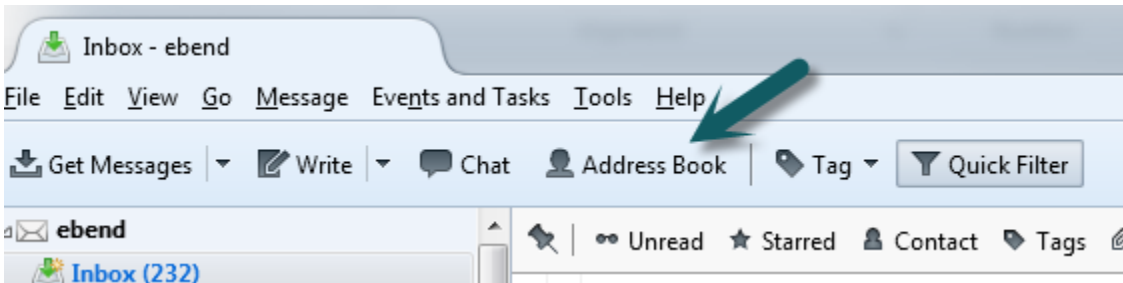


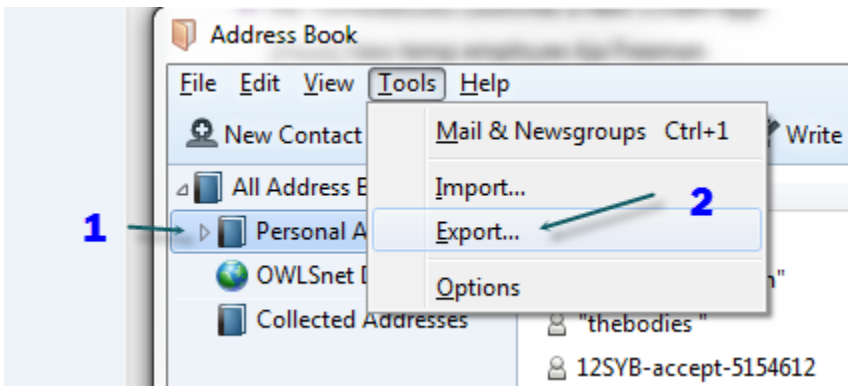
Importing Local Contacts from Thunderbird

Step 1, Export Contacts from Thunderbird

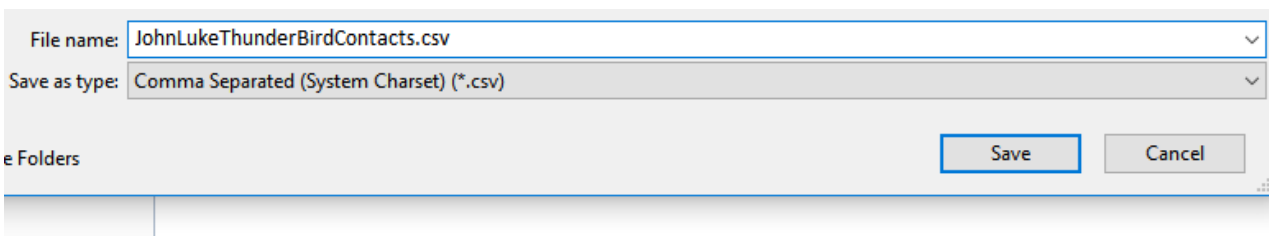
In Thunderbird, select Address Book.



In the Address Book, click on **Personal Address Book** and then select **Export** from the Tools menu.



Give the file a name (remember where you save it) and toggle the **Save as type** to **Comma Separated (System Charset) (*.csv)**



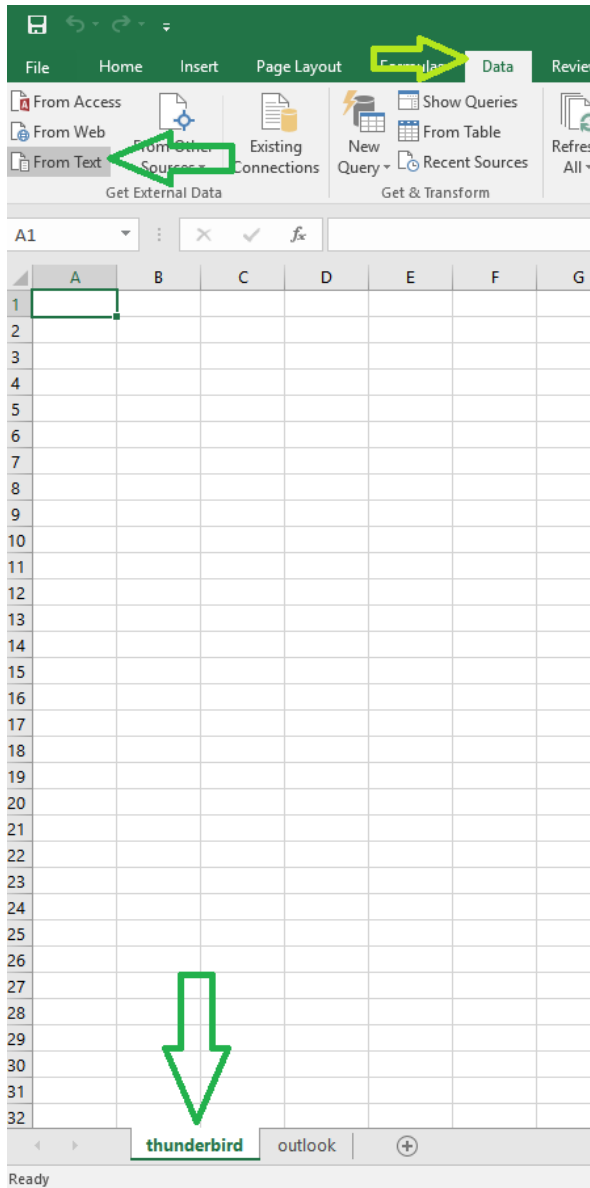
Congratulations! You now have an Excel CSV file of all your Thunderbird Personal Contacts. Don't lose track of this file.

Step 2, Create new CSV File and Edit Contacts

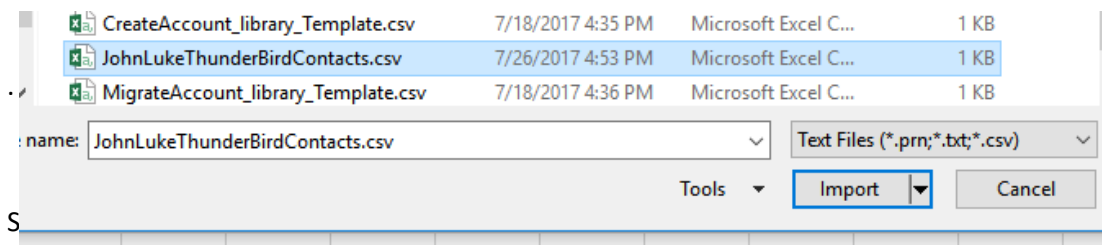
Next, download the Excel file **thunderbird-to-outlook-contacts.xlsx**

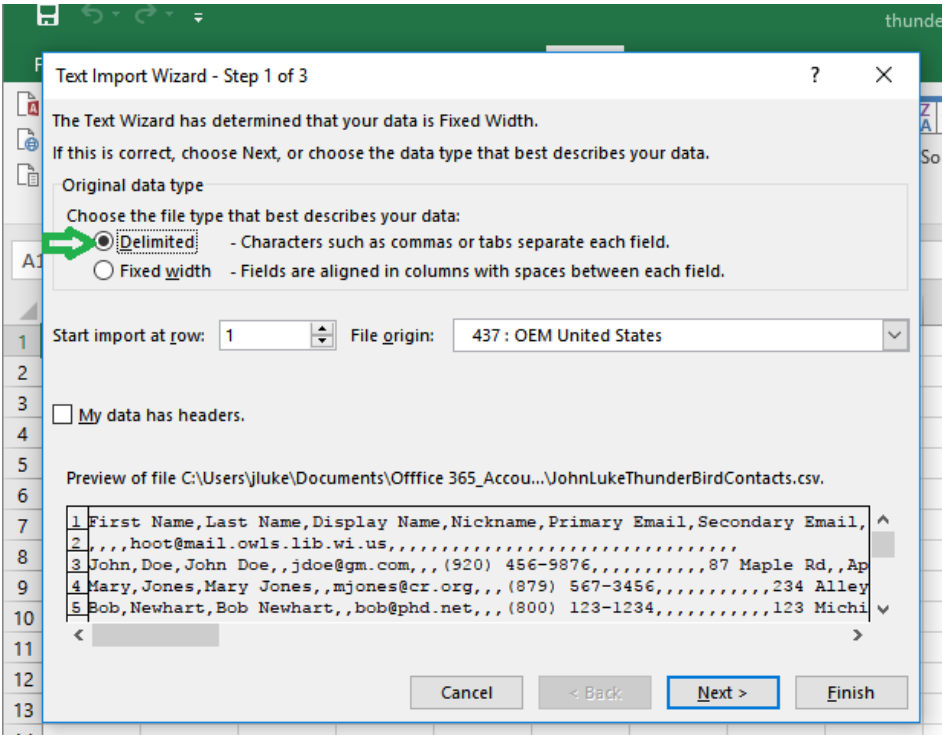
The Excel workbook has two sheets, thunderbird and outlook. The thunderbird sheet is empty. The outlook sheet contains the headers needed to import the file into outlook.

With the thunderbird sheet open, go to the Data tab in Excel and select "From Text" in the Get External Data section.

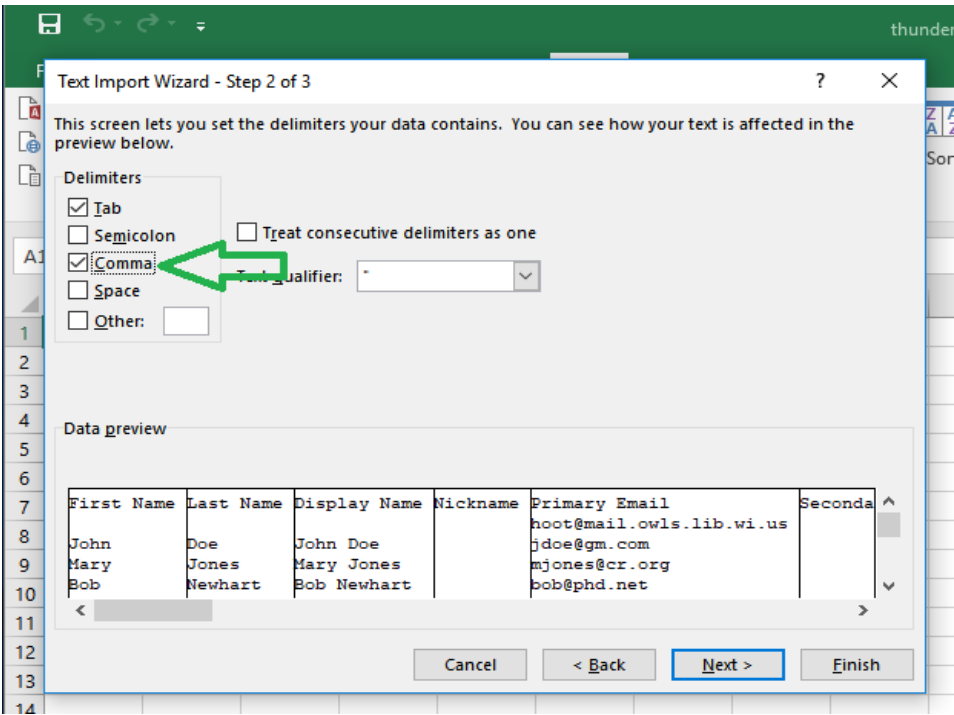


Browse to the csv file you exported and saved from Thunderbird and click Import.

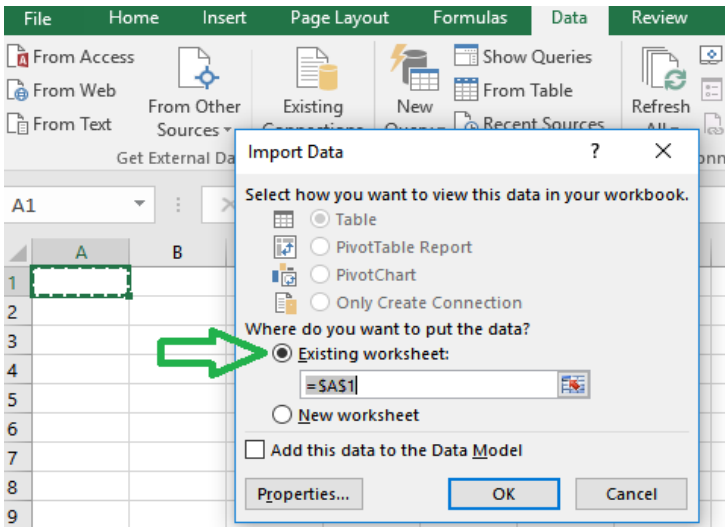




Select Comma as the Delimiters (comma is the default, but it could be something else. Just look at the preview data (see above) and notice what character is used as the delimiter. When the correct delimiter is selected you should see separate columns displayed in the data preview.



Click **Next** and then **Finish** and the click **OK** to put the data in the “Existing Worksheet”.



You import should look similar to these below. The columns you actually get populated may vary from these samples as it all depends on how much info was filled into your original Thunderbird contacts. This is where you can now clean up and edit contacts. Take a look at your local contacts and delete obsolete contacts and **delete any mail.owls.lib.wi.us or mail.nfls.lib.wi.us contacts** (these will all be in the global address book and also will all be changing soon anyway).

Verify entries so just first names are in the 'First Name' column, last names in the 'Last Name' column, etc. Eliminate commas & periods just in columns A & B, and fix entries that begin with a space in columns A, B & C, as it could make for an unpredictable import. Delete any fully empty rows that may have appeared as well.

Take care to not disturb row 1 that contains the column titles. Correct column irregularities, delete owls/nfls contacts

	A	B	C	D	E	F	G
1	First Name	Last Name	Display Name	Nickname	Primary Email	Secondary Email	Screen Name
2					hoot@mail.owls.lib.wi.us		
3	John Doe		John Doe		jdoe@gm.com		
4	Mary	Jones	Mary, Jones		mjones@cr.org		
5	Bob	Newhart	Bob, Newhart		bob@phd.net		
6							
7							
8							

Delete entire rows as needed

	D	E	F	G
1	Nickname	Primary Email	Secondary Email	Screen Name
2		hoot@mail.owls.lib.wi.us		
3	John Doe	jdoe@gm.com		
4	Mary, Jones	mjones@cr.org		
5	Bob, Newhart	bob@phd.net		

All cleaned up. Again, all we are concerned about are columns A, B, and E

	A	B	C	D	E	F	G
1	First Name	Last Name	Display Name	Nickname	Primary Email	Secondary Email	Screen Name
2	John	Doe	John Doe		jdoe@gm.com		
3	Mary	Jones	Mary, Jones		mjones@cr.org		
4	Bob	Newhart	Bob, Newhart		bob@phd.net		
5							
6							

Once you have edited the list on the thunderbird sheet to the contacts you want to keep, highlight all of names in Column A / **First Name** and copy. (Be careful not to copy the header in Row 1.)

Then click on the outlook sheet and paste the names in Column A / **First Name** on the outlook sheet. (Be careful not to paste over the header in Row 1.)

Do the same for **Last Name** and **Primary Email**. You are essentially copying and pasting column values one column at a time. (Be careful not to copy the header in Row 1 or paste over the header in Row 1.)

All you are copying from the thunderbird sheet is **First Name**, **Last Name**, and **Primary Email** values.

In the thunderbird sheet, **Column E / Primary Email** will go into the outlook sheet **Column I / E-mail Address**

(note that those two Email column header names are different. **The outlook sheet header must stay named as you see it here**)

Make sure you only copy and paste the actual column values, and never the column headers from row 1.

Do them one column at a time, as they do not get pasted into the outlook sheet in the same places as you copied them from!

	A	B	C	D	E
1	First Name	Last Name	Display Name	Nickname	Primary Email
2	John	Doe	John Doe		jdoe@gm.com
3	Mary	Jones	Mary, Jones		mjones@cr.org
4	Bob	Newhart	Bob, Newhart		bob@phd.net
5					
6					
7	'Copy' entire column, except row 1				
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					

You are 'copying' in the Thunderbird tab

	A	B	C	D	E	F	G	H	I
1	First Name	Middle Name	Last Name	Title	Suffix	Nickname	Given Yomi	Surname Yomi	E-mail Address
2	John		Doe						jdoe@gm.com
3	Mary		Jones						mjones@cr.org
4	Bob		Newhart						bob@phd.net
5									
6									
7	'Paste' into corresponding columns here, right below row 1								
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
32									

You are 'pasting' in the Outlook tab

Once you have pasted those three columns to the outlook sheet, with the outlook sheet open, go to File and Save As.

Give the file a new name (something like *import-to-outlook*) and toggle the **Save as type** to **CSV (Comma delimited) (*.csv)**

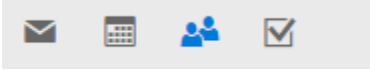
You will get a prompt reading 'Selected file type does not support workbook that contain multiple sheets'. Press **Okay**

You will get a prompt reading 'Some features in your workbook might be lost if you save it as CSV'. Press **Okay**

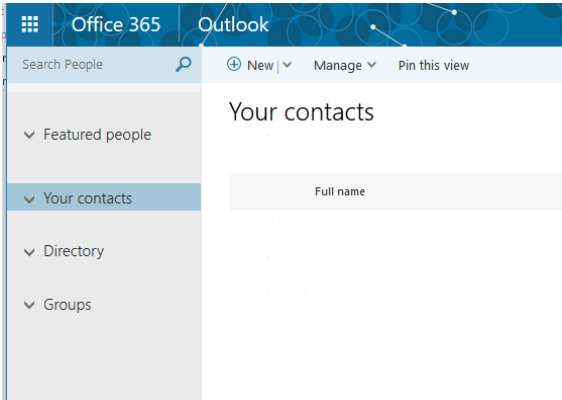
You can now close this Excel file, and press **Don't Save** if that appears.

Step 3, Importing contacts into Office 365

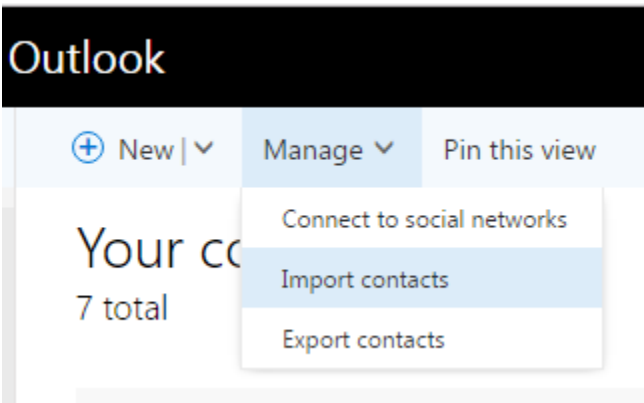
Open your Office 365 account. From Outlook, open your contact page by clicking on the people icon in the bottom left hand corner.



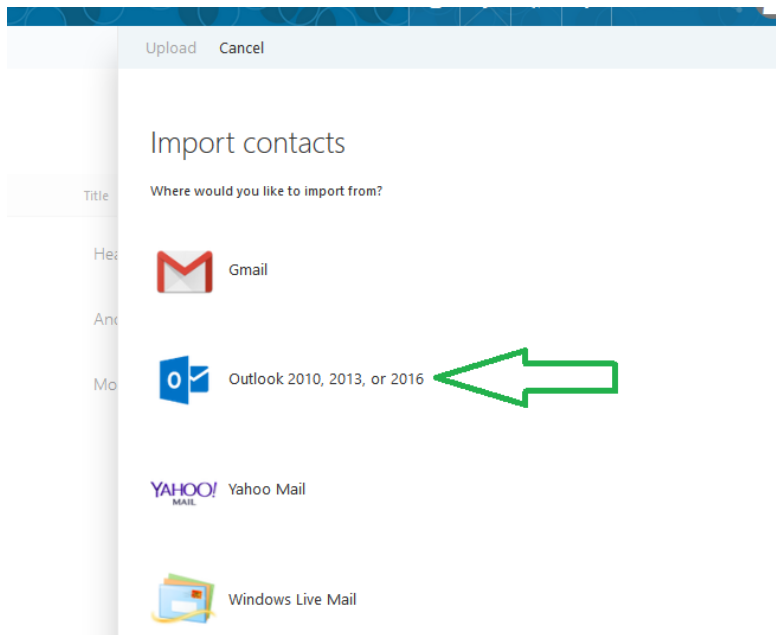
Then Click on **Your contacts** in the left sidebar.



From the top menu, select Manage > Import contacts.

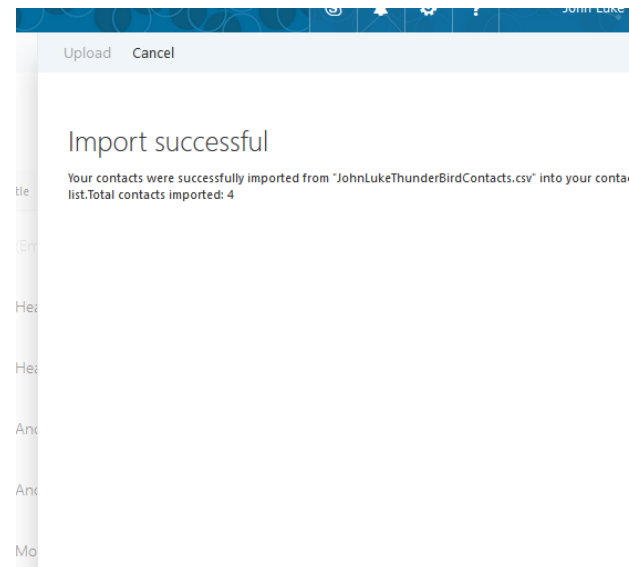
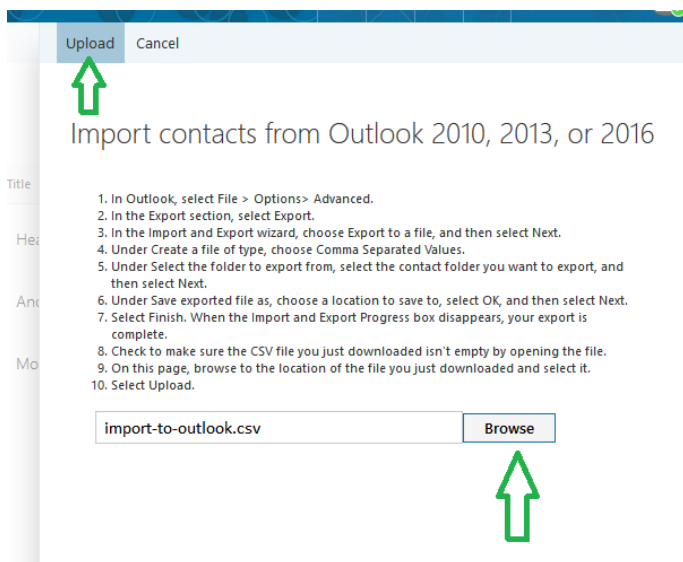


In the left column under Import contacts, select Outlook 2010, 2013, or 2016. I realize this seems incorrect as you're importing from Thunderbird, but this is the correct procedure.



Ignore all the instructions and just browse to that recent "import-to-outlook" csv file you just created with those copy and pasted thunderbird contact values.

Once you have loaded your file, click on Upload at the top of the column.



If it works, you should get a message indicating success.