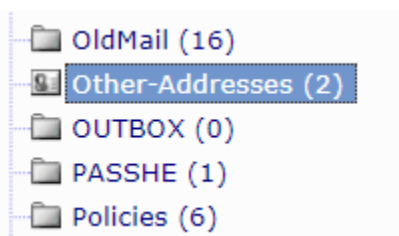


As part of the migration to Office 365, only email addresses found in your Contacts and your Personal Contacts (Personal Address Book in Thunderbird) will be transferred to your Office 365 account. To prepare for the migration, you'll need to verify that any address you wish to convert is in your Contacts or PersonalContacts (not in other address books in Thunderbird or imail), and that you do not have any email addresses containing @grove.iup.edu in the address.

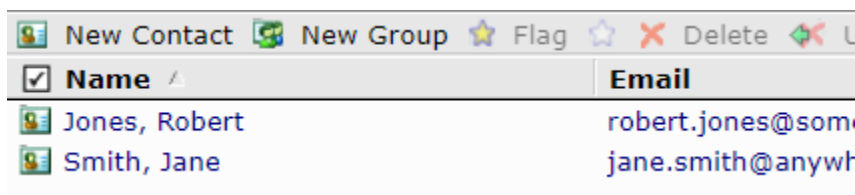
To move addresses from another address book to Contacts or PersonalContacts:

IMAIL:

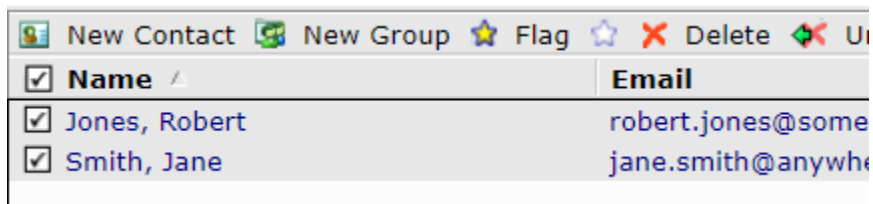
1. Log into imail.
2. Select the other address book from the folder list on the left. In the example, the address book is called **Other-Addresses** and the address will be moved to **Contacts**.



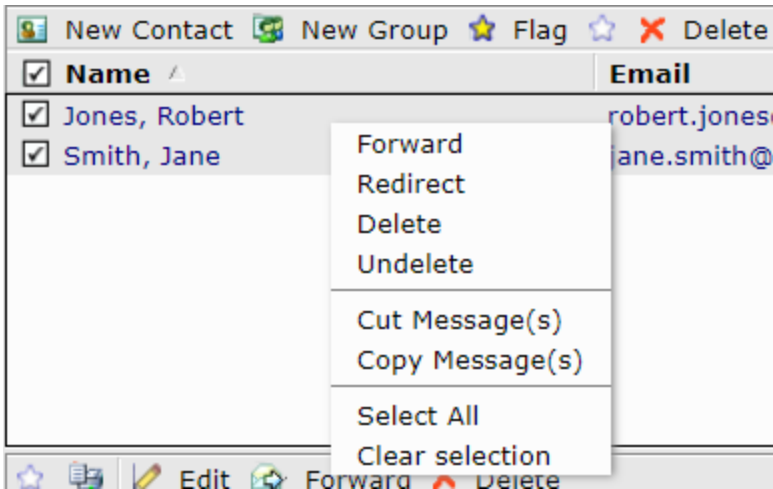
3. The contents of the address book will be displayed.



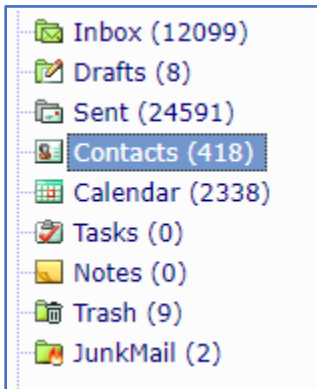
4. Click on one of the addresses, then hit **CTRL+A** to select all addresses.



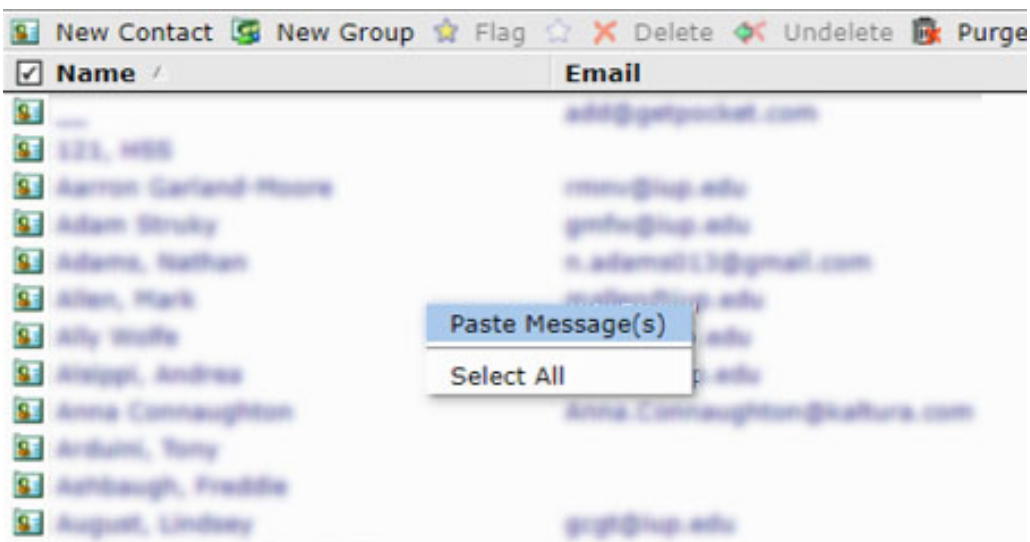
5. **Right-click** on the selected addresses and choose **Cut Message(s)**. (Do not be concerned that these are contacts, not messages.)



6. From the folder list on the left, select **Contacts**.



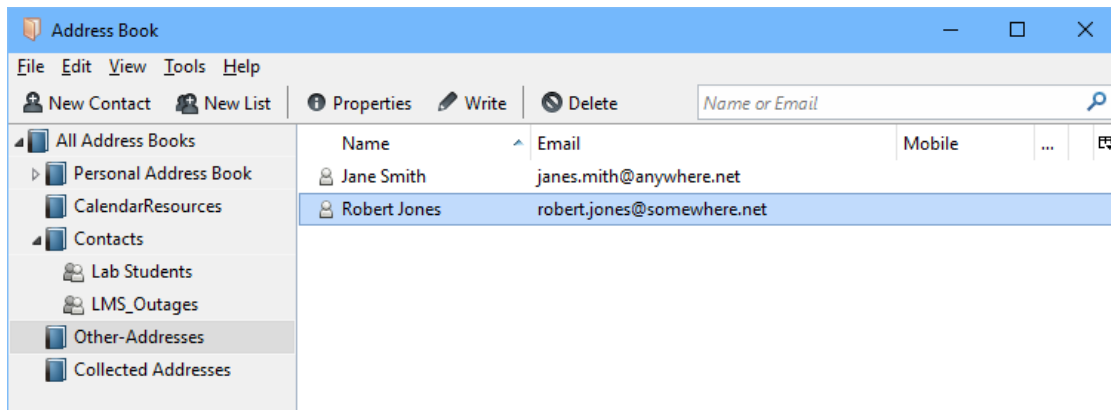
7. Right-click in the contact list on the right, and choose **Paste Message(s)**.



8. Repeat these steps until all desired addresses have been moved to the Contacts address book.

Thunderbird:

1. Open Thunderbird.
2. Click **Address Book** on the toolbar, or choose **Tools**, then **Address Book**.
3. Open the address book that contains email addresses you'd like to move to either the **Contacts** address book or the **Personal Address Book**. **Other-Addresses** is being used in this example.

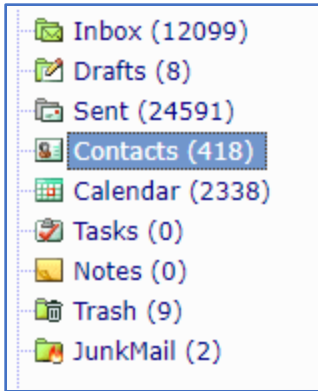


4. Select the address you wish to move, then drag and drop it to the **Contacts** address book or **Personal Address Book** in the left pane. Repeat this step until all desired addresses have been moved. If you are moving all addresses in the other address, you can use CTRL+A to select all, then use drag and drop.

To check for and update @grove.iup.edu addresses:

IMAIL:

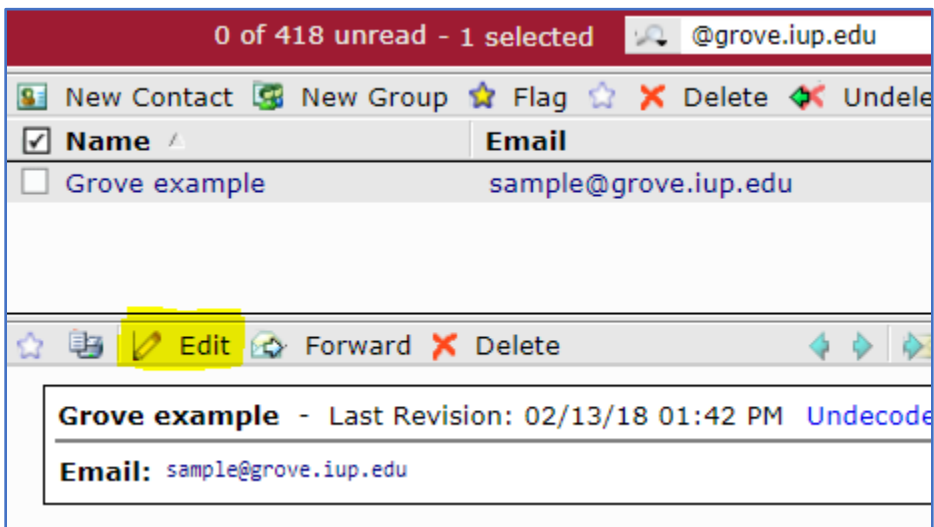
1. Log into imail.
2. Select **Contacts** from the folder list on the left.



3. In the search box, enter **@grove.iup.edu**, then hit **Enter**.



4. Click on the address in the list to select it then click **Edit**.



5. Edit the email address to change **@grove.iup.edu** to **@iup.edu** and click **Save**.

Before the change:

Edit Contact

Identification | Address | Home Address | Telephone | Other

Display: Grove example automatic

Title First Name Middle Name Last Name Suffix

Email (Primary): sample@grove.iup.edu

(Alternate):

Save Close

After the change

Edit Contact

Identification | Address | Home Address | Telephone | Other

Display: Grove example automatic

Title First Name Middle Name Last Name Suffix

Email (Primary): sample@iup.edu

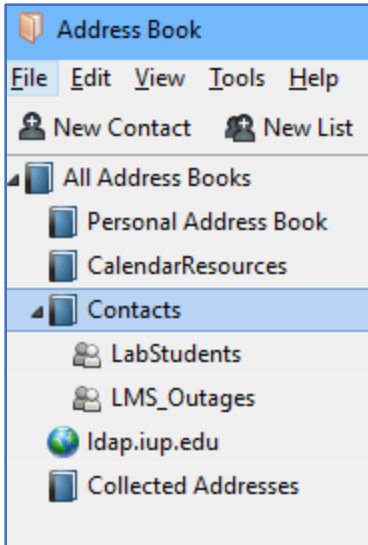
(Alternate):

Save Close

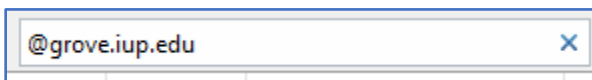
6. Repeat steps 4 and 5 until all addresses are updated.
7. Perform a final search for @grove.iup.edu to verify that all addresses have been updated.

Thunderbird:

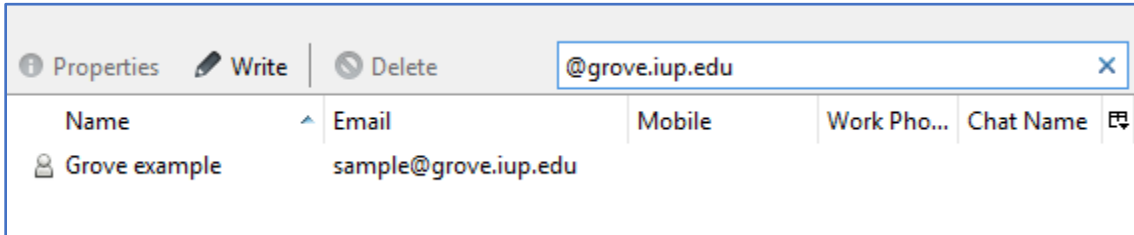
5. Open Thunderbird.
6. Click **Address Book** on the toolbar, or choose **Tools**, then **Address Book**.
7. Under **All Address Books**, select **Contacts**.



8. In the search box, enter **@grove.iup.edu** and hit **Enter**.



The results will look like this:



9. Double-click on one of the addresses in the results to edit it.
10. Edit the email address to change @grove.iup.edu to @iup.edu and click **OK** to save the change.

Before the change:

Edit Contact for Grove example

Contact Private Work Other Chat Photo

First: Grove Work:

Last: example Home:

Display: Grove example Fax:

Always prefer display name over message header Pager:

Nickname: Mobile:

Email: sample@grove.iup.edu

Additional Email:

Chat Name:

Prefers to receive messages formatted as: Unknown

OK Cancel

After the change:

Edit Contact for Grove example

Contact Private Work Other Chat Photo

First: Grove Work:

Last: example Home:

Display: Grove example Fax:

Always prefer display name over message header Pager:

Nickname: Mobile:

Email: sample@iup.edu

Additional Email:

Chat Name:

Prefers to receive messages formatted as: Unknown

OK Cancel

11. Repeat steps 5 and 6 until all addresses are updated.
12. Complete one final search for @grove.iup.edu to verify that all addresses were updated.