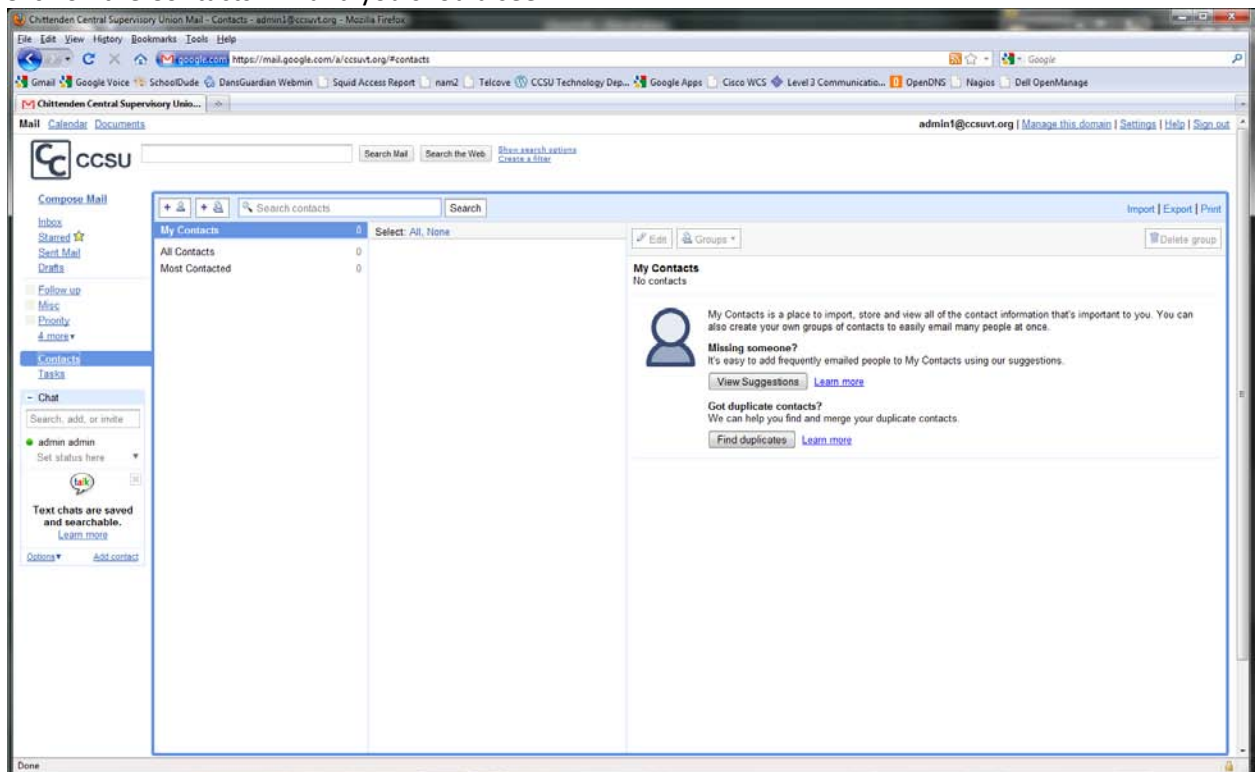


Importing GroupWise Contacts into Google Apps

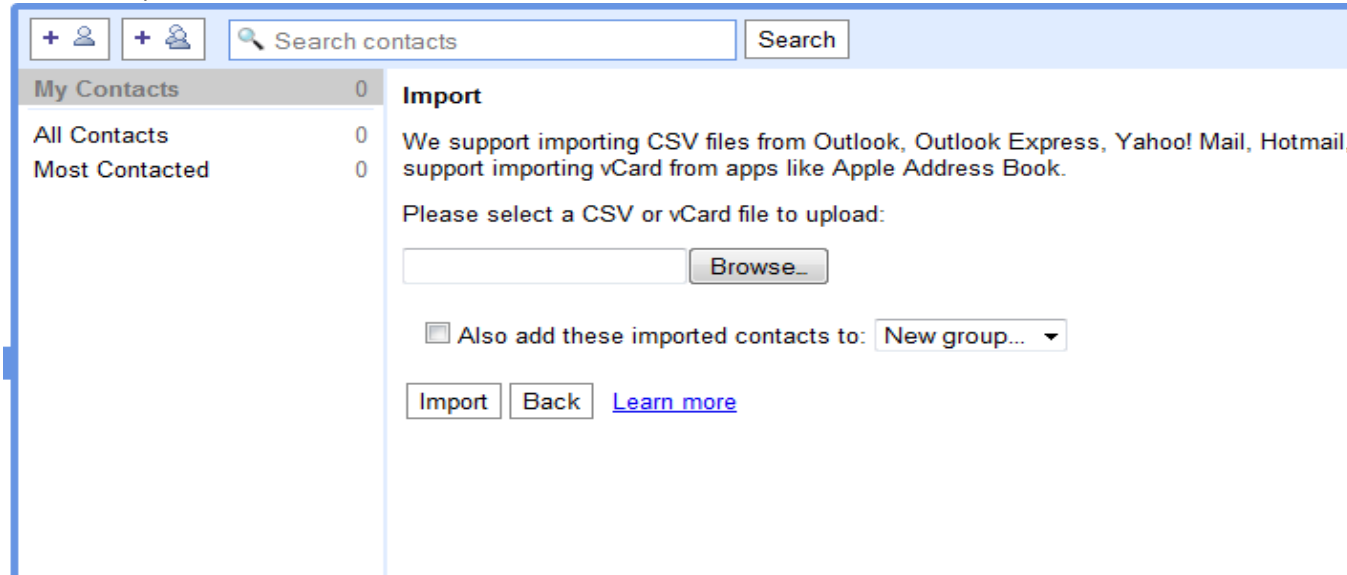
1. Open GroupWise and click the Address Book button.
2. You have a few options when it comes to exporting contacts from GroupWise.
 - Export contacts one at a time.
 - Export multiple contacts at once (hold ctrl key while selecting contacts).
 - Export your personal address book.

Exporting groups you have created is the only tricky part. While the group will export it will not import into Google. See step 9 for a way to import groups. No matter how you choose to export your contacts the process is the same.

3. Right click on the contacts, or your personal address book, and choose export.
4. You will be greeted with a window asking you where to save your .vcf file. Name the file something like address.vcf and save the file to your F drive.
5. Open Google mail, <http://mail.google.com/a/ccsuvt.org>.
6. Click on the Contacts link and you should see:



7. Click the Import link.



8. Click the Browse button and point to the .vcf file you created earlier.
9. If you would like to import your contacts into a group, check the “Also add these imported contacts to” box. From the drop-down box you can choose to import them into an Existing group, or a new group. This is one way you can import a group from GroupWise to Google Apps.
10. Click on Import and you are done.

Importing Groups into Google Apps

Importing groups into Google Apps works a little bit differently than importing users.

1. Open GroupWise and click on the Address Book button.
2. Find the groups you are looking to export, right click and choose export.
3. You will be greeted with a window asking you where to save your .vcf file. Name the file something like address.vcf and save the file to your F drive.
4. Log into your Google Apps account and create the groups you want to import.
5. Once you have created your groups, click on the Import button.
6. Browse to the file you want to import and check the “Also add these imported contacts to” box, and choose the group your want to import these contacts into.
7. Click Import and you are all done.
8. Repeat for each group you want to import.