

Move Email Contacts to the new mail server:

Export Contacts from IceWarp WebMail

1. Open IceWarp WebMail *located at oldmail.jetup.net*
2. Click the Address Book tab
3. In the Address Book, click the "Export contacts" option
4. Select the "Save File" option and click the **OK** button
5. Select a place to store the Address Book (we suggest the Desktop)
6. Close IceWarp WebMail

Import Contacts into SurgeMail WebMail

1. Right click the Address book file located on your desktop and select **Open with > Notepad**
Across the top of the file you will see names such as "**NAME**", "**CATEGORY**", etc
2. Find the one named "**EMAIL**" and rename it to "**E-Mail Address**" (quotes are important)
3. Find the one named "**PHONE1**" and rename it to "**Work Phone**" or "**Home Phone**"
(depending on your preference)
4. Save the file and close Notepad
5. Open SurgeMail WebMail
located at *webmail.jetup.net*
6. Click the "Contacts" button on the bottom left
7. Under the "More Actions..." drop down select "Import..."
8. In the "Contacts Import" dialog box select the CSV File option and click the **Browse** button
9. In the "File Upload" dialog box select **Desktop** on the left side
10. Find the Address book file you previously edited, select that file and click the **Open** button
11. Click the **Verify Import** button
12. Click the **Apply Import** button
13. Your contacts should now be in SurgeMail Webmail and ready to use
14. Contact the Help Desk if you need future support