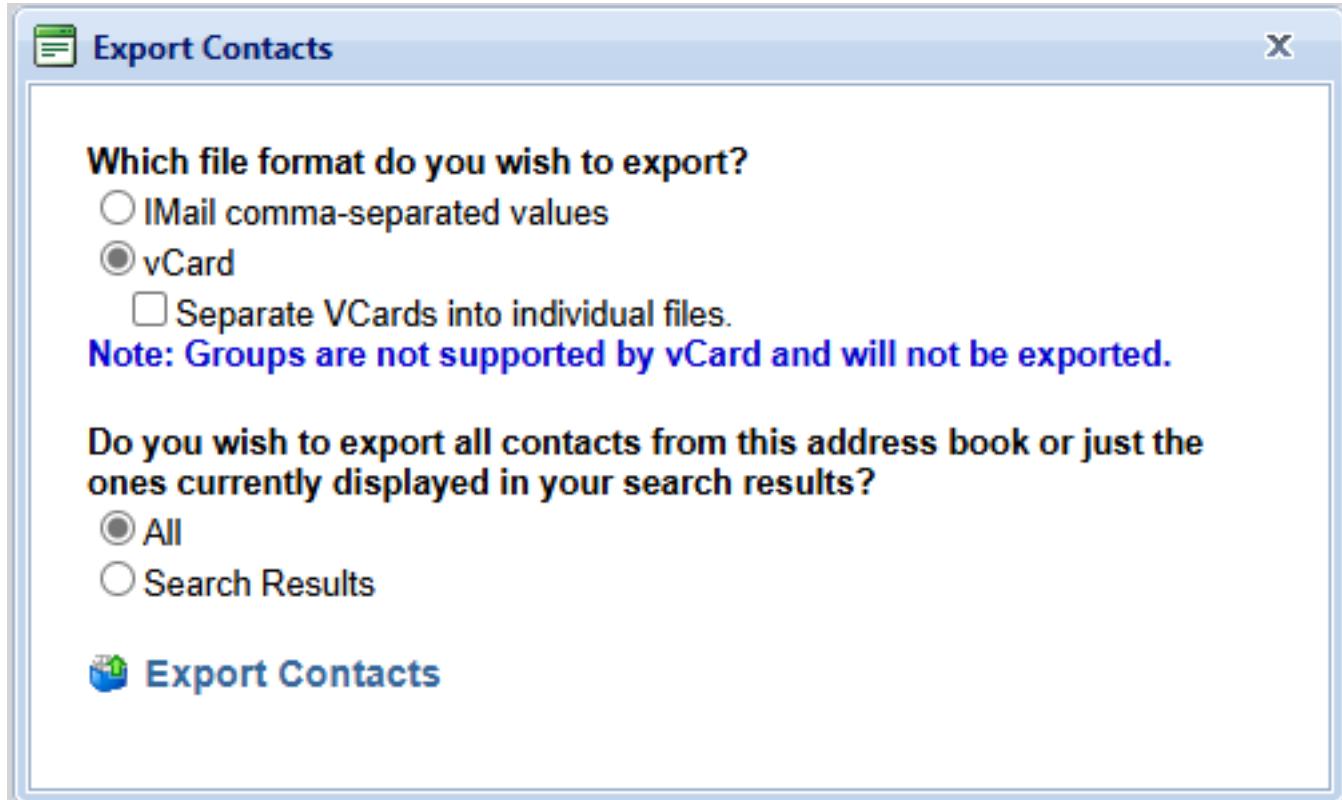


# Email

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

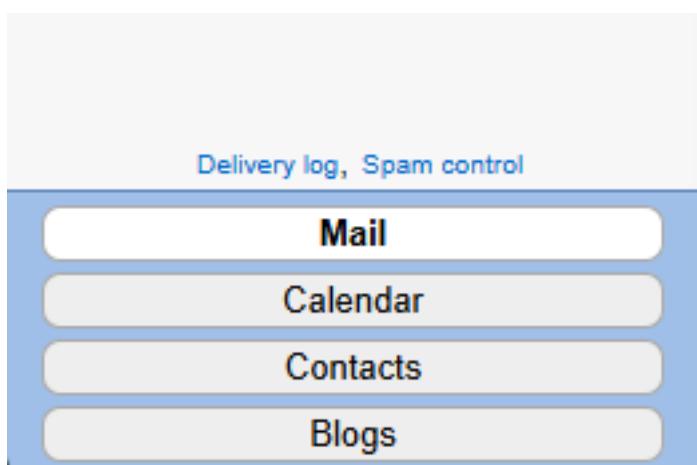
- Log into your IMAIL webmail account.
- Click on the **Contacts** or **Address Book** icon in the left navigation pane.
- Look for an **Export Contacts** option, found in the main toolbar.
- Choose the format for exporting (vCard).



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

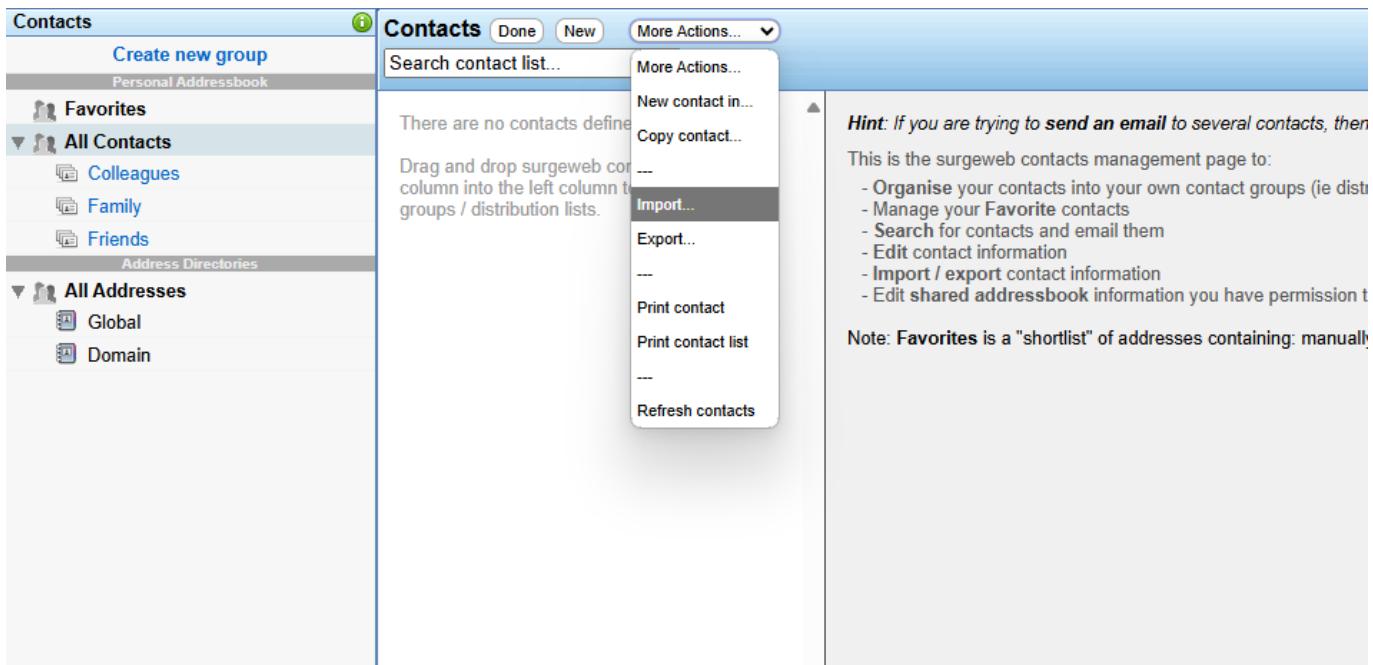
Then...

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



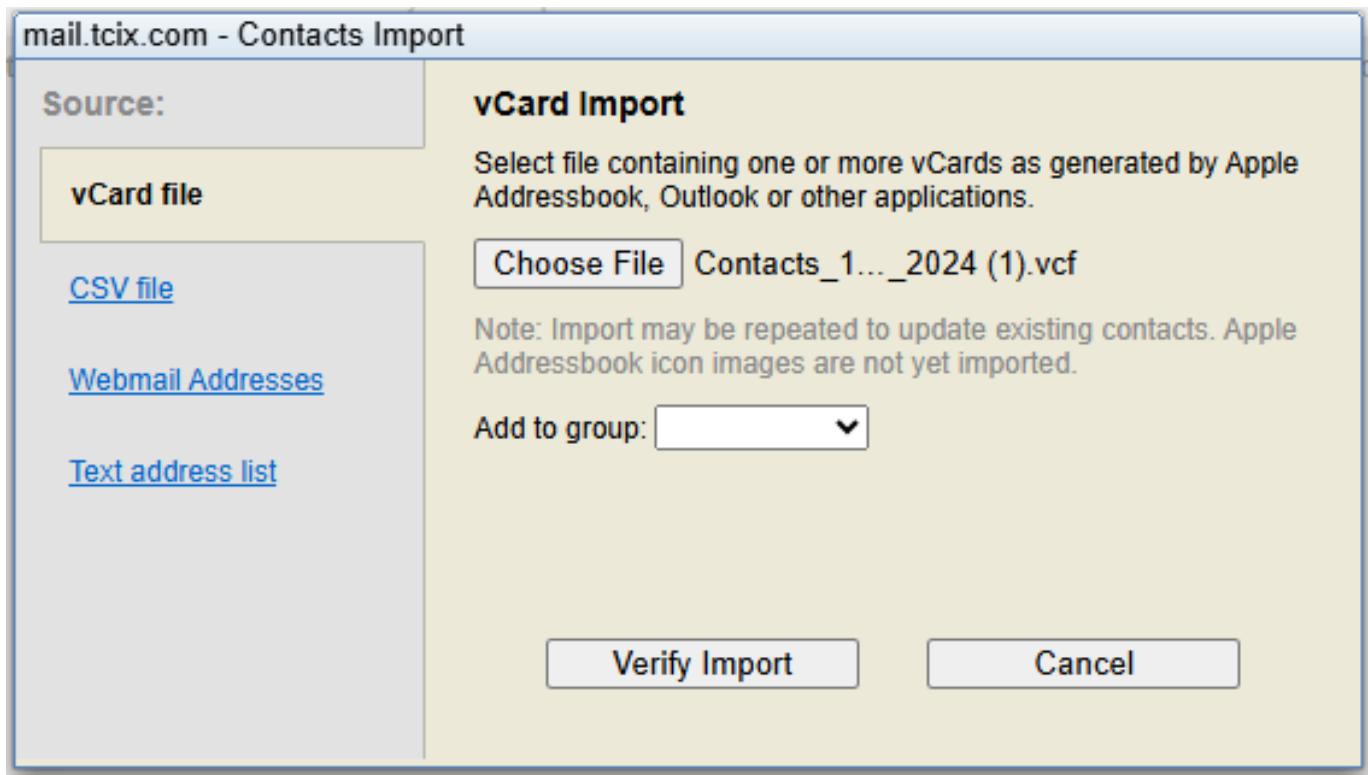
Now, choose the **More Actions** drop-down and select **Import**:

# Email



The screenshot shows the Surgeweb Contacts management interface. On the left, there's a sidebar with categories: Favorites, All Contacts (with sub-options: Colleagues, Family, Friends), and All Addresses (with sub-options: Global, Domain). The main area has a search bar and a message: "There are no contacts defined. Drag and drop surgeweb contact column into the left column to create groups / distribution lists." A context menu is open over this area, with "Import..." highlighted. Other options in the menu include: More Actions..., New contact in..., Copy contact..., Print contact, Print contact list, and Refresh contacts. To the right of the menu, there's a "Hint" section and a "Note" section.

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



The screenshot shows the "mail.tcix.com - Contacts Import" dialog. On the left, there's a "Source:" dropdown with "vCard file" selected. Below it are links for "CSV file", "Webmail Addresses", and "Text address list". On the right, the "vCard Import" section is displayed. It includes a text area: "Select file containing one or more vCards as generated by Apple Addressbook, Outlook or other applications.", a "Choose File" button with the path "Contacts\_1...\_2024 (1).vcf", and a "Note" below it: "Note: Import may be repeated to update existing contacts. Apple Addressbook icon images are not yet imported." There's also a "Add to group:" dropdown. At the bottom are "Verify Import" and "Cancel" buttons.

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

Unique solution ID: #1009

Author: Meganet Support

Last update: 2024-11-04 13:51