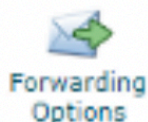


Acanac Webmail Address Book Import/Export

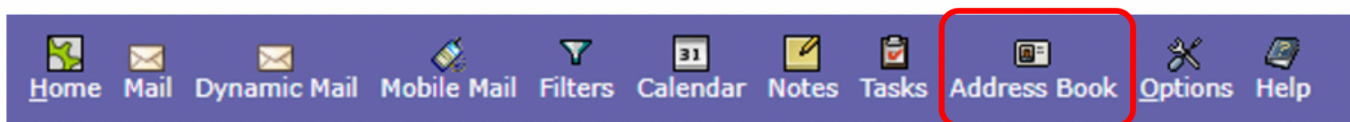
- [Current Email Account/s – How to Export/Save your Contacts \(Before Aug 28, 2020\)](#)
- [How to Import your Contacts \(After Aug 28, 2020\)](#)

Current Email Account/s – How to Export/Save your Contacts (Before Aug 28, 2020)

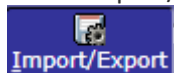


From HORDE (Export)

- Select Horde (unless you are enabled Autoload in which case you will be logged into it already).
- Go to address book (top bar)



- Select import/export (top bar)



- Click on export at the bottom and it will save a file named contacts.csv to your download folder (by default the Horde address book is selected). If you have more than 1 address book you will need to do this for each one. Select each address book (using the drop down menu) which you want to save.

Export Address Book

Select the export format:

Select the address book to export from:

- Keep this contacts.csv file saved until the new Acanac webmail platform is launched on **August 28, 2020** and then follow the instructions below to import your contacts.csv file into the new webmail platform.

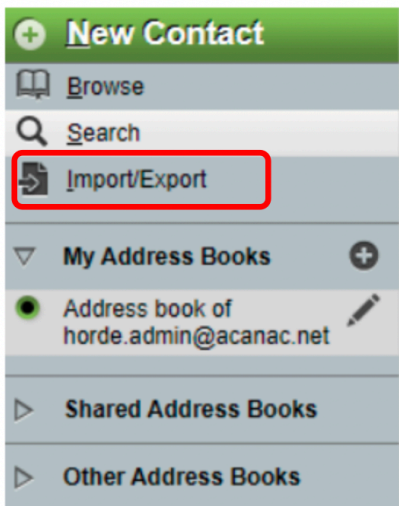
How to Import your Contacts (After Aug 28, 2020)

Please follow these instructions to IMPORT your contacts after the new webmail platform is ready.

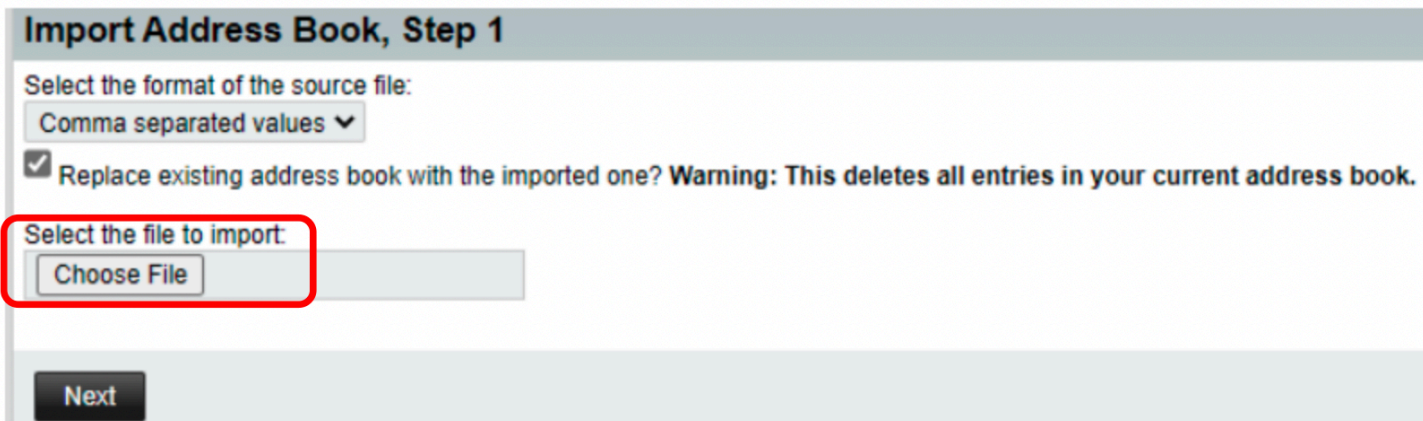
- Click on address book (top bar)



- Select Import/Export (left side)



- Keep “Select the Format of the source File:” to “Comma Separated Values” from the drop down.
- Please check Replace Existing address book with the imported one
- Click on “Select the file to import:” and select the contacts file (contacts.csv) you created earlier.

A form titled 'Import Address Book, Step 1' with a light gray background. It contains the following elements: a label 'Select the format of the source file:' followed by a dropdown menu showing 'Comma separated values'; a checked checkbox with the text 'Replace existing address book with the imported one? Warning: This deletes all entries in your current address book.'; a label 'Select the file to import:' followed by a text input field containing a 'Choose File' button and a red rectangular highlight; and a 'Next' button at the bottom left.

- Hit Next on every step to import your Address Book