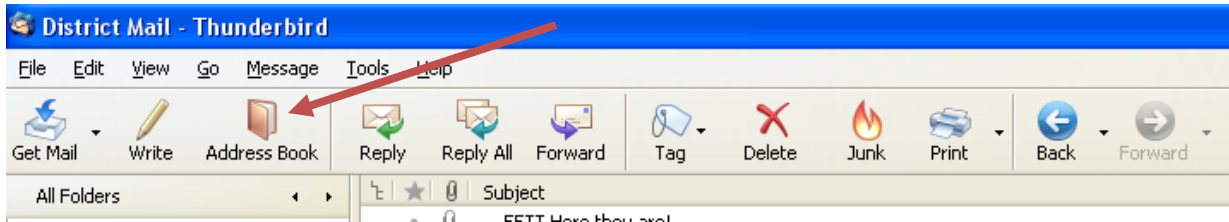
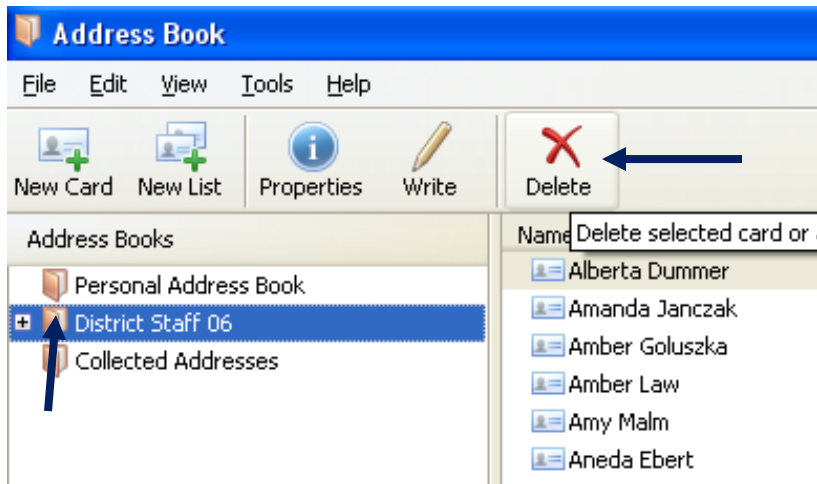


Importing the District Email Address Book

1. Open Thunderbird – Click on Address Book

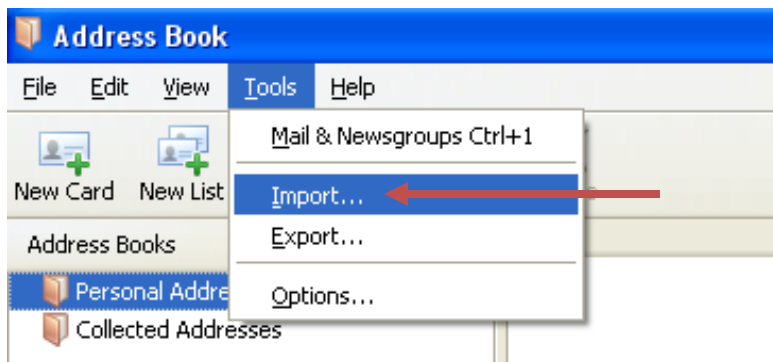


2. Delete your old district address book by selecting it and clicking on the delete button.

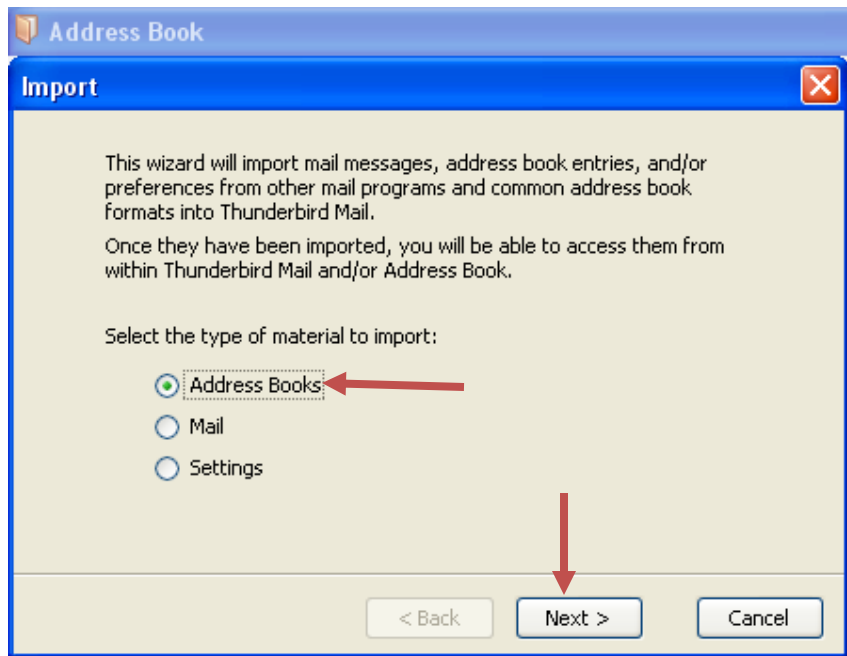


*** You Must delete the previous district address book. Failure to do so will cause problems when emailing groups***

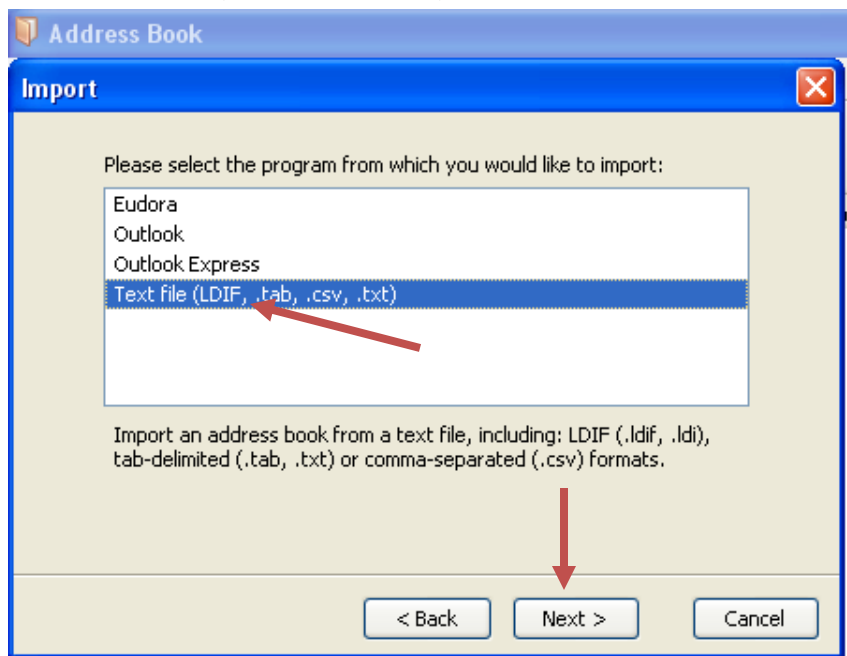
3. Start the import process by selecting the Tools Menu and then Import



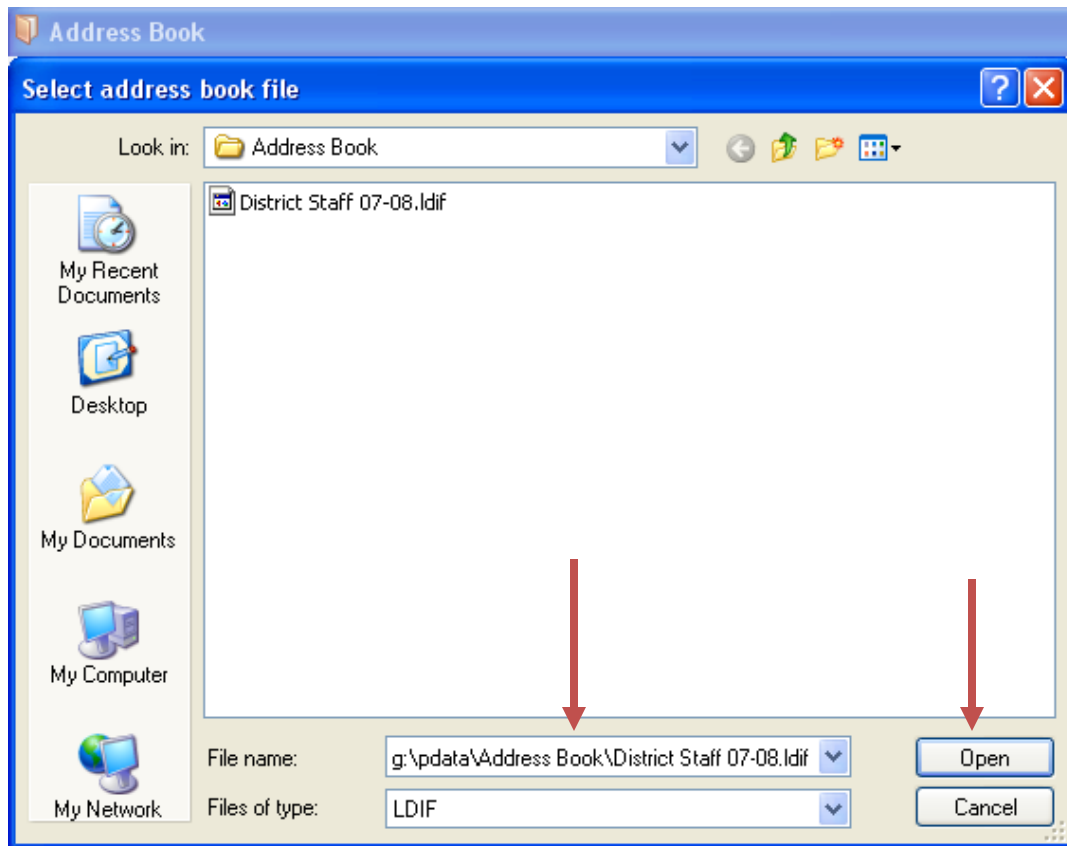
4. At the Import Address Book Wizard Select the radio button for Address Book and Click Next



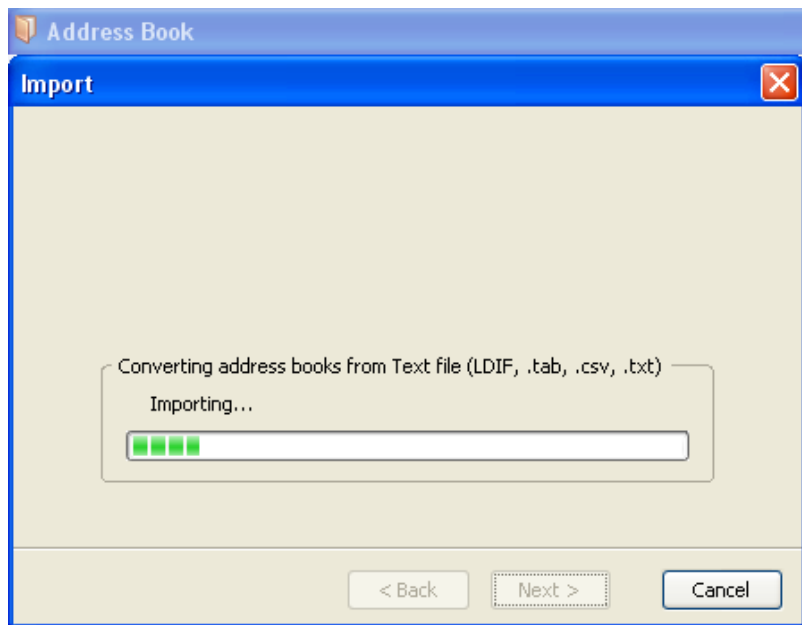
5. Select Text File (LDIF, .tab,.csv,.txt) and Click Next



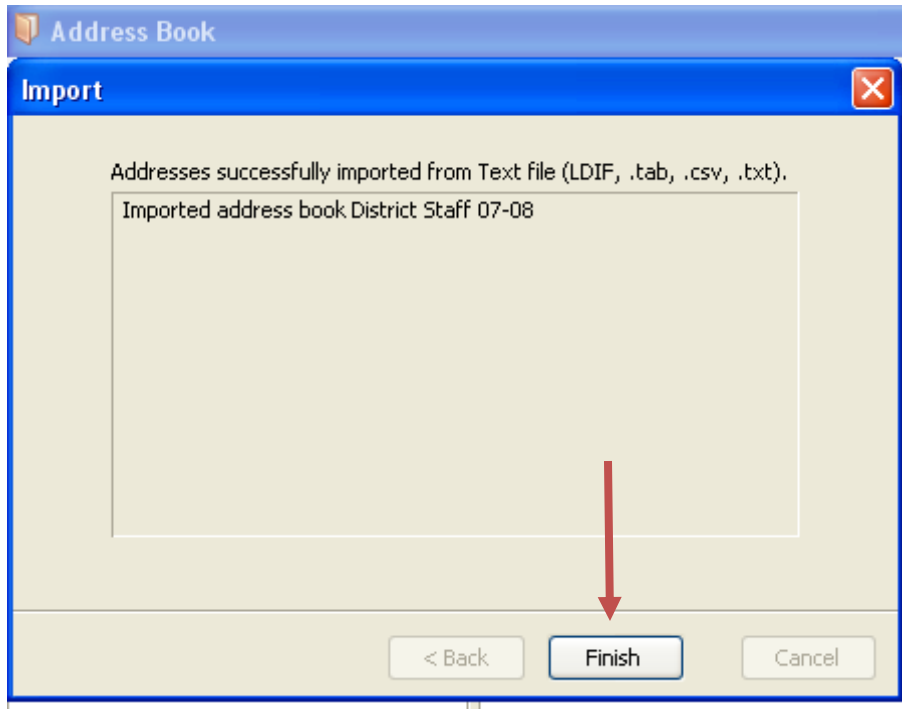
6. Enter g:\pdata\Address Book\District Staff 07-08.ldif in the file name box and Click Open



7. The import process will begin and take about 1 -2 minutes to complete



8. After it has finished importing click on Finish



9. Your new address book should now be installed. The names and groups in the address book are based on school rosters generated between 8/24/07 and 8/29/07. Any information that is in error should be immediately reported to will@d231.rochelle.net.

