact information** option is selected.

### From Eudora

The Eudora address book, called `nndbase.txt`, is located in the Eudora Mail folder, which is stored locally on your hard drive. If you have created new address books in Eudora, they will be saved as text files in the Nicknames folder, located in the Eudora Mail folder. The delimiters separating the fields in this case are single spaces. An address book entry, when opened in a word processing program, will look like this:

```
Alias Joe goehring@email.com
```

In order to import this into Siren, do a **global replacement function** that changes the single space delimiters to commas. Then replace the word "alias" with nothing. The entries in your edited address book should look like the sample entry at the top of this section. Now follow the numbered steps above to import the address book into Outlook Express.

**Note:** Eudora is not supported by the IT Response Center.

### From Netscape

From the **Communicator** menu, select **Messenger**. From the same menu, open your **Address Book** and then from the **File** menu, select **Export**. Select a name for your address book file and a location in which you wish to save it. Then in the **Save as type** box, select **comma separated values**. Now follow the numbered steps above to import the address book into Outlook Express.

## Converting to Outlook 98

Outlook 98 complicates the importing process with other IMAP clients, but it does import Outlook Express address books easily. For this reason, it is probably easier to import an address book into Outlook Express and then import it into Outlook 98. If you do not already have it, download Outlook Express; it is packaged with Internet Explorer 4.01. After you have imported your old address book into Outlook Express, see the instructions above, follow these directions to import it into Outlook 98.

1. From Outlook 98 select **File...Import/Export**. The **Import and Export Wizard** window will appear.
2. Select **Import Internet Mail and Addresses** and click **Next**. The **Outlook Import Tool** window will appear.
3. Select **Outlook Express**. Make sure that only **Import Address Book** is checked, and click **Next**. The **Import Addresses** window will appear.
4. At the Import Addresses window you are presented with some options; choose what is appropriate to you (probably **Allow duplicates to be created**) and click **Finish**.
5. You can review and edit your address book by opening the **Contacts** file.



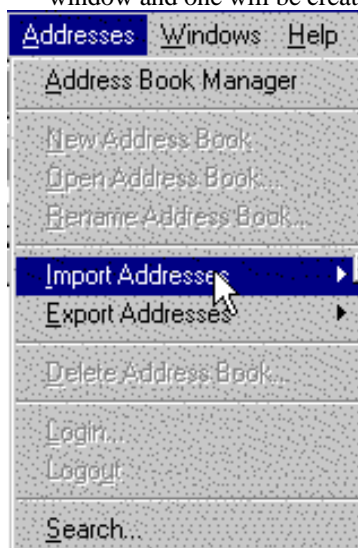
## Converting to Mulberry

To import an address book into Mulberry, it must be in a format that Mulberry can read. Mulberry will only import a text file with fields separated by tabs. Each address book entry for Mulberry should appear in the following format, with tabs as the delimiter:

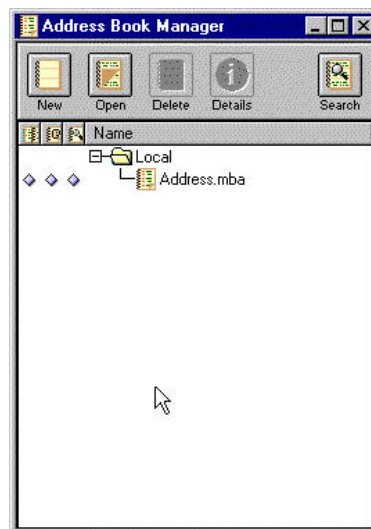
```
joe    joe goehring    joe@email.com
```

**Note:** You may add additional fields if you like, but they too must be separated by tabs.

1. In Mulberry, select **Address Book manager** from the **Addresses** menu. Double-click on the **Local** folder, find your address book, highlight it, and click **Open**. If you have not changed the name and location of your address book, it will be saved in your Mulberry folder under the name **Address**. If you have not yet created an address book in Mulberry, click the **New** button in the upper right hand corner of the **Address Book Manager** window and one will be created for you.



2. Now that you have an address book open, select the **Address** menu, go to **Import Addresses**, and from the drop down menu select **Pine**.
3. Mulberry will prompt you to open the appropriate file to import. Find the folder in which you have saved the address book file you wish to import, and open that file.
4. The names from your old address book will now be added to your Mulberry address book.
5. When you exit Mulberry, you will be asked if you wish to save the changes you've made to your address book. To save these changes, you must select **Yes**.



Before you follow the steps above, however, refer to the specific instructions below to find out how to edit your old address book file so that it conforms to the proper formatting requirements.

### From Pine (Telnet)

Because Mulberry is able to import a Pine formatted address book directly, there is no need to edit your Pine address book in a word processing program. Simply follow the steps above.

### From Siren

In order to edit your Siren address book in Word, you must first export it. To do this, open Siren and highlight the **Utility** menu and select **Address Book**. Select **Command**, then choose **Export to ASCII file**. Name the file, and choose a location in which to save it.

Open your Siren address book in a word processing program such as Word 97. The Siren address book file has fields that are separated by commas and semi-colons. It will look like this:

```
"joseph";"goehring";"";"goehring@email.com";"joe"
```

Do a **global replacement function**, replacing the quotation and semi-colon combinations (“;”) with tabs. Then replace the quotation marks (“”) that appear at the beginning and end of each line with nothing. When you finish, each line should look like the example at the beginning of this section. **From Outlook Express** In order to open your Outlook Express address book in a word processing program you must first export it.

From the Outlook Express main menu, select the **File** menu, highlight **Export**, and from the drop down menu select **Address Book**. Next, in the Export tool, select the line, **text file (comma separated values)**. Choose a name for the file, such as outlook.csv, and a location in which to save it. Click **Finish**. Your address book file will then be saved as a text file.

Next, open the file in a word processing program. Using a global replacement function, replace the comma delimiters with tabs. When you finish, each line should look like the example at the beginning of this section.

### From Outlook 98

Address book files from Outlook 98 are difficult to import into other IMAP clients. For this reason you should follow the above directions for importing an address book from Outlook Express. Because Outlook 98 shares an address book with Outlook Express, the information in each address book will be identical, so nothing will change if you import your address book from Outlook Express rather than from Outlook 98. If for some reason the address books do not share the same information, you can make sure they do by opening your **address book** in Outlook Express, going to the **Tools** menu, highlighting **Options** and selecting **Data Share**. Make certain that **Share contact information** option is selected.

### From Eudora

Just as in Pine, there is no need to change the delimiters in an Eudora address book when importing it into Mulberry. Simply follow the numbered steps above, but instead of selecting Pine in step two, select Eudora. The Eudora address book, called nndbase.txt is located in the Eudora Mail file, which is stored locally on your hard drive. If you have created new address books in Eudora, they will be saved as text files in the Nicknames folder, located in the Eudora Mail folder.

**Note:** Eudora is not supported by the IT Response Center.

### From Netscape

From the **Communicator** menu, select **Messenger**. From the same menu, open your **Address Book** and then from the **File** menu, select **Export**. Select a name for your address book file and a location in which you wish to save it. Then in the **Save as type box**, select **tab separated values**. Now follow the numbered steps above to import the address book into Mulberry.

## Converting to Siren

To import an address book into Siren, it must be in a format that Siren can read. Siren will only import a text file with fields separated by commas, semi-colons and several other characters. Siren also requires that the first and last names of each entry be separate fields. Each address book entry for Siren should appear in the following format, generally with commas or semi-colons as the delimiter:

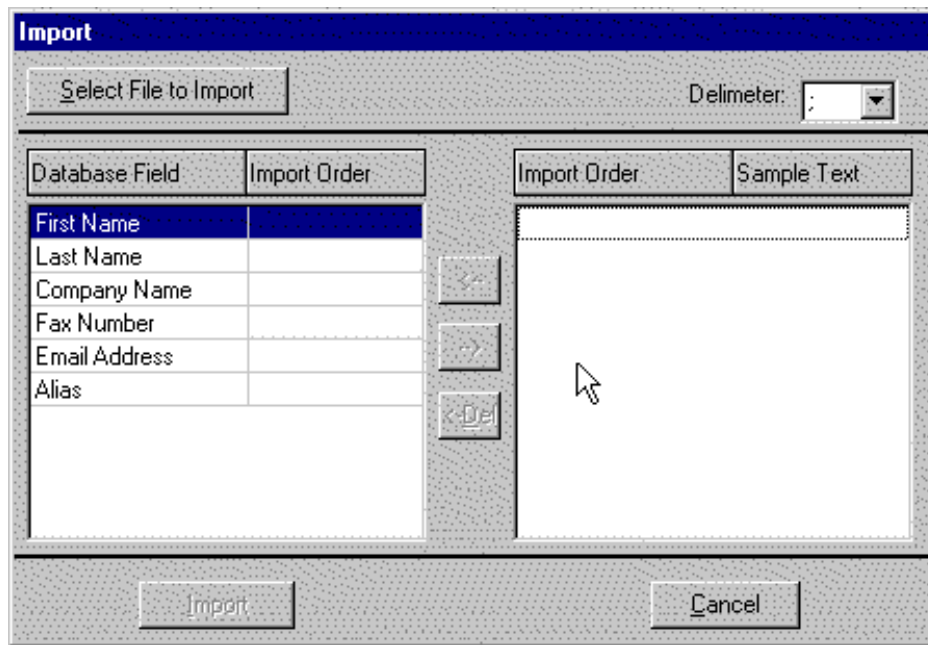
```
kathy;Edwards;Kathy;kathysue@email.com
```

**Note:** You may add additional fields if you like, but they too must be separated by commas or semi-colons.

Once you have edited your address book file so that it is in the proper format for Siren to read, follow these steps to import it:

1. In Siren Mail, open the address book utility by selecting **Utility** and then **Addressbook**. From the **Command** menu choose **Import from ASCII File**. The **Import** window will appear.
2. First, click on the **delimiters** drop down menu which appears in the upper right hand corner of the window. Select a semi-colon or a comma as your delimiter, depending on which one you chose as your delimiter when editing the file in Word.
3. Open the **address book** file you wish to import by clicking on the button **Select File to Import**.

4. Next you will have to match the fields. You will see a divided window; on the left are the fields for the Siren address book, on the right will be the fields from your old address book. Click on the **Select File to Import** button and find the file you wish to import (for example, `addresses.csv`); you may need to change the **File Type** to **All Files**. Then you need to match these fields up so that they are in the proper order--so that the first name from your old address book goes into the First Name field



for Siren, etc. On the left side of the screen, click on the **First Name** field; on the right side, click on the line which contains the first name for the entry. Then click on the **<-** button, and you will see the number of the item on the right appear in the column on the left. Do this for each field. When you are done, click on the **Import** button. You will be asked to choose which group to import the address book into; probably you should just choose the **Entire Group**.

Before you follow the steps above, however, refer to the specific instructions below to find out how to edit your old address book file so that it conforms to the proper formatting requirements.

### From Pine

Pine's address book is called `.addressbook` and needs to be downloaded from your home directory on Isis (this is the directory you are taken to after selecting option 8 from the Isis menu). See the document *Win: Telnet & FTP (iis 07)* for more information about downloading files.

After you have downloaded the address book file, open it in a word processing program such as Word 97. You will see that Pine's address book separates its fields using tabs rather than commas or semi-colons. In addition, the first and last names in a Pine address book are separated by a comma and constitute a single field, whereas in Siren they need to be separate fields. An entry in a Pine address book looks like this:

```
kathy Edwards, Kathy    kathysue@email.com
```

Consequently, you need to perform a **global replacement function** (see Address Book Basics at the top of this document) that replaces the tab characters with semi-colons. Then replace the comma between the last and first name with a semi-colon. Your edited version should look like the example at the beginning of this section.

### From Mulberry

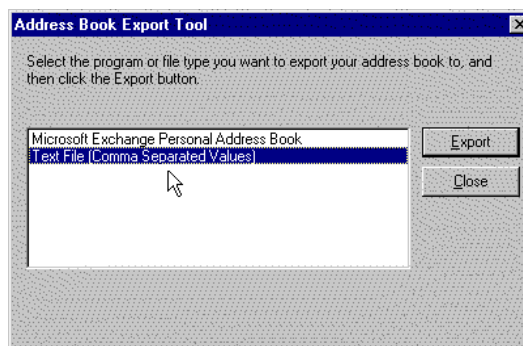
The Mulberry address book is stored locally on your hard drive. If you have not changed the name and location of your address book, it will be saved in your Mulberry folder under the name `Address`. Open this file in any word processing program, such as Word 97. Like Pine, Mulberry separates fields by tabs and includes the first and last names of each entry as a single field. Each entry will look like this:

```
john Doe,John      John@email.com
```

Again, perform a **global replacement function** that changes the tab characters to semi-colons. Then replace the comma with a semi-colon. Your edited version should look like the example at the beginning of this section.

### From Outlook Express

An address book from Outlook Express is relatively easy to import into Siren because it does not require you to replace delimiters. From the Outlook Express main menu, select the **File** menu, highlight **Export**, and from the drop down menu select **Address Book**. Next, in the Export tool, select the line, **text file (comma separated values)**. Choose a name for the file, such as `outlook.csv`, and a location in which to save it. Click **Finish**. Your address book file will then be saved as a text file. You can now follow the numbered steps above to import it into Siren, just remember to make sure that in the Siren address book tool you set the delimiter option to a comma.



### From Outlook 98

Address book files from Outlook 98 are difficult to import into other IMAP clients. For this reason you should follow the above directions for importing an address book from Outlook Express. Because Outlook 98 shares an address book with Outlook Express, the information in each address book will be identical, so nothing will change if you import your address book from Outlook Express rather than from Outlook 98. If for some reason the address books do not share the same information, you can make sure they do by opening your **address book** in Outlook Express, going to the **Tools** menu, highlighting **Options** and selecting **Data Share**. Make certain that **Share contact information** option is selected.

### From Eudora

The Eudora address book, called `nndbase.txt` is located in the Eudora Mail folder, which is stored locally on your hard drive. If you have created new address books in Eudora, they will be saved as text files in the Nicknames folder, located in the Eudora Mail folder. The delimiters separating the fields in this case are single spaces. An address book entry, when opened in a word processing program, will look like this:

```
Alias Joe goehring@email.com
```

In order to import this into Siren, do a **global replacement function** that changes the single space delimiters to commas. Then replace the word "alias", and the single space after it, with nothing. The entries in your edited address book should look like the sample entry at the top of this section. Now follow the numbered steps above to import the address book into Siren.

**Note:** Eudora is not supported by the IT Response Center.

### From Netscape

From the **Communicator** menu, select **Messenger**. From the same menu, open your **Address Book** and then from the **File** menu, select **Export**. Select a name for your address book file and a location in which you



wish to save it. Then in the **Save as type box**, select **comma separated values**. Now follow the numbered steps above to import the address book into Siren.

Warning: Siren address books are sometimes lost when your desktop computer freezes or the application crashes. To ensure that you never completely lose your Siren address book, we advise that you create a back up of your address book at least once per week using the **Export to ASCII file** option. This will create a text file of your address book that you can refer back to if your address book is lost at some point. (To use this option open Address Book from the **Utility** and select **Export to ASCII file** from the **Command** menu.)

## Converting To Eudora

According to the Eudora website, [www.eudora.com](http://www.eudora.com), Eudora itself doesn't have a converter that will allow you to import address books from other email programs. However, a shareware program, located at <http://www.interguru.com/mailconv.htm>, is available which will allow you to convert address books from Pine and some Microsoft email services to Eudora. Note that the maintainer of the page would like a twenty dollar payment for the service.

## Converting to Netscape Mail

Before you can import an address book into Netscape Mail, it must be in a format that Netscape can read. Netscape is able to import a variety of different address book formats, including Eudora, Outlook 97/98, Outlook Express, and text files. Netscape will only import a text file with fields separated by a comma or a tab delimiter. If you are importing a text file into Netscape mail, it should resemble the following entry, although tabs could also be used as delimiters:

```
joseph,goehring,goehring@email.com,joe
```

**Note:** You may add additional fields if you like, such as company or telephone number, but they too must be separated by commas or tabs.

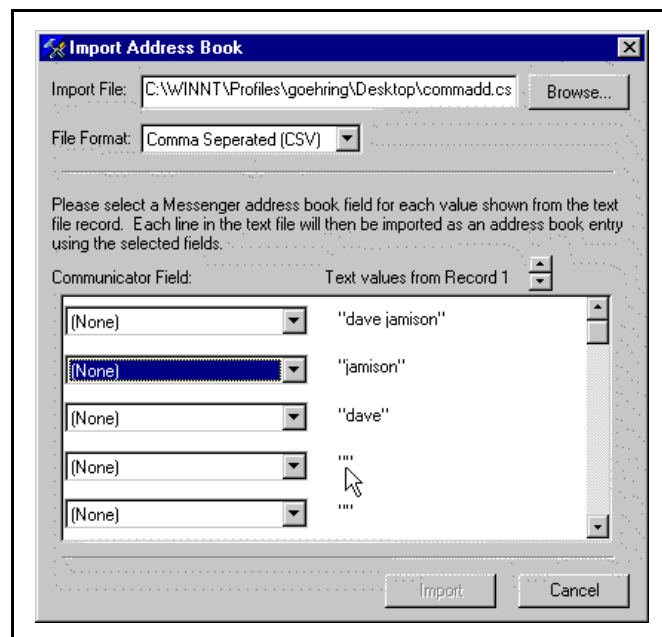
Once you have edited your old address book file so that it is in the proper format for Netscape to read (see directions immediately following the numbered steps below), follow these steps to import it:

1. From the **Communicator** menu, select **Messenger**. Then from the same menu, select **Address Book**.
2. From the **File** menu select **Import**. The Netscape Messenger Import Utility will appear and ask you to select the import format you wish to use. You may choose from **Eudora**, **LDIF File**, **Outlook 97/98**, **Outlook Express**, or **Text File**. Select the proper format for the file you wish to import and click on **Next**.

3. After you have selected the proper format, you will be asked to locate the specific address book file you wish to import. Enter the location into the **Import File** box.
4. There are two options here, depending on what kind of file you are importing. If you are importing a text file, you will now have to enter the appropriate delimiter in the **File Format** box. From the drop down menu, select either commas or tabs as your delimiters. Once you have done this, you will then be asked to match up the fields so that they are in the proper order--so that the first name from your old address book goes into the First Name field for Netscape, etc. Netscape will provide you with drop down menus next to each field name from your old address book file. Select the field name from the drop down menu that matches the field name of the text to the left of the menu. When you have finished, click on **Import** and the entries from your old address book will be added to your Netscape address book.

If you are importing a file other than a text file, such as an Outlook Express address book, you must first enter its location, although Netscape may be able to find it for you. You will then be asked which mailboxes you wish to import. If you wish to only import your address book, select **Skip**.

On the following screen, click on **Finish** and your old address book will be imported into Netscape, usually as a new address book file. For example, if you imported your Outlook Express address book, it will appear as a separate address book named Outlook Express.



### From Pine

Pine's address book is called `.addressbook` and needs to be downloaded from your home directory on Isis (this is the directory you are taken to after selecting option 8 from the Isis menu). See the document *Win: Telnet & FTP (iis 07)* for more information about downloading files. Once you have downloaded your Pine address book, follow steps 1-4 above, entering tabs as your delimiters.

### From Mulberry

The Mulberry address book is stored locally on your hard drive. If you have not changed the name and location of your address book, it will be saved in your Mulberry folder under the name `Address`. To import this address book into Netscape, follow steps 1-4 above, entering tabs as your delimiters. If you have problems, make certain that the mulberry address book is saved as a text file with the extension `.txt`.

### From Siren

In order to edit your Siren address book in Word, you must first export it. To do this, open Siren and highlight the **Utility** menu and select **Address Book**. Select **Command**, then choose **Export to ASCII file**. Name the file, and choose a location in which to save it.

Open your Siren address book in a word processing program such as Word 97. The Siren address book file has fields that are separated by commas and semi-colons. It will look like this:

```
"joseph";"goehring";"";"goehring@email.com";"joe"
```

Do a **global replacement function**, replacing the quotation and semi-colon combinations (“;”) with tabs. Then replace the quotation marks (“”) that appear at the beginning and end of each line with nothing. When you finish, each line should look like the example at the beginning of this section. Then follow steps 1-4 above, selecting tabs as your delimiters.

**From Outlook Express**

Netscape allows you to import Outlook Express address books directly. Follow steps 1-4 above.

**From Outlook 98**

Netscape allows you to import Outlook 98 address books directly. Follow steps 1-4 above.

**From Eudora**

Netscape allows you to import Eudora address books directly. Follow steps 1-4 above.

**Additional Resources**

An additional resource for address book conversions can be found by pointing your web browser to <http://www.interguru.com/mailconv.htm>. This shareware program provides some useful tools to help you convert among clients such as Netscape, Eudora and Pine.

## Summary Table

Email Program	Delimiters Accepted	Field Names
<b>Mulberry</b>	Tab delimited only	Nickname, Full Name, Email, Company, Phone Work, Phone Home, Fax, Address, URLs
<b>Outlook Express</b>	Comma delimited only	First Name, Last Name, Middle Name, Nickname, Email Address, Home and Work Address, and many other work-related fields (Job Title, etc.)
<b>Outlook 98</b>	Comma delimited (much easier to import using Outlook Express, which shares an address book with Outlook 98)	Same as Outlook Express
<b>Siren</b>	Semicolon (;), back slash (/), front slash (\), tilde (~), horizontal bar ( ), and comma (,)	First Name, Last Name, Company Name, Fax Number, Email Address, Alias
<b>Netscape 4.5</b>	Comma or tab delimited text files, but also imports Eudora, Outlook 97/98, and Outlook Express files.	First Name, Last Name, Email, Nickname, Address, City, State, Zip, Title, and many other work related fields (Company, etc.)

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