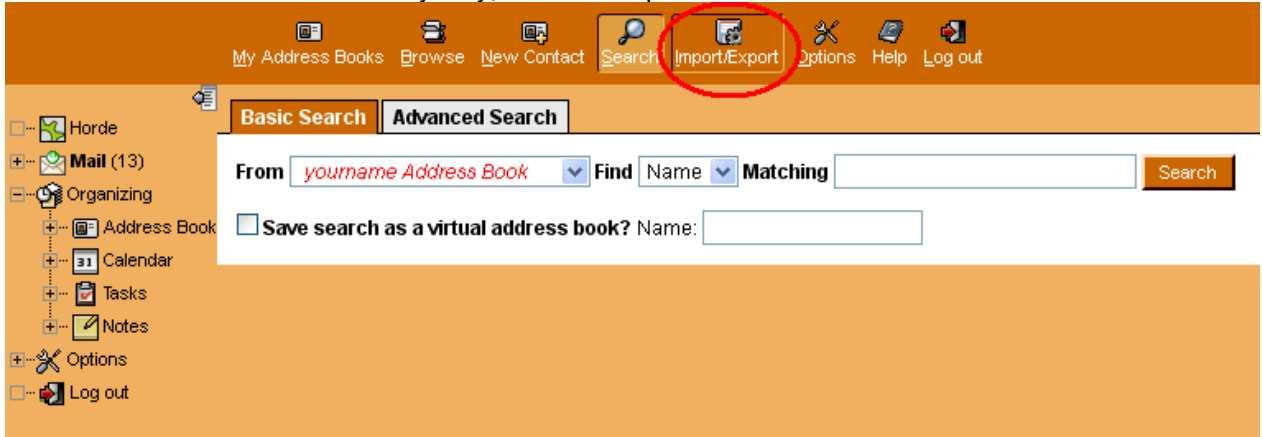
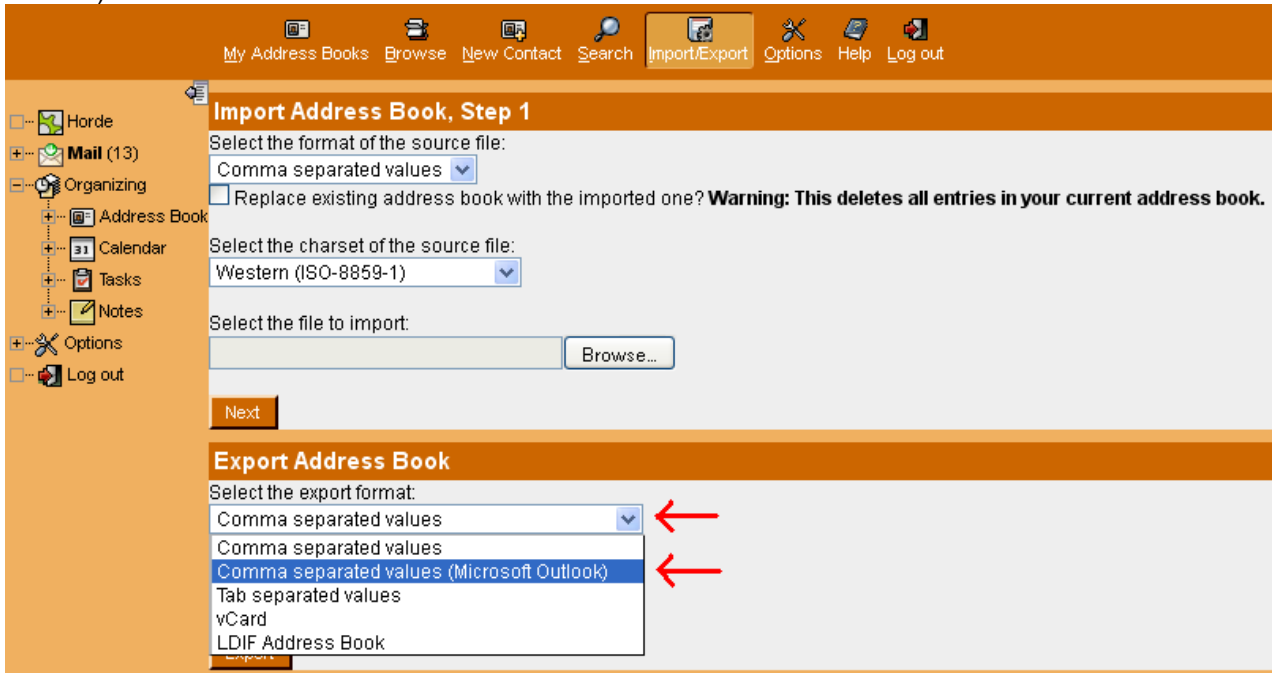


TO EXPORT YOUR ADDRESS BOOK FROM HORDE AND IMPORT INTO TCA'S NEW ONE_MAIL SYSTEM

1. Log into the mail program on www.tcaexpress.net (or into Horde Mail directly).
2. Then click on your address book. It can be found by clicking the "+" sign beside Organizing and then click on Address Book. Your screen may vary, but at the top of the new window is an EXPORT button.



3. At the bottom portion of the page under Export Address Book, click the drop down arrow and choose "Comma separated values (Microsoft Outlook)"



4. Click the EXPORT button.

My Address Books Browse New Contact Search Import/Export Options Help Log out

Import Address Book, Step 1

Select the format of the source file:
Comma separated values

Replace existing address book with the imported one? **Warning: This deletes all entries in your current address book.**

Select the charset of the source file:
Western (ISO-8859-1)

Select the file to import:
 Browse...

Next

Export Address Book

Select the export format:
Comma separated values (Microsoft Outlook)


Select the address book to export from:
yourname Address Book

Export

5. If you are using [Internet Explorer](#) for your Internet browser, a window will open to save the file. Click SAVE and save the file to you're My Documents/Downloads folder (or somewhere easily found later). You can click "X" to close the download folder if one opened.

If you are using [Mozilla](#) for your Internet browser a window will open to save the file. Change the radio button to the SAVE FILE option and then OK. Then you can click right corner "X" to close the download folder that opened. Mozilla automatically saves the file to your C: My Documents/Downloads folder.

6. Wait till the new system is up and running on Jan 4th and log into it just as you did with the old Horde Mail through our website and you should see all of your emails.
7. Once you get logged and want to update your address book, click on the Contacts link:

 **TCA**
THE COMMUNITY AGENCY

yourname@tcaexpress.net

Home

Usage

Email

0% 100%

Usage: 0 B of MB of 100 MB.
Total: 320 messages.

one_storage

0% 100%

Usage: 0 B of 10 MB.
Total: 0 files.

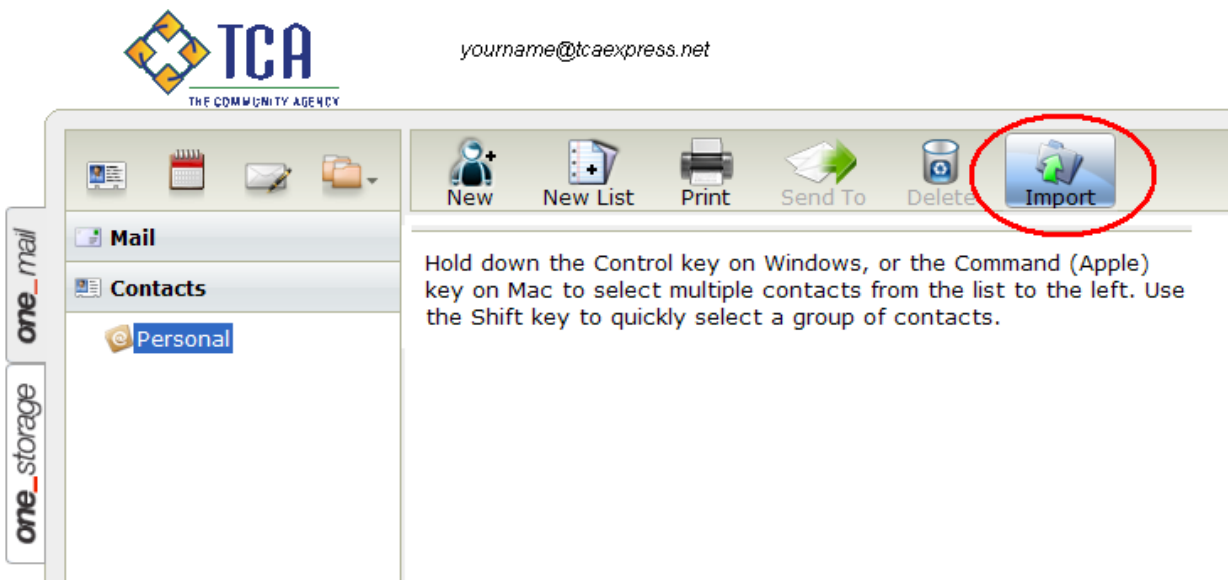
one_mail

Mail

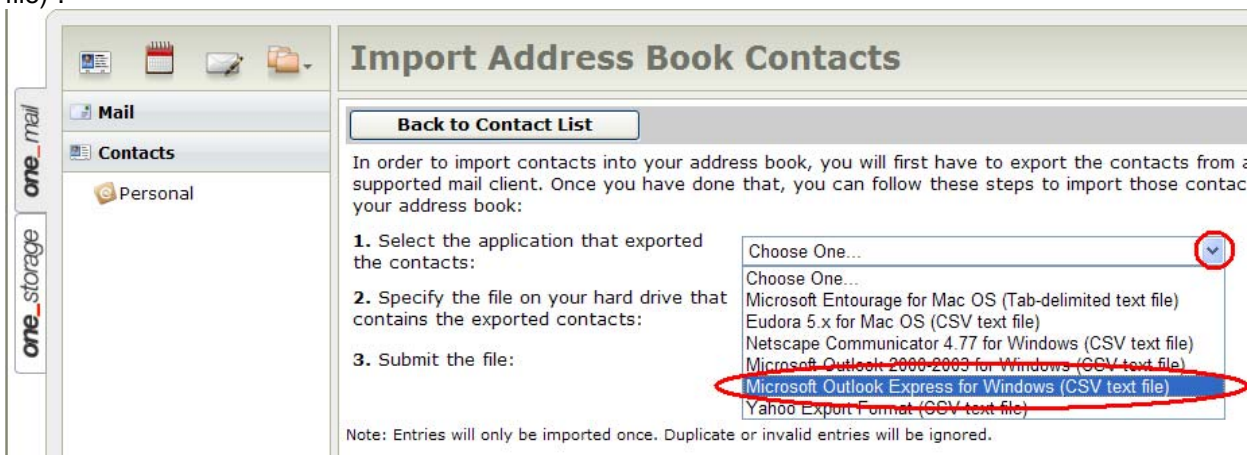
- Inbox
- Spam
- Drafts
- Sent
- Trash

one_storage

8. Click on IMPORT on the top menu bar:



9. On line 1, click the dropdown and choose "Microsoft Outlook Express for Windows (CSV text file)".



10. On line 2, click BROWSE and go to the location you used in step 5 above, My Documents, Downloads.
11. On line 3, click SUBMIT and you are DONE. Your addresses are now in the new TCA One_Mail system.
12. If you run into problems, you can call TCA at 930-5593. Thank you.