Importing and Exporting Address Books and Mail Messages

If you have an older address book from a previous version of Messenger or another program, you can add its entries to your personal address book.

When you import another address book and add it to your own, Messenger does not overwrite entries in your address book. It simply adds the new entries. (Windows and Mac OS only)

Importing Messages Or Address Book Files:

- Click on **Communicator** Menu and Select **Messenger** option.
- From the File menu, choose Import and the Messenger Import Utility appears.

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• Follow the instructions in the utility to import mail folders and address book files.

To Export An Address Book:

- Click the **Address Book** icon on the component bar in the bottom of Netscape Window.
- If you have more than one address book, select the one you want.
- From the File menu, choose Export.
- Type a filename for the address book and choose the file type.



• Click Save.