

Importing into Zimbra

These instructions are for those who need to move address book or calendar data into the Zimbra web interface from Thunderbird, Google, Meeting Maker, or other programs. If you currently use Thunderbird and intend to keep using it after we move to the Zimbra server, you do not need to export and import your address books.

Importing e-mail

Before requesting that your account be converted, you should clean up your e-mail to make the migration go faster. As part of the conversion, your inbox and other folders will be copied to the new Zimbra server, so it's important to delete any messages you no longer need before that happens. You don't have to delete everything, but now's the time to go through and get rid of some of that old stuff that you really don't need any more.

After cleaning out your e-mail folders in Thunderbird:

1. Go to the File menu and choose Empty Trash.
2. Click on your e-mail address at the top of your folder list and go to File - Compact Folders (this often happens so fast that it looks like it didn't do anything, but it did).
3. Close Thunderbird.

After cleaning out your e-mail folders in WebMail:

1. Go to the Deleted folder (choose "Deleted - Deleted Messages" from the "Folder:" drop-down menu and click Go) and delete all of the messages there. If needed, use the "Check all displayed messages" box at the bottom of the page to select all messages on the page.
2. Click the Logout button to properly log out of WebMail.

If you have mail that you want to keep as an archive that does not need to be copied into Zimbra, we recommend moving it into Local Folders in Thunderbird (or other e-mail program). That way you will still be able to access it if needed, but it will not take up your space on the new Zimbra server.

If you're only keeping mail in Thunderbird's Local Folders as an archive, and do not intend to actively use Thunderbird for your e-mail, you'll want to make these changes to Thunderbird's settings:

1. Go to Tools – Account Settings. In the column on the left side, click on Server Settings.
2. Uncheck "Check for new messages at startup" and "Check for new messages every __ minutes".
3. Click OK.

Importing address books

Step 1: Export your address book(s) from Thunderbird*

1. Click on "Personal Address Book" on the left, then go to Tools – Export.
2. Change the "Save as type" box at the bottom from LDIF to Comma Separated (.csv).
3. Choose where to save the file and give it a name. If you're preparing for a Zimbra workshop, be sure to save it on your M or J drive. You do not need to put a file extension on the name.
4. Click Save. If you have more than one address book, repeat for each one.
5. Thunderbird uses two fields – "Display Name" and "Nickname" – that Zimbra does not support. These two fields are ignored when importing into Zimbra. Zimbra will import the "First Name" and "Last Name" fields, so unless you're sure that all of your contacts' names are in those fields, you'll want use the "Thunderbird to Zimbra address book conversion utility" to get your exported file in order.
 - a. On a Windows computer (Mac users: you'll need to use a windows computer for this part), go to Start – Network Software and double-click on Convert Thunderbird Address Book to Zimbra. Answer Run, Yes, Allow, or Continue to any warnings.
 - b. Choose the .csv file you exported and click Open. The result will be another .csv file with "-zimbra" appended to the name. That's the file you will then import into Zimbra (see next page).

*If you use an e-mail program other than Thunderbird, look for an export option to save the address book as a comma separated (.csv) file. Unfortunately, WebMail cannot export address books, so they will have to be recreated in Zimbra. After converting, you will still be able to access WebMail until May 2009, so you can copy and paste addresses from there into Zimbra.

Step 2: Import your address book(s) into Zimbra

1. In Zimbra, go to the Preferences tab, then the Import / Export sub-tab.
2. In the Import section, under “Type,” choose Contacts. From the drop-down box next to that (which says “Zimbra Contacts” by default), choose Thunderbird Contacts.
3. Next to the “File” box, click the Browse button, choose the .csv file you saved, and click Open.
4. Click the Import button on the right. Select the address book into which you want to import. You can choose an existing address book or click the New button to create a new one. Click OK.
5. You should see an “Import succeeded” message. To see the address book, click on the Address Book tab.

Distribution lists

Unfortunately, distribution lists cannot be imported. If your distribution lists are in your Personal Address Book, the individuals on those distribution lists will be imported as individuals in your Zimbra contacts list, but the lists themselves – called “Contact Groups” in Zimbra – will need to be recreated in Zimbra. For more information, see the handout *Zimbra Basics* at <http://www.snc.edu/techsupport>.

Importing calendars

Calendars must be saved in iCalendar (.ics) format. The procedure varies depending upon the calendar system.

Step 1: Export your current calendar

Google

1. Go to Settings – Calendars – Export My Calendars. This will save your calendars in a zipped file containing each calendar in .ics format. Make sure you know where you’re saving it.
2. Once the zip file is saved, right-click on it and choose Extract All.
3. In Windows, you should see the extraction wizard. Click Next.
4. You’ll see the location where the files will be extracted. To change it, click the Browse button. (It doesn’t matter where you put them, as you will delete them after you import them into Zimbra.)
5. Click Next.
6. Click Finish.

Meeting Maker

1. From the File menu, choose Export as Icalendar by Date. Choose the desired date range and click OK.
2. In the Save As dialog box, enter a name for the exported file. If you’re using a Mac, make sure the file ends with the .ics extension.
3. Browse to select a location for the file. It doesn’t matter where you put it, as you will delete it after you import it into Zimbra. If you’re preparing for a Zimbra workshop, be sure to save it on your M or J drive.
4. Click Save.

Step 2: Import your calendar into Zimbra

1. In Zimbra, go to the Preferences tab, then the Import / Export sub-tab.
2. In the Import section, under “Type,” choose Calendar.
3. Next to the “File” box, click the Browse button, select the .ics file you exported, and click Open.
4. Click the Import button on the right. Select the folder into which you want to import the calendar data. You can choose an existing calendar or click the New button to create a new one. Click OK.
5. When it finishes importing the calendar, you may receive some appointment reminders for events that have already passed. Just click Dismiss All to close them.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.