

Oberlin College CIT

Transferring Address Books to OS X Mail

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IMPORTANT NOTE: Only single addresses, *not groups*, will be transferred via this process. If you have addresses only in groups, you will need to make sure they exist as single addresses, and then recreate the groups in the Address Book application

1. Open Mulberry.
2. Under the **Address** menu, select **Address Book Manager**. Double-click on the address book you want to transfer to open it.
3. Under the **Address** menu, select **Export Addresses, LDIF**.
4. Enter a name for the address book. It must end with “.ldif”, for example, myaddresses.ldif.
5. Select the Desktop as the location to save the file and click Save.
6. Open **Address Book** from the Dock or the Applications folder.
7. Under the **File** menu, select **Import, LDIF...**
8. Select the file saved in step 5 and click **Open**.
9. You will be told how many cards (names) are being imported. Click **OK**.
10. The new addresses will be imported into the Last Import group to facilitate creating a new group.

Repeat steps 2-10 for each address book.