

**TECHNOLOGY AT SIMMONS COLLEGE**  
**Macintosh: Transferring Address Books to Thunderbird**

If you have imported your Mail from Netscape, Outlook or Outlook express, your Address Books have already been imported into Thunderbird and no further action is necessary for you to use them in Thunderbird.

**To import your Apple or Entourage Address Book into Thunderbird, you must first download the utility Address Book Exporter**

Note: moving the Address Book Exporter to the Applications directory requires administrative rights. Call the Help Desk (617-521-2222) if you need assistance with your Simmons-owned computer.

- 1) Open a browser and type <http://gwenhiver.net/applications/addressbookexporter/index.php> into the address bar.
- 2) Follow the instructions on the site to download the "Address Book Exporter" file.
- 3) Follow the onscreen instructions to install the Address Book Exporter.

**Apple Mail or Address Book**

- 1) In your Applications folder, open **Address Book Exporters**.
- 2) Make sure that "Export using current field settings" is selected.
- 3) In the top left, click the **Export Address Book** icon.
- 4) Specify a save location for your exported address book.
- 5) **Open** Thunderbird.
- 6) From the top menu bar, click **Tools**. From the drop down menu, click **Import**.
- 7) Make sure the option for **Address Book** is selected, and then click **Next**.
- 8) From the list click **Text File** and then click **Next**.
- 9) In the dialog box that opens, navigate to the Address Book file you just created.
- 10) A window appears allowing you to specify the address book fields you want to import. Make sure that the both the right and left columns line up with the correct information. If they do not, click a field and then click the **Move Up** and **Move Down** buttons to arrange the "Address Book Fields" column to match up with the correct data in the right column.
- 11) Click **Okay** when finished.
- 12) Click **Finish**. Your Address Book information has now been imported into Thunderbird.

## Entourage Mail

- 1) In your Applications folder open **Address Book Exporters**.
- 2) Make sure that “Export using Template” is selected. From the drop down menu make sure Entourage is selected.
- 3) In the top left, click the **Export Address Book** icon.
- 4) Specify a save location for your exported address book.
- 5) **Open** Thunderbird.
- 6) From the top menu bar, click **Tools**. From the drop down menu, click **Import**.
- 7) Make sure the option for **Address Book** is selected, and then click **Next**.
- 8) From the list click **Text File** and then click **Next**.
- 9) In the dialog box that opens, navigate to the Address Book file you just created.
- 10) A window appears allowing you to specify the address book fields you want to import. Make sure that the both the right and left columns line up with the correct information. If they do not, select a field and click the **Move Up** or **Move Down** buttons to arrange the “Address Book Fields” column to match up with the correct data in the right column.
- 11) Click **Okay** when finished.
- 12) Click **Finish**. Your Address Book information has now been imported into Thunderbird.