



## Exporting Contacts from Thunderbird to RoundCube

## **Exporting Contacts from Thunderbird**

NOTE: Thunderbird Address Book does not allow groups to be exported.

- 1. Open Thunderbird and click on the Address book.
- 2. <u>Click on the address book you want to export, and click on 'Tools'  $\rightarrow$  'Export'.</u>

Address Book	A local local line	
<u>F</u> ile <u>E</u> dit <u>V</u> iew	Tools Help	
	Mail & Newsgroups Ctrl+1	
New Card New List	Import	
Address Books	<u>E</u> xport	
Personalress	Options	
	Connie van Slooten	

3. Save the file type as 'comma separated' and save the file into your H:\ drive and name it tbaddress.csv. It's important to have .csv at the end of the filename.

File name:	tbaddress.csv 🔹
Save as type:	Comma Separated 🔹
Hide Folders	Save Cancel

4. Close Thunderbird.

## Import Contacts into RoundCube

- 5. In your browser go to http://www.vcf2csv.com/. Scroll down to CSV to vCard Converter. RoundCube will only accept vCard format.
- Open the file that you saved in step 3 in Notepad (NOT MS Word). You may have to change the file type to 'All Files' to see a CSV file. Copy all of the data and paste into Step1 (Paste Data) of the website above.
   Step 1 (Paste Data) Step 2 (Specify Types) Step 3 (Copy vCard)

To begin, export your contact information to a text file, open that file in the text editor of Clinton, Pasfield, Clinton Pasfield, , clinton@smartcom.co.ns, Connie, van Slooten, Connie van Slooten, , connie@smartcom.co.ns, Rodney, Walter, Rodney Walter, , rodney@smartcom.co.ns, Shane Magic, , Shane Magic, , shane@smartcom.co.ns, Tony, Myer, Tony Myer, tony@smartcom.co.ns, Nathan, Symington, Nathan Symington, , nathan@smartcom.co.ns,	This simple JS conversion ta	ikes CSV (or tab-delimited) contacts and turns them into v
Clinton, Fasfield, Clinton Pasfield, ,clinton@smartcom.co.ns,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	To begin, export your contac	rt information to a text file, open that file in the text editor o
John ,Sinclair,John Sinclair,,john@smartcom.co.nz,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Clinton, Pasfield, Clinton Pasf Connie, van Slogten, Connie van Rodney, Walker, Rodney Walker, Shane Magic, Shane Magic, sha Tony, Myer, Tony Myer, tony@man Nathan, Symington, Nathan Symin John , Sinclair, John Sinclair	<pre>ield,,clinton@smartcom.co.ns,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</pre>



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7. Now click on the Step 2(Specify Types) tab. This shows all the headers that are possible to show in your RoundCube address book. You can change these and ignore some if you want. Generally it should be OK to just move to the next step.

Step 1 (Paste Data)	Step 2 (Specify Types) Step 3 (Copy vCard)	
Please select the type of	of data for each field being imported. If no appropriate ent	
I have attempted to guess the correct type for each field, but due to a bug in IE		
When done, click on the 3 <sup>rd</sup> tab above.		
First Name	First Name 🗸	
Last Name	Last Name 👻	
<b>Display</b> Name	(ignore) 👻	
Nickname	(ignore) 👻	
Primary Email	Email 👻	
Secondary Email	Email 👻	
Work Phone	Phone (Work) -	
Home Phone	Phone (Home) -	
	E 01 3	

8. Click on Step 3(Copy vCard) and copy all the data. Paste this into a new notepad file. When saving, change the file type to all files and save the file with an extension on .vcf I.E tbaddress.vcf. Save into your H:\ drive again.

Step 1 (Paste Dat	a) Step 2 (Specify	Types)	Step 3 (C	opy vCard)
Here you have it! O dragging the file in	Copy the contents of the to the Address Book).	box below	, paste them	into a text ed
If all doesn't go we here…if you need t	ll for you, please <u>let me</u> hem, it's not that hard fo	<u>know</u> and r me to ad	l I'll see if th ld them.	ere's somethir
EN: Tony Myer EN: Tony Myer EMAIL: tony@smartcom END: VCARD BGEIN: VCARD VERSION: 3.0 N: Symington: Mathan; EN: Nathan Symington EMAIL: nathan@smartcom END: VCARD VERSION: 3.0 N: Sinclair; John Sinclair EMAIL: john@smartcom END: VCARD	.co.ns 55 55.co.ns .co.ns			
File name:	tbaddress.vcf			
Save as type:	All Files (*.*)			

9. Now open and login to RoundCube Webmail.





- 10. Click on "Address Book" on the top right. P Address Book
- 11. Click on the 'Import Contacts' icon.

Contacto	Import contacts
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12. Click on 'Browse' to find your tbaddress.vcf file which was saved in your H:\ drive. Click 'Import'.

Import contacts	
You can upload contacts from an ex We currently support importing add	isting address book. resses from the <u>vCard</u> data format.
Import from file:	
H:\tbaddress.vcf	Browse
Replace the entire address book	
Cancel Import	

- 13. The next page is just the success page. Click 'Done'.
- 14. If you want groups, you will have manually add them in by using the +.