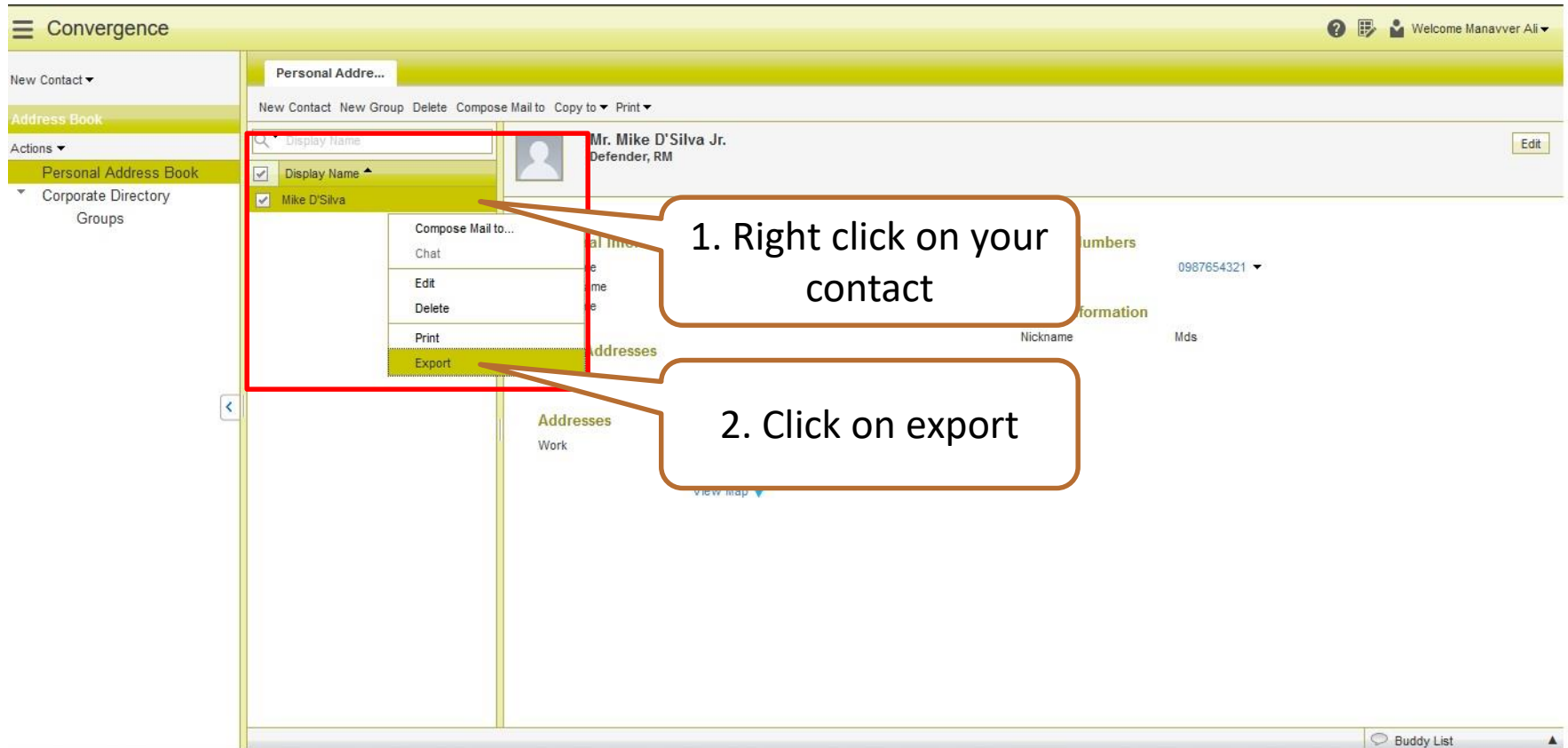




How to import contact from old email system to new email system

1. Right click on contact and then click on export



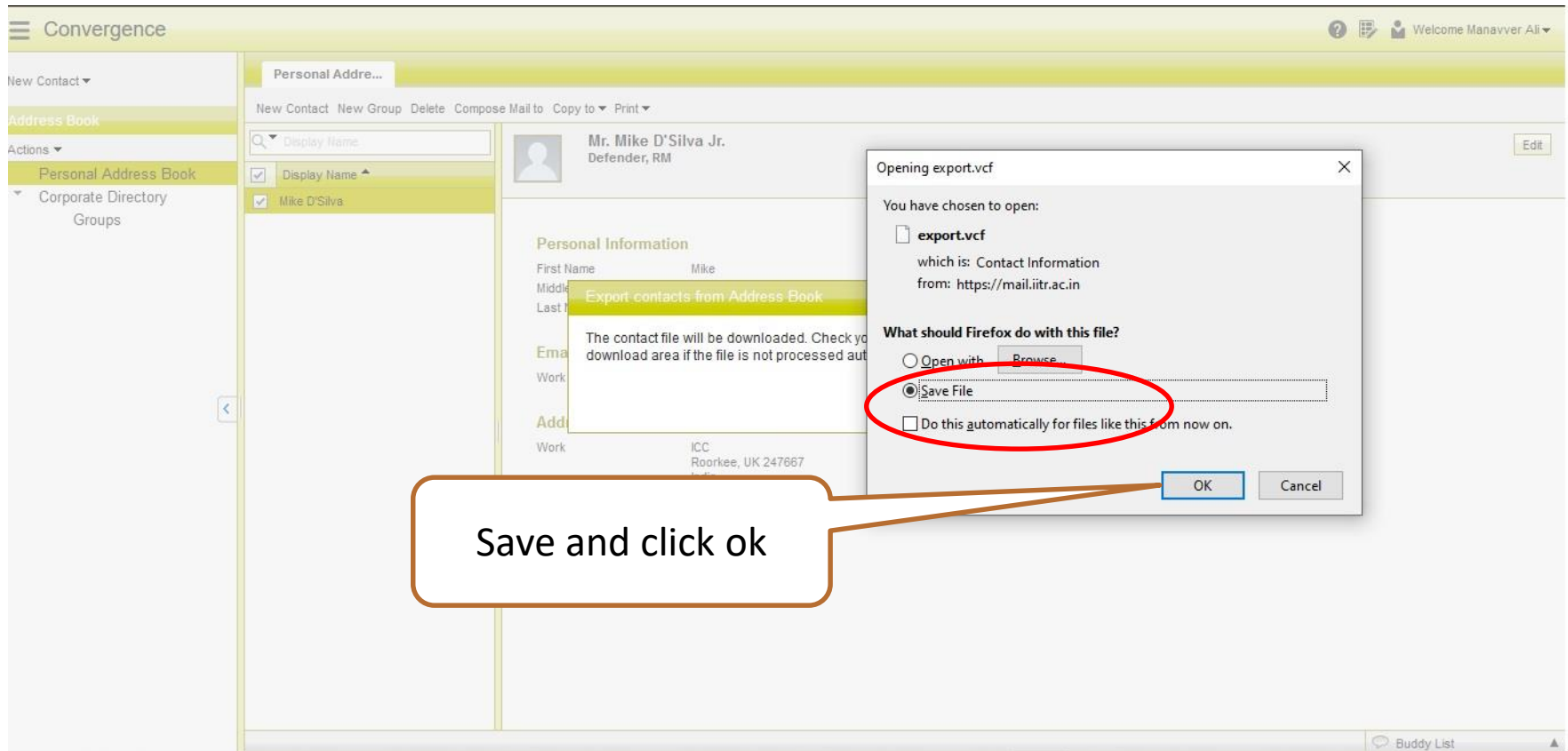
2. Select export format **vCard 3.0** and click on export contact

The screenshot displays the 'Convergence' web application interface. On the left, a sidebar shows the 'Address Book' with a list of contacts, including 'Mike D'Silva'. The main area shows the details for 'Mr. Mike D'Silva Jr., Defender, RM'. A dialog box titled 'Export contacts from Address Book' is open in the center. The dialog has a tabbed interface with 'Export format' selected. The 'Export format' dropdown menu is set to 'vCard 3.0'. Below this, there are two radio buttons: 'Export selected' (unselected) and 'Export all' (selected). At the bottom of the dialog are two buttons: 'Export Contacts' and 'Cancel'. Two callout boxes with arrows point to the 'vCard 3.0' dropdown and the 'Export Contacts' button.

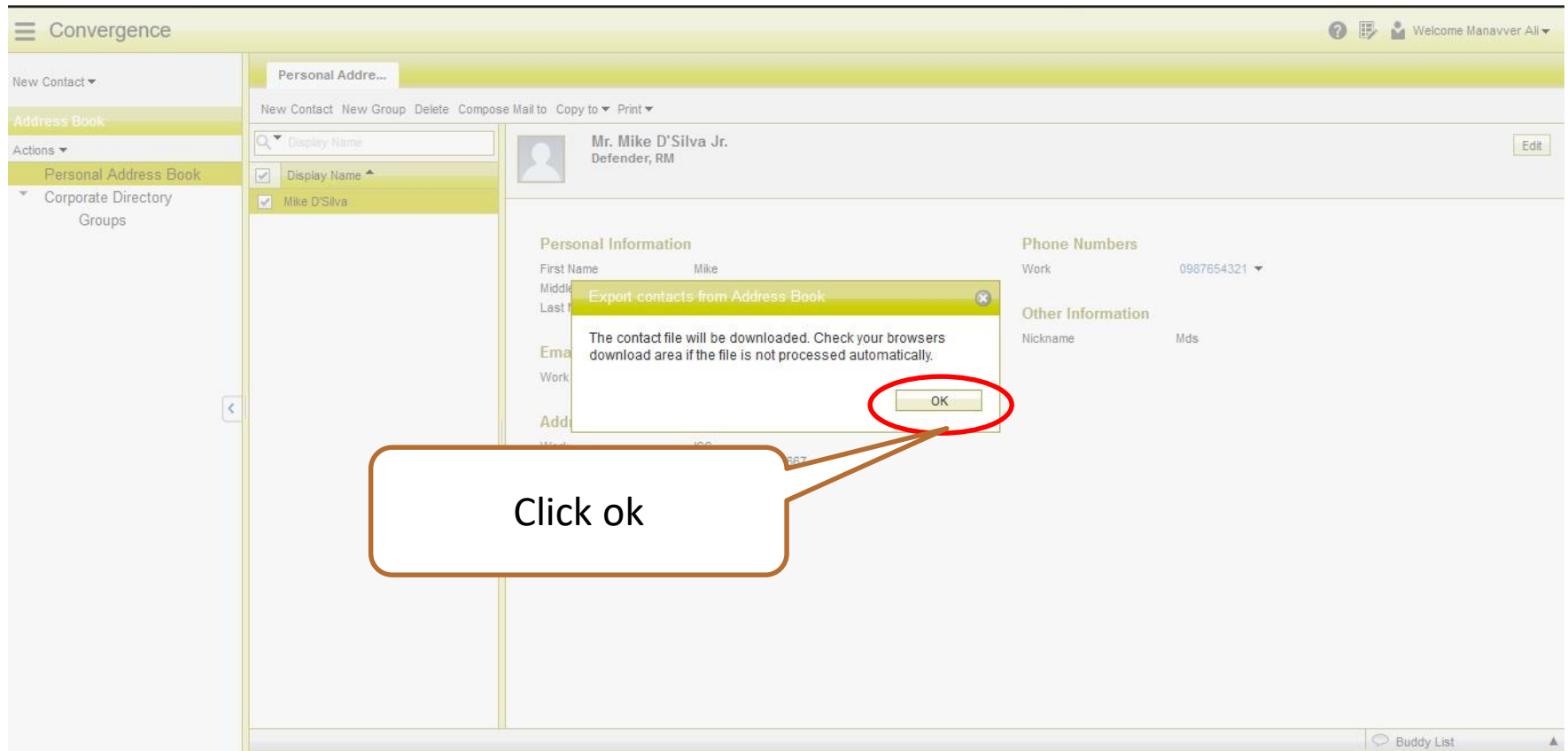
1. Choose export format

2. Click on Export contact

3. Click here on save and export the file.



4. This pop up will appear after exported.



5. Now visit new email system and click on preferences and choose import/export option

The screenshot displays the Zimbra web interface. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. The Preferences link is circled in red. A callout box labeled '1. Click on preference' points to the Preferences link. On the left sidebar, the 'Import / Export' option is circled in red. A callout box labeled '2. Click on Import/Export' points to this option. The main content area shows the 'Sign in' section with 'Default Client' set to 'Advanced (Ajax)'. Below this is the 'Appearance' section with 'Theme' set to 'Harmony', 'Font' set to 'Standard', and 'Display Font Size' set to 'Normal'. The 'Time' section shows 'Time Zone' as 'GMT +05:30 Chennai, Kolkata, Mumbai, New Delhi', 'Language' as 'English (United States)', and 'Compose Direction' as 'Left to Right'. A 'Search' section is at the bottom.

zimbra
A SYMBICA PRODUCT

Search Email-Support IITR

Mail Contacts Calendar Tasks Briefcase Preferences

Save Cancel Undo Changes

Accounts
Mail
Filters
Signatures
Out of Office
Trusted Addresses
Contacts
Calendar
Sharing
Notifications
Connected Devices & Apps
Import / Export
Shortcuts
Zimlets

Sign in

Default Client: ☒ Advanced (Ajax) ☐ Standard (HTML)

Appearance

Theme: Harmony
Font: Standard
Display Font Size: Normal

Time

Time Zone: GMT +05:30 Chennai, Kolkata, Mumbai, New Delhi
Language: English (United States)
Compose Direction: Left to Right ☐ Show direction buttons in compose toolbar

Search

Search Folders ☐ Include Search Folders in Search

January 2020

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

6. Now browse your exported file

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. The 'Import / Export' section is active in the left sidebar. The 'Import' section is highlighted, and the 'File' field is circled in red. A callout box points to the 'File' field with the text 'Please browse the exported file'.

Import Section:

- File: No file selected.
- Destination:
-

Export Section:

- Type: ☒ Account ☐ Calendar ☐ Contact
- Source:
- ☐ Advanced settings
-

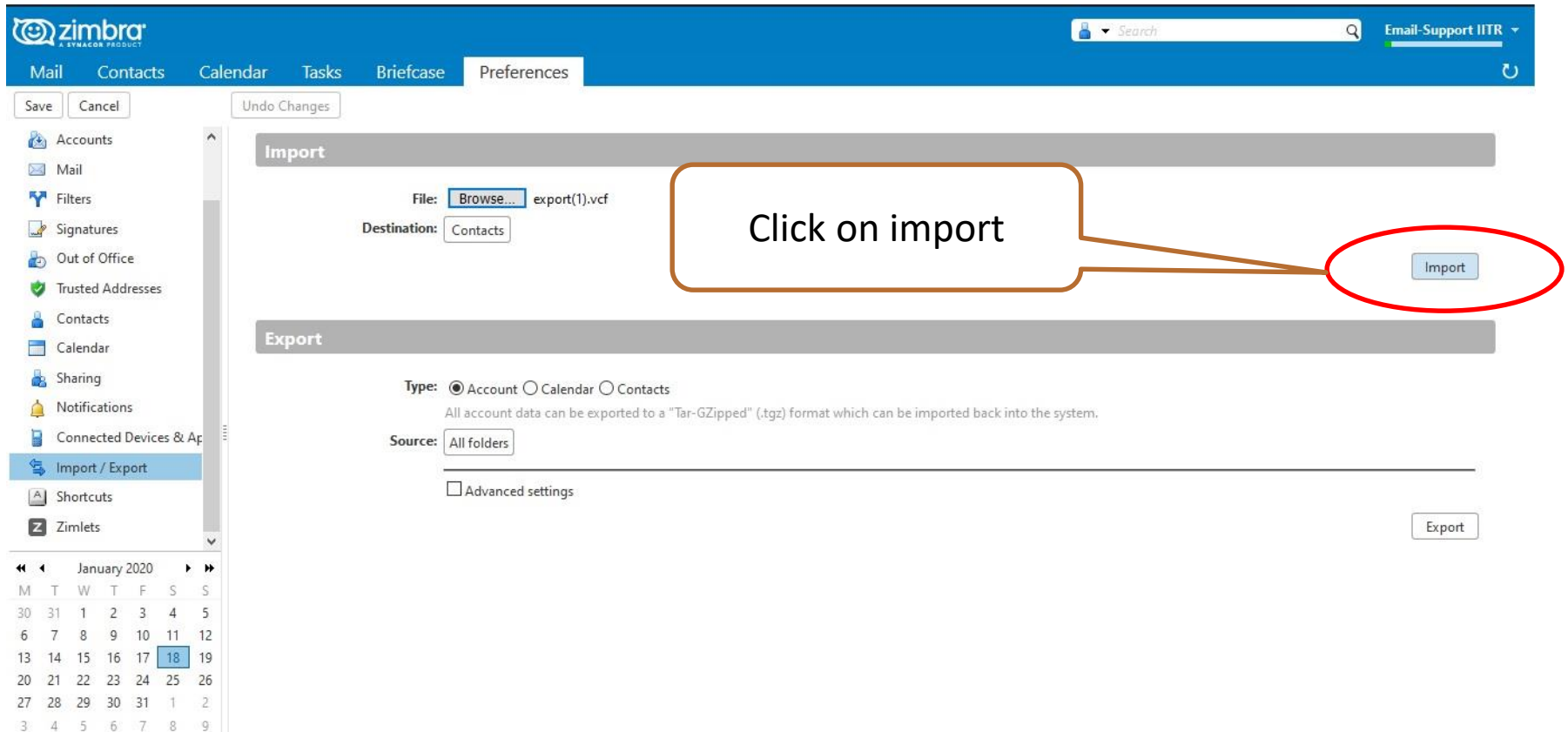
Left Sidebar:

- Accounts
- Mail
- Filters
- Signatures
- Out of Office
- Trusted Addresses
- Contacts
- Calendar
- Sharing
- Notifications
- Connected Devices & Apps
- Import / Export**
- Shortcuts
- Zimlets

Calendar: January 2020

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

7. Now click on import



The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. The left sidebar contains a list of settings categories, with 'Import / Export' highlighted. The main content area is divided into two sections: 'Import' and 'Export'.

Import Section:

- File:** A text input field containing 'export(1).vcf' with a 'Browse...' button to its left.
- Destination:** A dropdown menu set to 'Contacts'.
- Import Button:** A blue button labeled 'Import' is circled in red. A callout box with the text 'Click on import' points to this button.

Export Section:

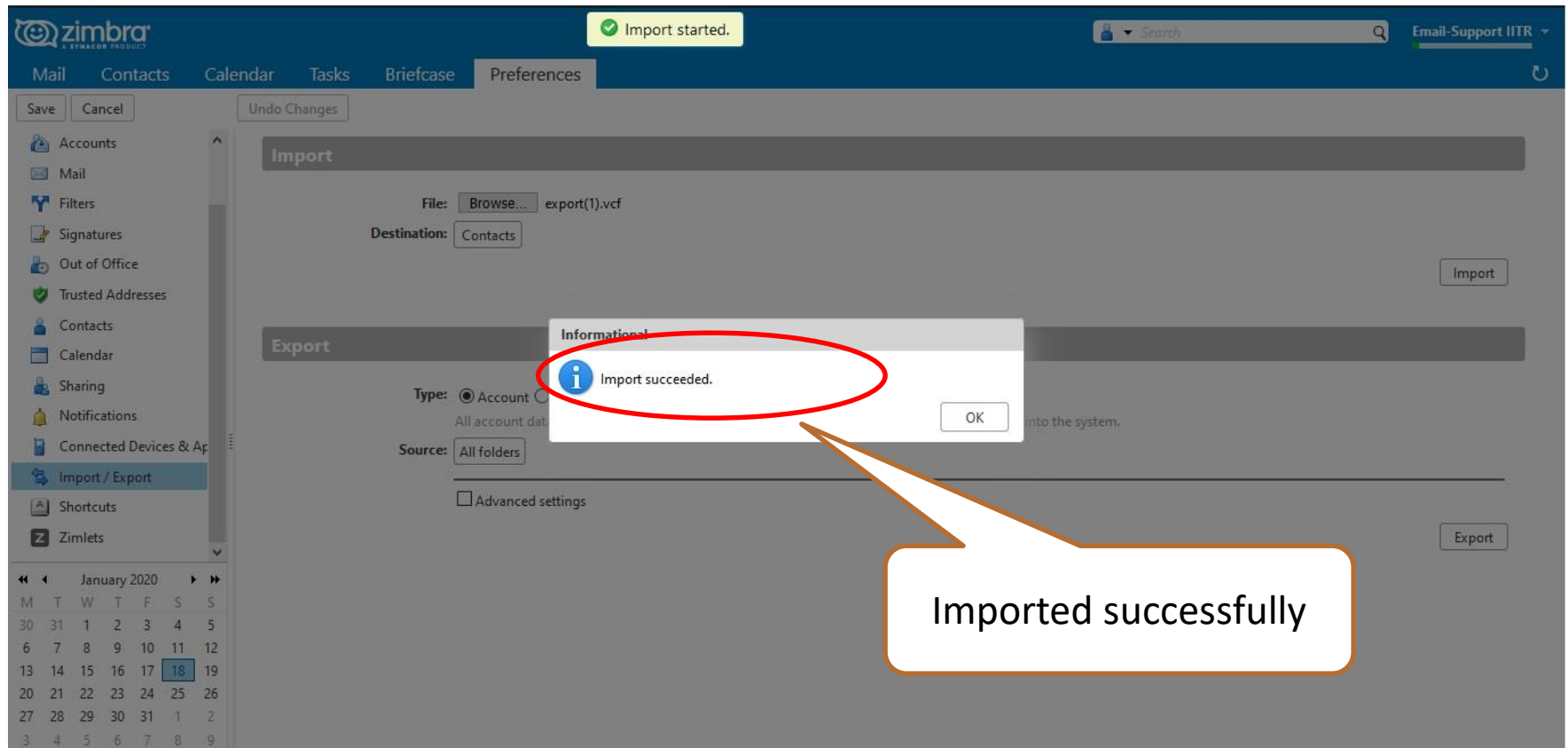
- Type:** Radio buttons for 'Account' (selected), 'Calendar', and 'Contacts'.
- Source:** A dropdown menu set to 'All folders'.
- Advanced settings:** An unchecked checkbox.
- Export Button:** A blue button labeled 'Export'.

Calendar View:

At the bottom left, a calendar for January 2020 is visible. The date 18 is highlighted.

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

8. Contact imported successfully



9. The details are here of imported contact

The screenshot displays the Zimbra web interface. The top navigation bar includes links for Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. A search bar and a link to Email-Support IITR are also present. The left sidebar shows a list of contact lists: Contacts, Distribution Lists, Emailed Contacts, and Trash. Below this, there are sections for Searches, Tags, and Zimlets, including a link to Yahoo! Emoticons. The main content area shows the details of a contact named Mr. Mike Viera D'Silva, Jr., with the nickname "Mds". The contact is identified as a Defender RM. The contact information includes an email address (mike@iitr.ac.in), a phone number (0987654321), and a work phone number. The address is listed as ICC, Roorkee, UK 247667, India. A red box highlights the contact details, and a callout bubble points to it with the text "Imported contact details are".

1 contact

Mr. Mike Viera D'Silva, Jr.
"Mds"
Defender
RM

Email: mike@iitr.ac.in
Phone: 0987654321
Work Phone:
Address: ICC
Roorkee, UK 247667
India
Work:

Imported contact details are

Thank You !

For further queries contact :
email-support@iitr.ac.in