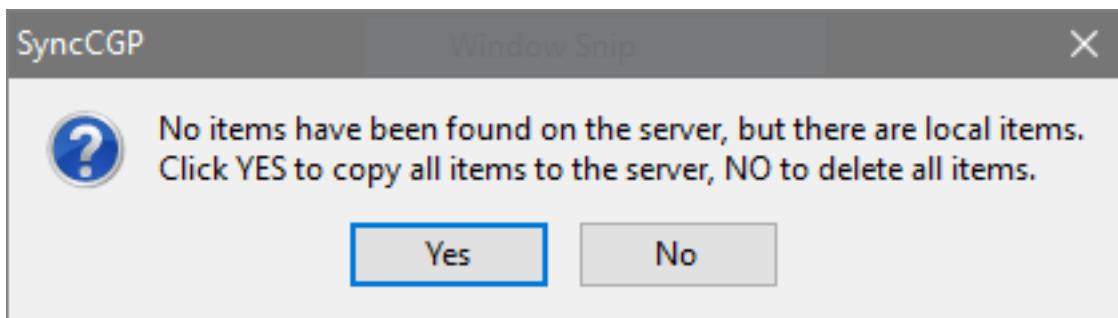


Confirm Successful Syncing of your Thunderbird Address Books

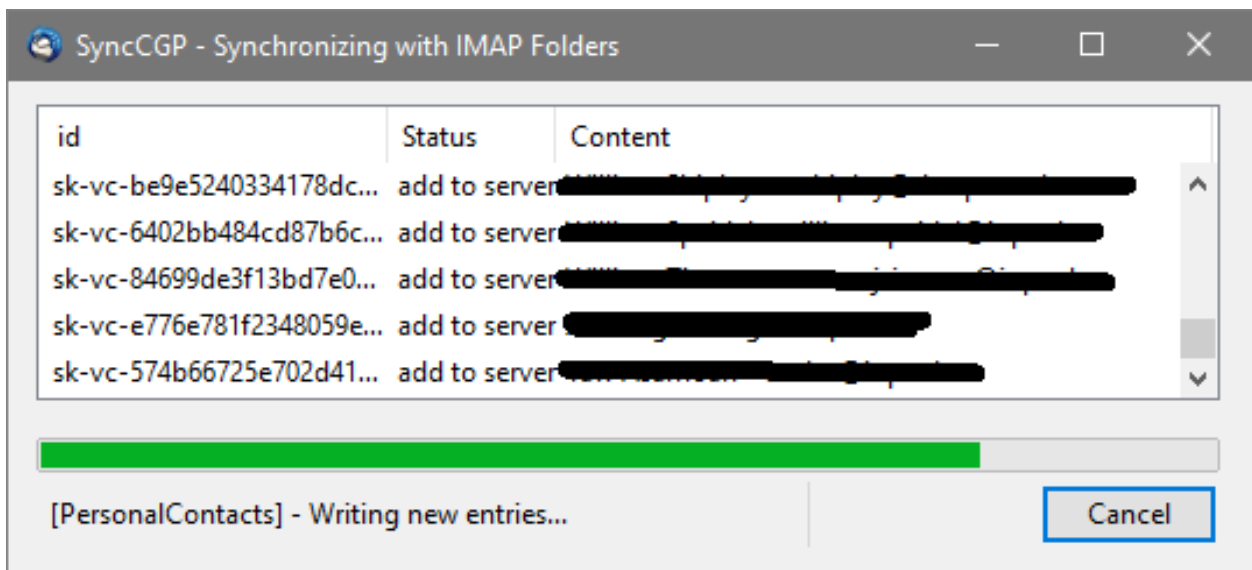
In preparation for the O365 migration, additional address books in your Thunderbird (Personal Address Book and Collected Address Book) need to sync to imail. With the recent rollout of Office 365 to your standard PCs, included is a SyncCGP sync schedule in Thunderbird to sync the contacts mentioned above.

Please review the following process carefully to allow for a successful sync.

Once Thunderbird is launched, click on the “Tools” pulldown menu and select “Start SyncCGP. The address sync will begin to sync the two address books and also the general contacts address book. Note that the two address books (Collected and Personal) may be empty on the imail server and therefore you will see the following prompt.



Click “Yes” to begin the sync from local desktop to imail. It’s also noted that some of you may have groups created in these address books. The Sync will stop when it gets to any group without a nickname. See screen shot below.



To correct this error, click “Cancel” and go through your Personal Address book and enter nicknames for any groups you have. See picture below.

Mailing List

List Name: Deans

List Nickname:

Description:

Type email addresses to add them to the mailing list:

- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]
- [Person icon] [Redacted email address]

OK Cancel

Once a successful sync is completed, the SyncCGP screen will exit.

If there are any issues with this process, please log an ihelp ticket at <https://ihelp.iup.edu>.