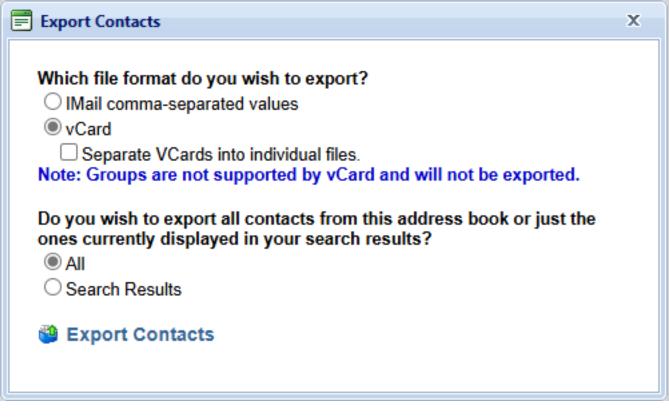
## Email

## How to Export Your Contacts from IMAIL webmail to SurgeMail

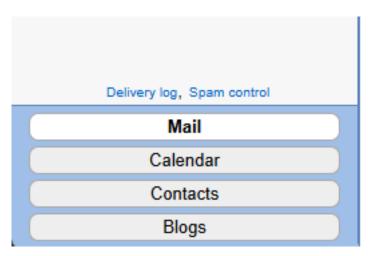
- Log into your IMAIL webmail account.
- Click on the **Contacts** or **Address Book** icon in the left navigation pane.
- Look for an **Export Contacts** option, found in the main toolbar.
- Choose the format for exporting (vCard).



- Click **Export Contacts**.
- Follow the prompts to download your contacts file to your computer and make note of where the .VCF file was saved.

## Then...

After the migration date to the new email system on December 10th, 2024, login and choose Contacts in the lower left of the page:



Now, choose the **More Actions** drop-down and select **Import**:



Contacts	Contacts Done New	More Actions V		
Create new group	Search contact list	More Actions		
Personal Addressbook		New contact in		
11 Favorites	There are no contacts define		Hint: If you are trying to send an email to several contacts, a	hon
🔻 🍂 All Contacts	There are no contacts define	Copy contact		nen
Colleagues	Drag and drop surgeweb cor column into the left column to		This is the surgeweb contacts management page to:	diate
💼 Family	groups / distribution lists.	Import	<ul> <li>Organise your contacts into your own contact groups (ie</li> <li>Manage your Favorite contacts</li> </ul>	usu
💼 Friends		Export	<ul> <li>Search for contacts and email them</li> <li>Edit contact information</li> </ul>	
Address Directories			- Import / export contact information	
All Addresses		Print contact	- Edit shared addressbook information you have permissi	on t
Global		Print contact list	Note: Favorites is a "shortlist" of addresses containing: man	ualh
💷 Domain		T THE CONTROL INST		
		Refresh contacts		

Select vCard file from the left and choose the file you previously exported from IMail.

mail.tcix.com - Contacts Import				
Source:	vCard Import			
vCard file	Select file containing one or more vCards as generated by Apple Addressbook, Outlook or other applications.			
<u>CSV file</u>	Choose File Contacts_12024 (1).vcf			
Webmail Addresses	Note: Import may be repeated to update existing contacts. Apple Addressbook icon images are not yet imported.			
Text address list				
	Verify Import Cancel			

Now choose Verify Import, and then Apply Import. The contacts migration has now been completed.

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