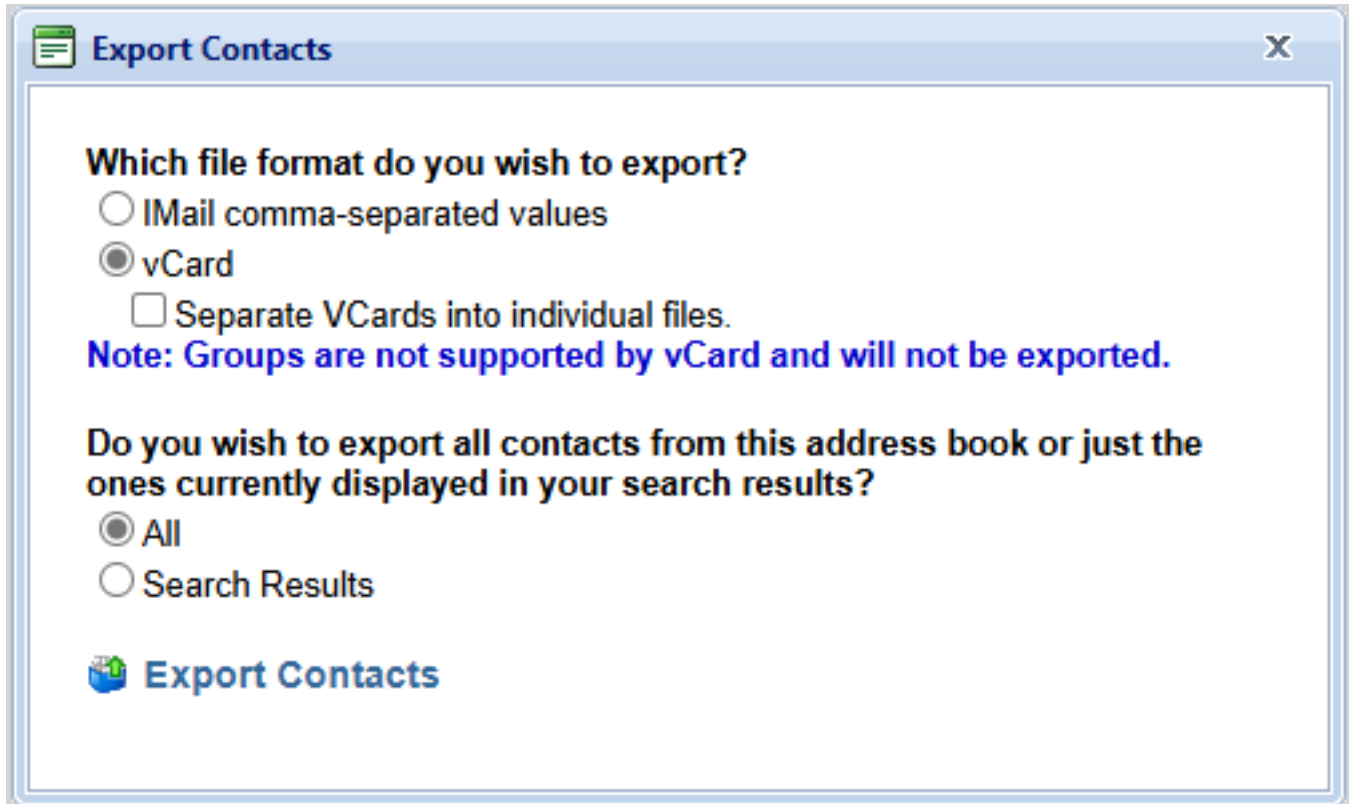


# Email

## 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).

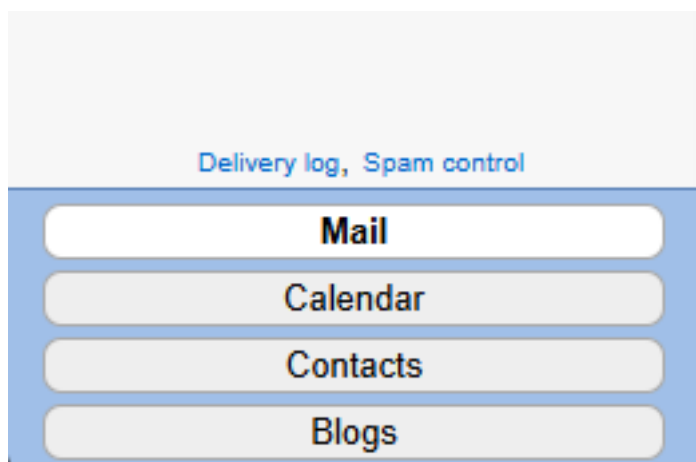


The screenshot shows a dialog box titled "Export Contacts" with a close button (X) in the top right corner. Inside the dialog, the question "Which file format do you wish to export?" is followed by two radio button options: "IMail comma-separated values" and "vCard", with "vCard" being selected. Below these is an unchecked checkbox labeled "Separate VCards into individual files." A blue note states: "Note: Groups are not supported by vCard and will not be exported." The next question is "Do you wish to export all contacts from this address book or just the ones currently displayed in your search results?" with two radio button options: "All" (selected) and "Search Results". At the bottom left of the dialog is a button with a download icon and the text "Export Contacts".

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

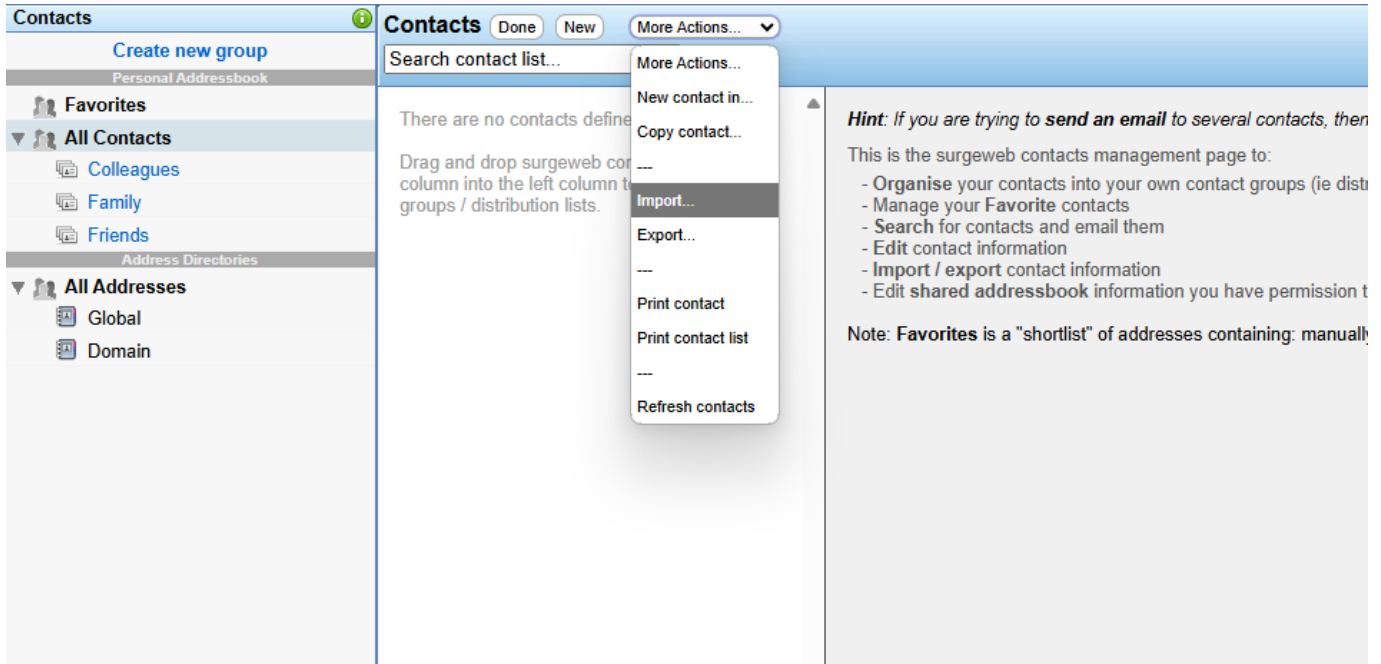
Then...

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

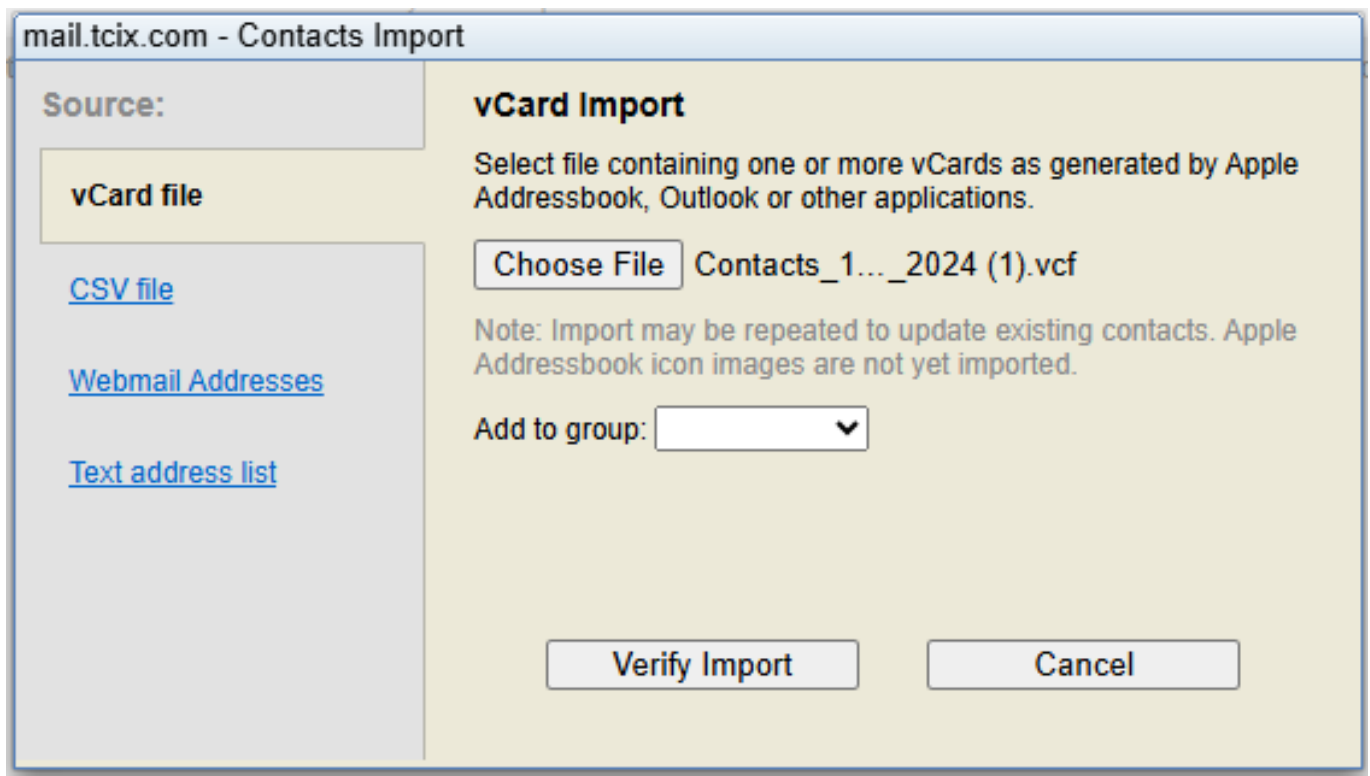


Now, choose the **More Actions** drop-down and select **Import**:

# Email



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



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