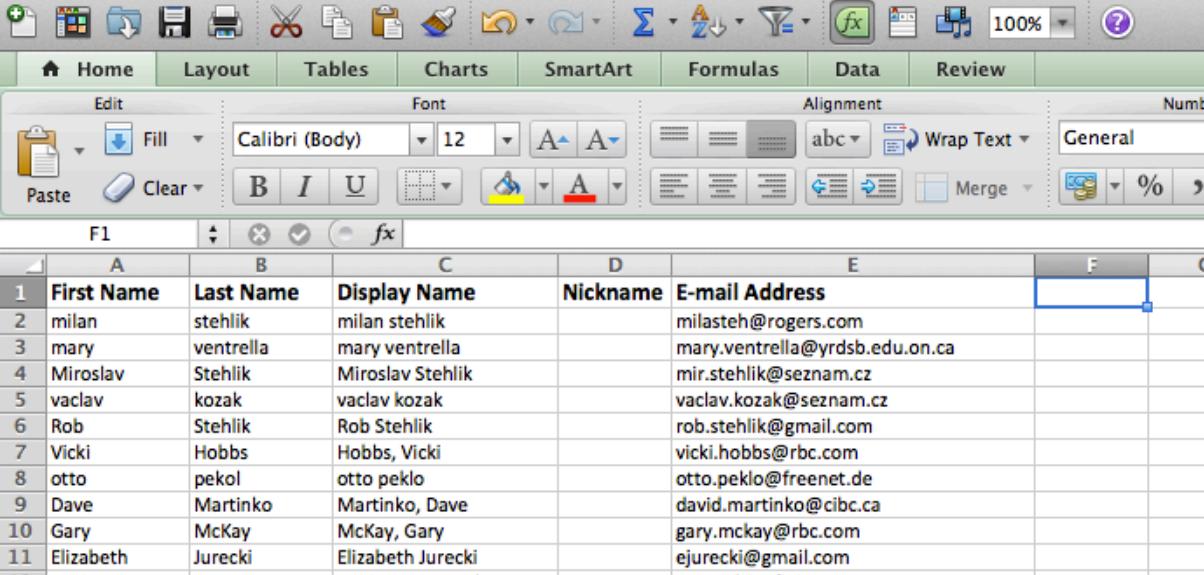


**Exporting** Contacts (Address Book) from Microsoft Office Outlook (running on Windows 7) to a .csv (Comma Separated Values) format and then **Importing** it into an Address Book in Thunderbird, running on a MAC OS X.

In Windows Outlook, go to File > Open > Import

Then select Export Address Book to a .csv format.

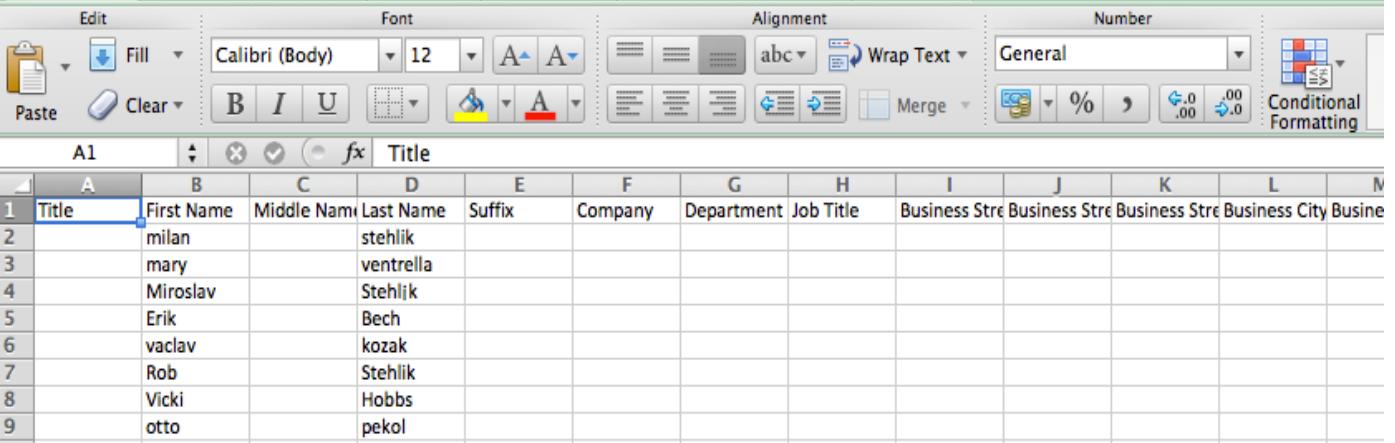
Open this file in Excel and change it, so that you have only these fields:



	A	B	C	D	E	F	G
1	First Name	Last Name	Display Name	Nickname	E-mail Address		
2	milan	stehlik	milan stehlik		milasteh@rogers.com		
3	mary	ventrella	mary ventrella		mary.ventrella@yrdsb.edu.on.ca		
4	Miroslav	Stehlik	Miroslav Stehlik		mir.stehlik@seznam.cz		
5	vaclav	kozak	vaclav kozak		vaclav.kozak@seznam.cz		
6	Rob	Stehlik	Rob Stehlik		rob.stehlik@gmail.com		
7	Vicki	Hobbs	Hobbs, Vicki		vicki.hobbs@rbc.com		
8	otto	pekol	otto pekol		otto.peklo@freenet.de		
9	Dave	Martinko	Martinko, Dave		david.martinko@cibc.ca		
10	Gary	McKay	McKay, Gary		gary.mckay@rbc.com		
11	Elizabeth	Jurecki	Elizabeth Jurecki		ejurecki@gmail.com		

First Name    Last Name    Display Name    Nickname    E-mail Address

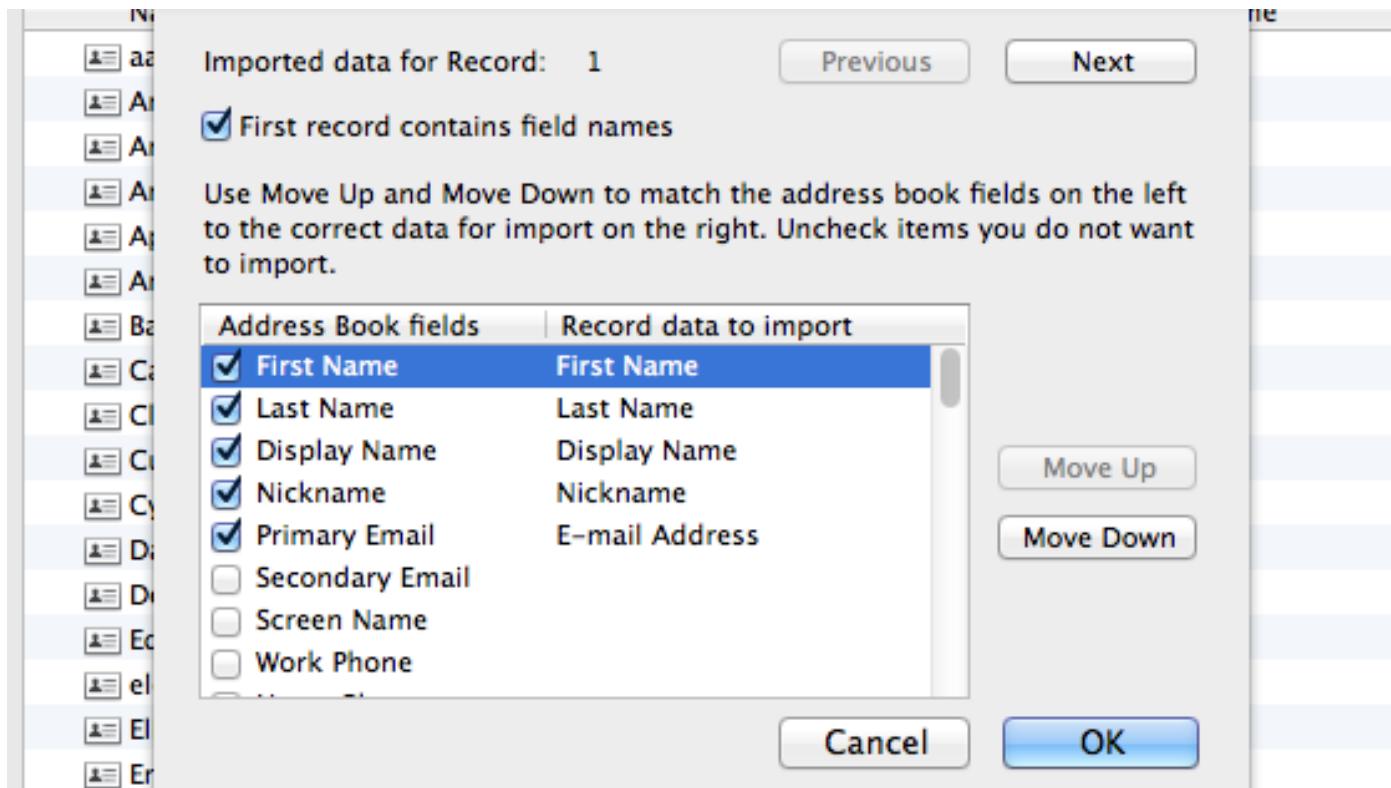
This is quite a change from the original Exported .csv file from Outlook that looks like this:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Title	First Name	Middle Name	Last Name	Suffix	Company	Department	Job Title	Business Street	Business Street	Business Street	Business City	Business
2		milan		stehlik									
3		mary		ventrella									
4		Miroslav		Stehlik									
5		Erik		Bech									
6		vaclav		kozak									
7		Rob		Stehlik									
8		Vicki		Hobbs									
9		otto		pekol									

The idea is to set up the fields in this file so that they match the order of Import in Thunderbird.

The next screenshot will give you the idea.



Once the fields in the **Address Book fields column** are matched up with the fields in the **Record data to import column** (coming from the .csv Exported outlook file) then the Import process will work just fine.

This is the way it works:

Thunderbird Address Book fields	Imported fields
First Name	← 1 <sup>st</sup> field
Last Name	← 2 <sup>nd</sup> field
Display Name	← 3 <sup>rd</sup> field
Nickname	← 4 <sup>th</sup> field
Primary Email	← 5 <sup>th</sup> field

What is important to realize is that the actual names of the fields being imported, do not matter. But the order is important, i.e. the 1<sup>st</sup> field is being imported into First Name, the 2<sup>nd</sup> field into Last Name, etc.