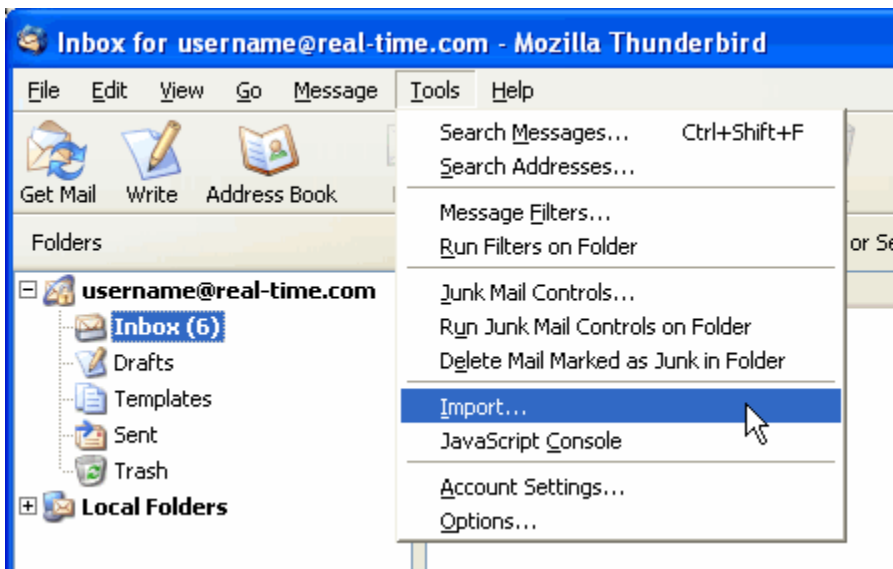


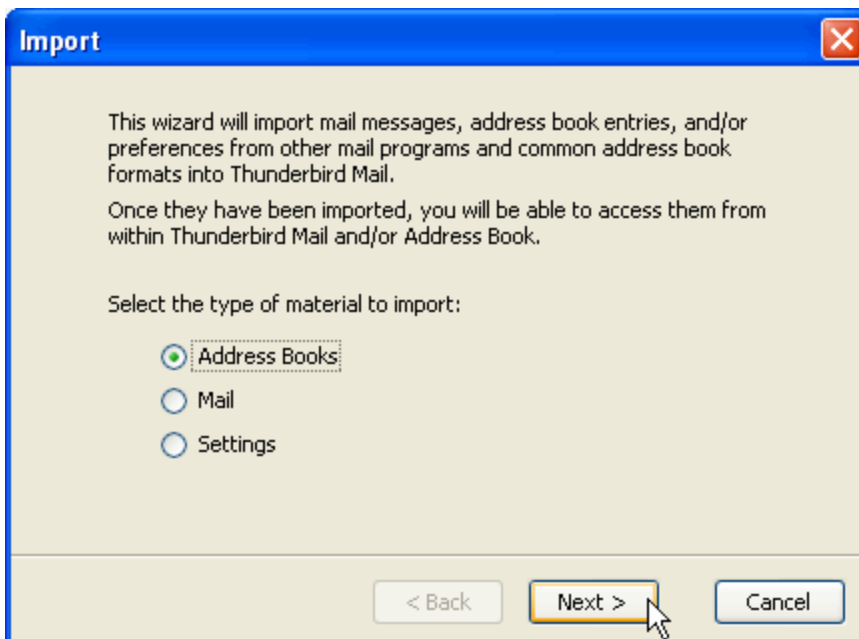
Thunderbird

Importing Outlook Emails and Address books

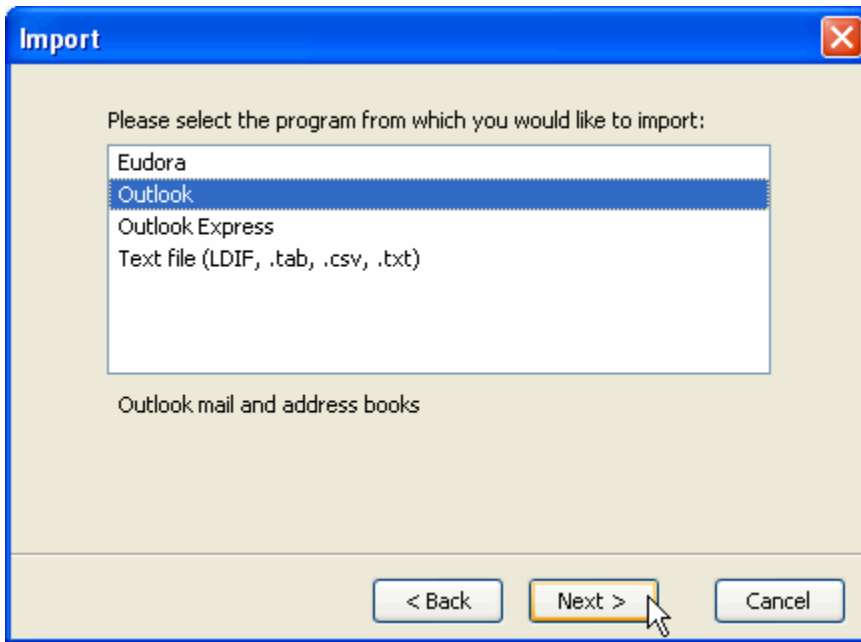
1. From the main **Thunderbird** window click on **Tools** and then **Import...**



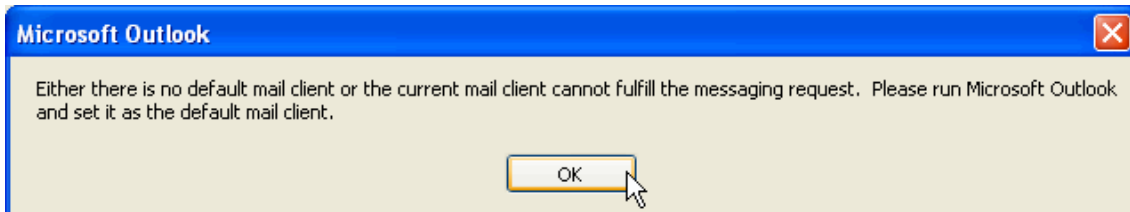
2. Click on the **Address Books** radio button, then click on **Next**



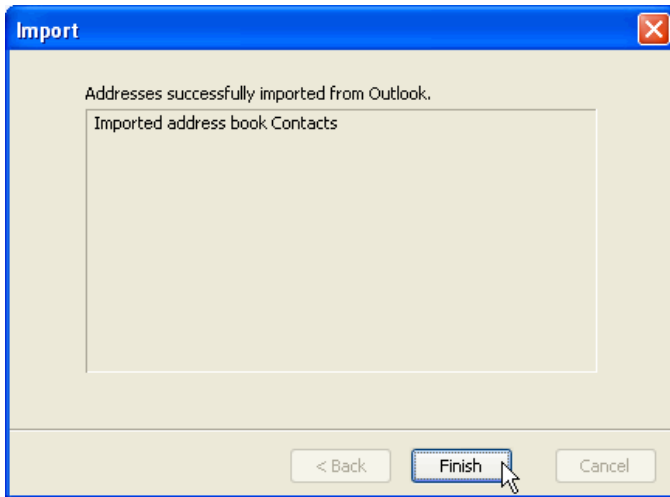
3. Click on **Outlook** and then click on **Next**



4. If you get this error messages, you will need to launch Outlook and click on **Yes** when it asks if you want to set it as the default mail client. Go back step 3 and try again.



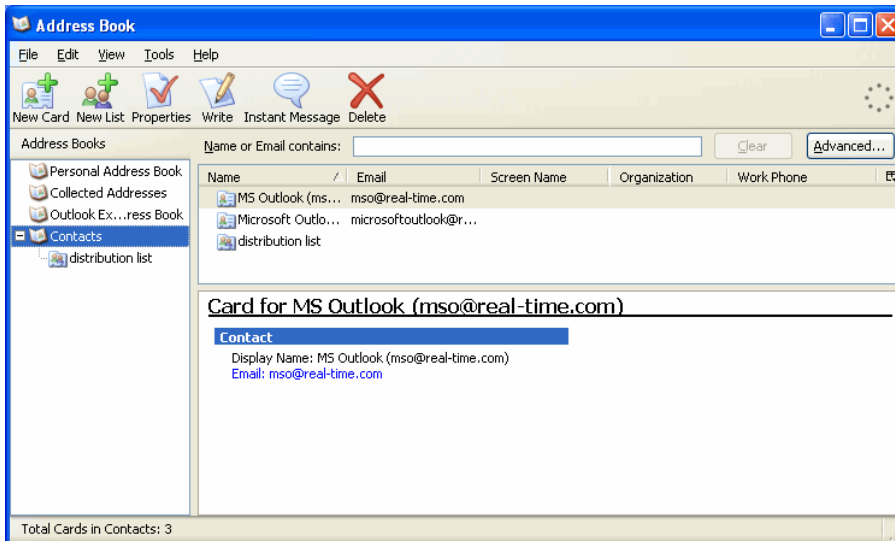
5. If all went well, it will tell you that it was able to import the contacts successfully. Click on **Finish** to go back to the main Thunderbird window.



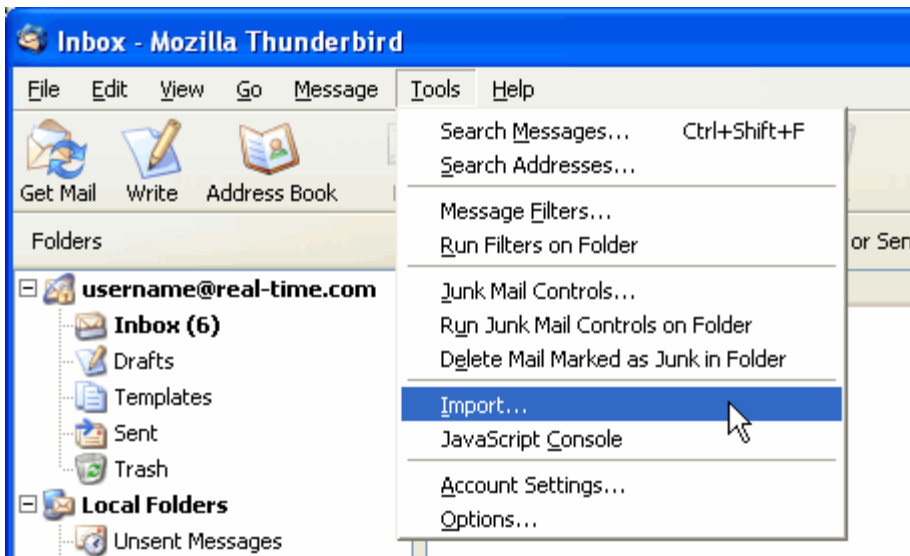
6. Click on **Address Book** to view the imported contact information.



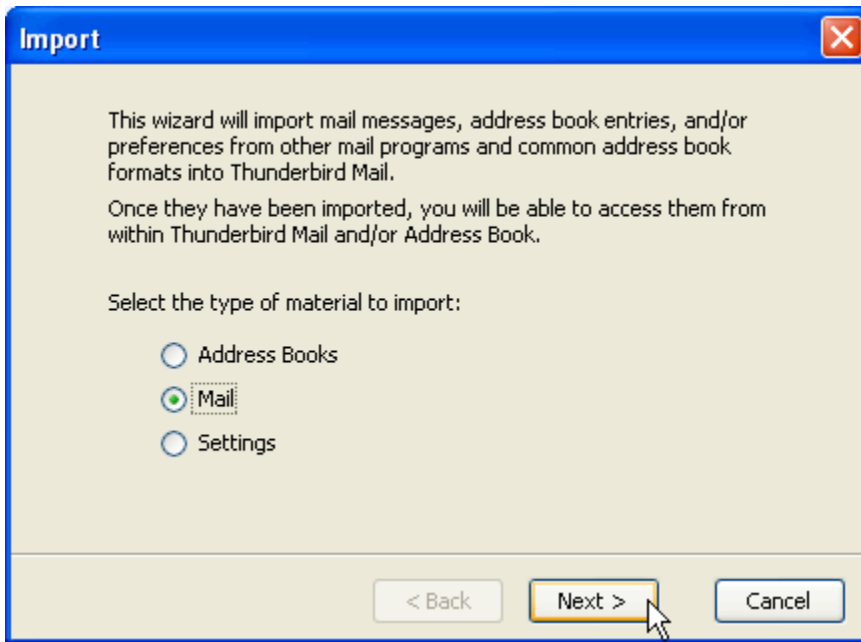
7. There is now a new list called **Contacts** and in this list there are your Outlook contacts and distribution lists. Close this window to go back to the main **Thunderbird** window.



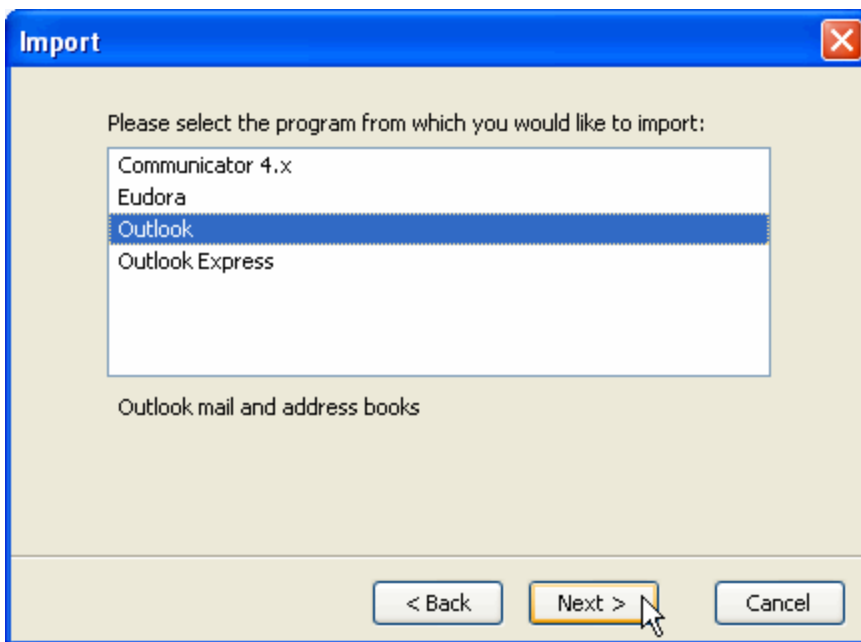
8. To import email, click on **Tools** and the **Import...**



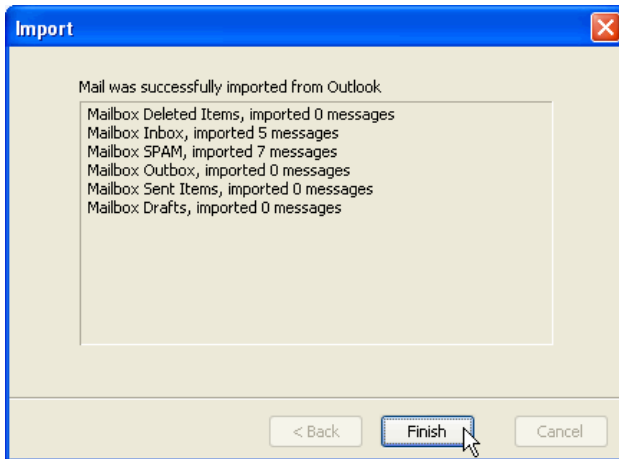
9. Click on the **Mail** radio button and then click on **Next**



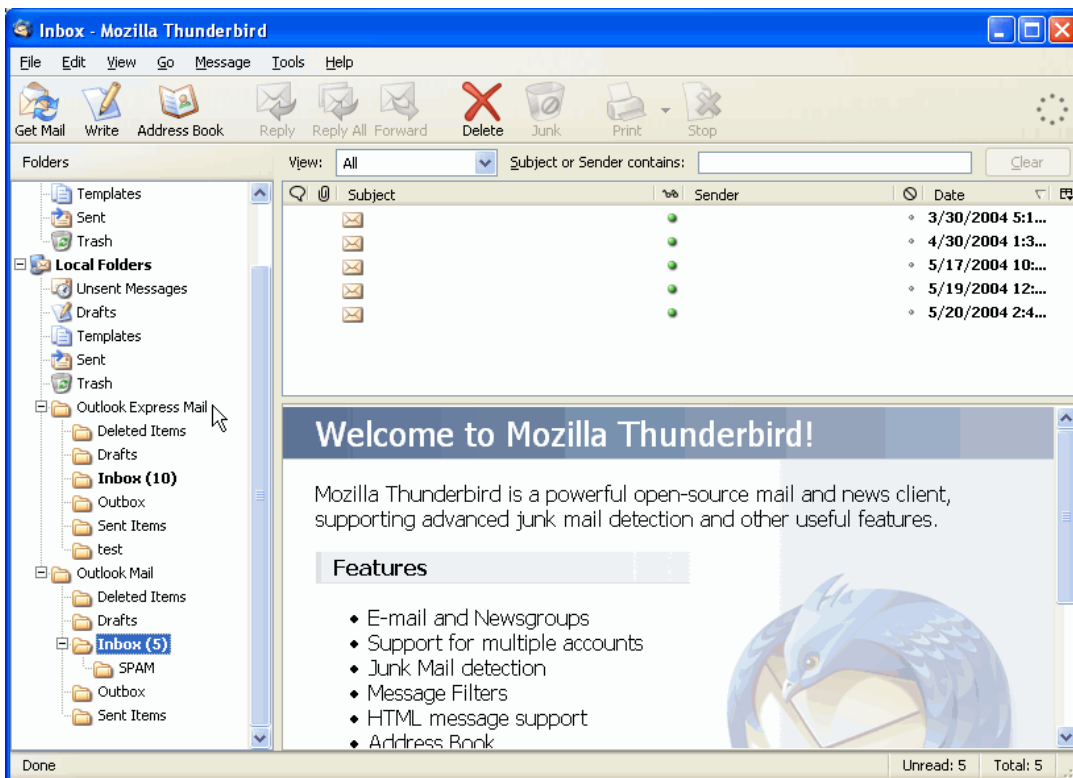
10. Click on **Outlook** and then click on **Next**



11. This will show a summary of all the messages that were imported. Click on **Finish** to go back to the main **Thunderbird** window.



12. In the folder list on the left hand side there is now a **Outlook Mail** folder. In this folder you will find your imported messages.



This concludes the migration of setting from Microsoft Outlook
