

Oberlin College CIT

Transferring Address Books to Thunderbird on Windows

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Important Notes: If you have any address books that have only groups in it, you must add at least one single address for this process to work. **Mulberry 3.0.3** will **not** transfer groups; you must either recreate them in Thunderbird, or upgrade to a new version of Mulberry before exporting the address book.

1. Open Mulberry
2. From the **Address** menu, select **Address Book Manager**.
3. Double click on the address book to open it.
4. From the **Address** menu, select **Export Addresses**, then select **LDIF**.
5. Name the file and click on **Save**. Be sure to note where the file is being saved so you can locate it later.
6. Open Thunderbird.
7. From the **Tools** menu, select **Import**. Make sure **Address books** is selected. Click **Next**.
8. Select **Text File (LDIF, .tab, .csv, .txt)**. click **Next**.
9. Browse to the folder where you saved the address book in step 5.
10. Click on the drag down box next to **Files of type:** and select **Tab delimited (*.tab, *.txt)**.
11. Double click on your file to import it. Click **Finish**.