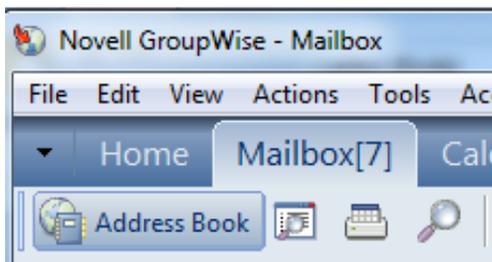


Transferring Groupwise address book to Office 365

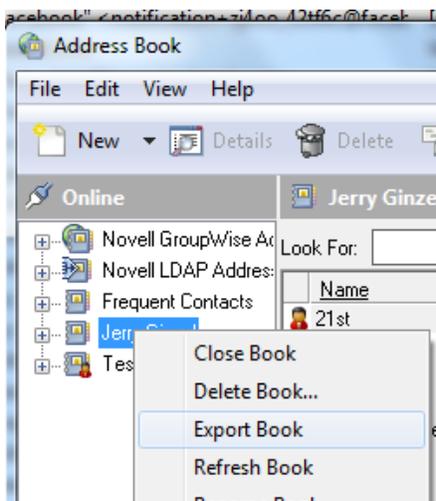
-This process cannot be done with the web version of Groupwise. You will need to do these steps at a computer that has the Novell Groupwise Client installed.



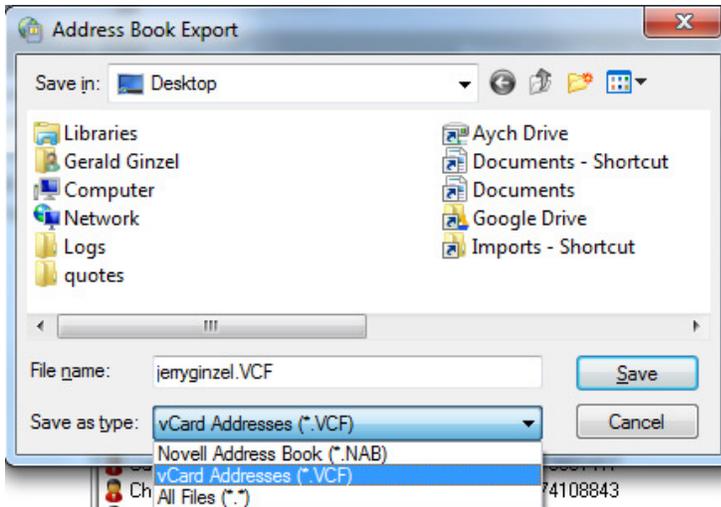
-You can find the Groupwise client under Start -> Programs -> Novel Groupwise, as seen above.



-In the groupwise client, click on the address book button



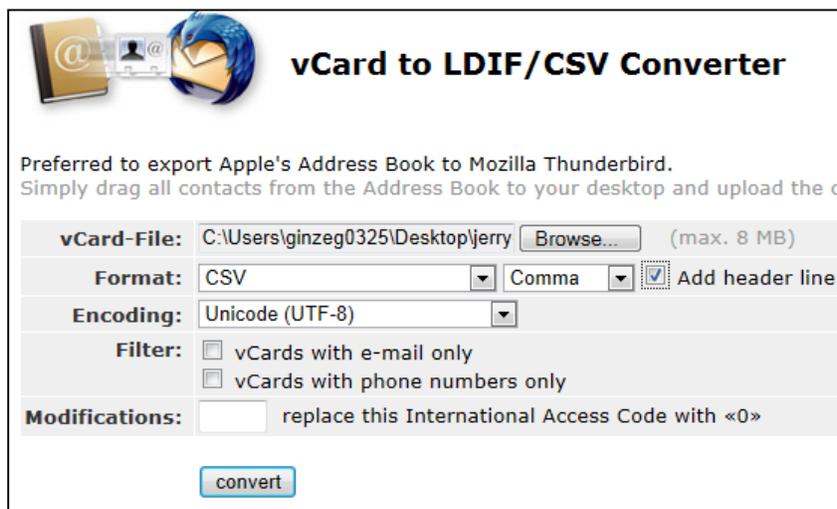
-Right click on the address book that contains your name, and select "Export book".



-Choose the “vCard Addresses” option under “Save as type:”

-Give the file a name you will remember later in the “File name” field. Make a note of where the file is being saved, which can be seen at the top of the box in the “Save in:” box

-Open up a web browser and go to <http://labs.brotherli.ch/vcfconvert/>



-Click the browse button that is to the right of the “vCard-File” line and navigate to the file you just created. Once you select the file, click ok.

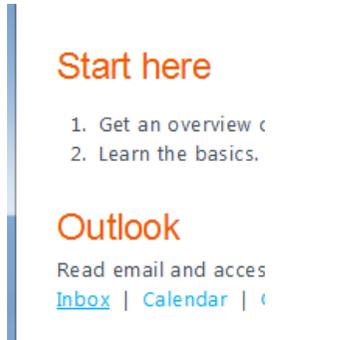
-The format line needs to have the “CSV” option, the “Comma” option, and a check in front of “Add header line”, as shown above.

-Press the convert button

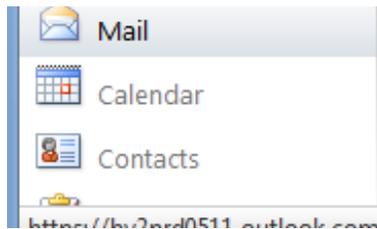
-The next window will be your web browsers default “save as” prompt box. Make note of where you save it. If you do not get an option to pick where to save it, it will likely be on the desktop or in the “my

documents -> downloads” folder. The file will have the same name as you set previously, but it will be a “.CSV” as opposed to a “.VCF”.

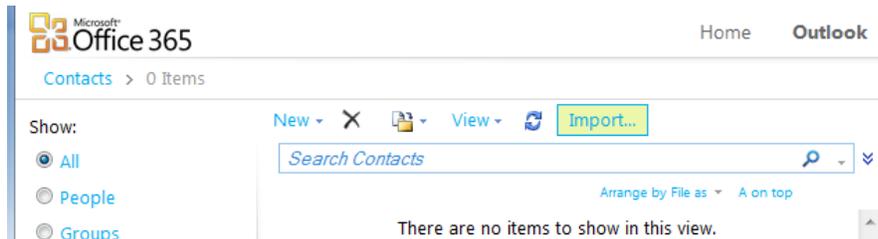
-Now go to <https://login.microsoftonline.com> and log into your Office 365 account.



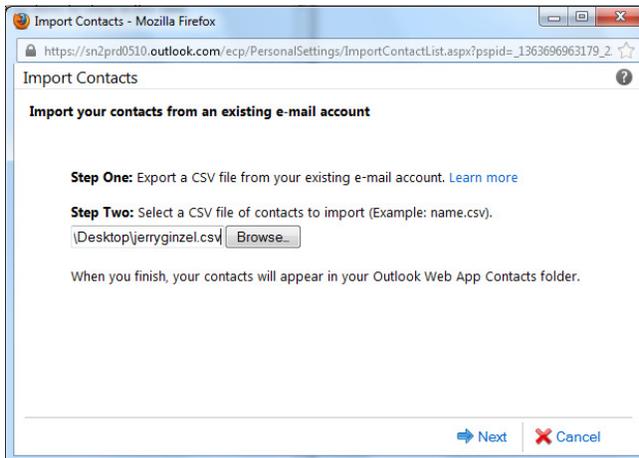
-Click on the inbox



-Select the Contacts link in the bottom right corner.



-Select “Import”



-Click Browse and select the CSV file created in step 3. Click Next.

-You may need to log out and back in, but you should now see your contacts filled out under the contacts section of Office 365.