

# CONTRIBUTED DOCUMENTATION

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## Exporting the Mulberry Address Book to Entourage

### Introduction

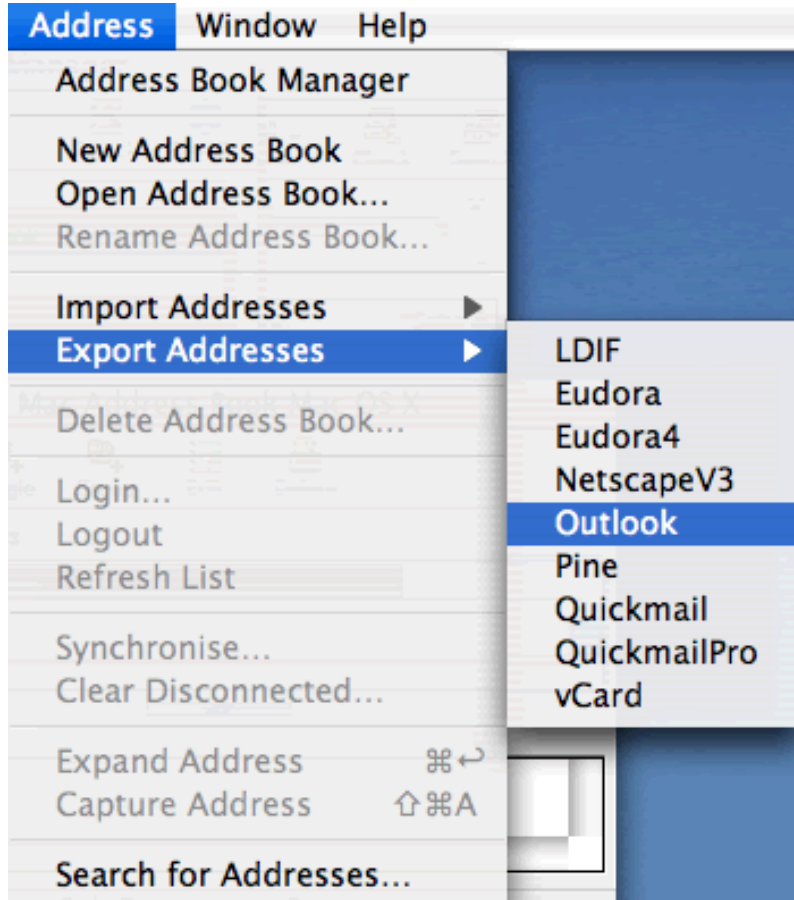
In Entourage, the address book is stored on the local computer, not on a server. To use an address book that you created through Mulberry, you'll need to copy it to your local machine and import it into Entourage. Remember, you will need to repeat these steps for every machine you use.

**Note:** Configure Entourage first using the [Entourage: Configuring](#) document.

### Exporting Your Address Book

To export your Mulberry address book, follow these steps:

1. Open Mulberry.
2. Open the address book you want to export by selecting **Address > Address Book Manager** then, double-click your address book.
3. With the address book open as the front most window, select the **Address** menu.



4. Select **Export Addresses > Outlook** and save the exported text file on your local machine.

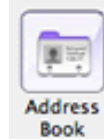
**Note:** Mulberry does not have an Entourage option. The Outlook option is similar and works well with Entourage. You can also use the Pine option.

## Importing Your Address Book into Entourage

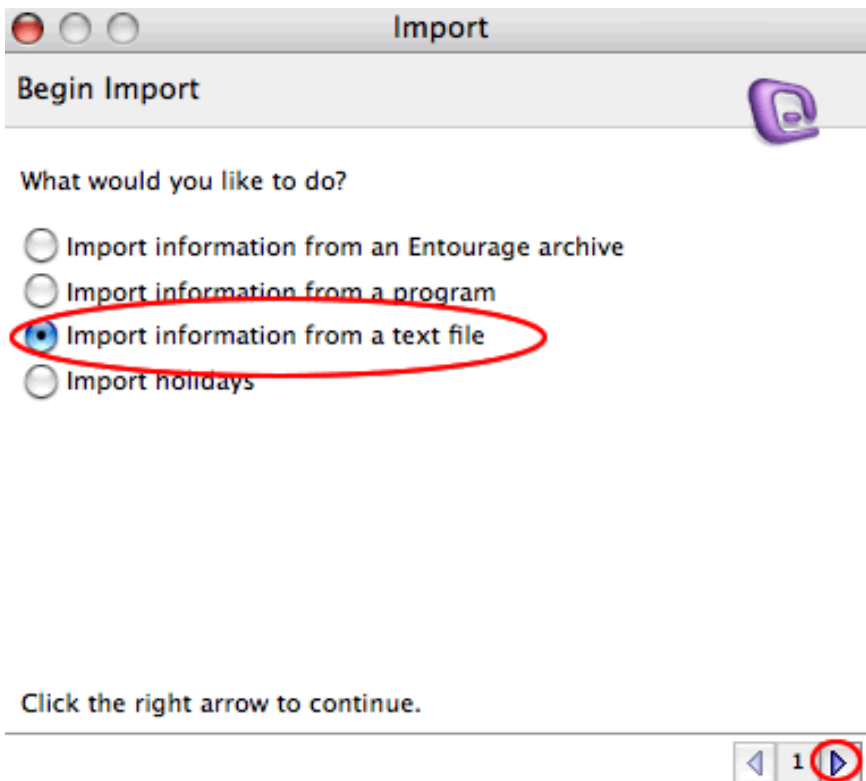
**Note:** You may need the original Entourage installation CD to access this feature.

Follow these steps to import your Mulberry address book to Entourage:

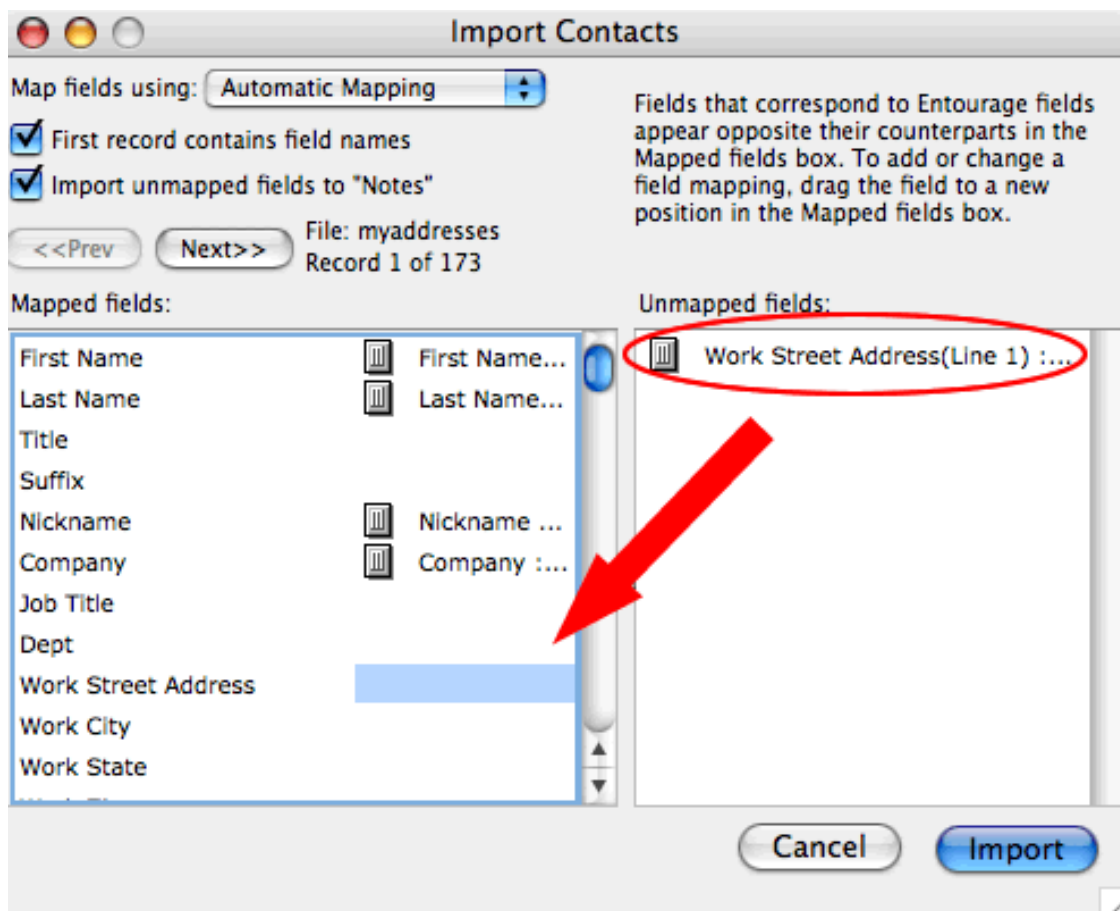
1. Open Entourage.



2. Choose the **Address Book** button on the left side.
3. Select **File > Import**.
4. Choose **Import information from a text file** then click the right arrow to continue.



5. Choose **Import contacts from a tab- or comma- delimited** text file then click the right arrow to continue.
6. Locate the address book you exported from Mulberry and choose **Import**.
7. Entourage will now prompt you for a mapping of the address book fields it understands.




**Note:** You only need to complete the mapping for the fullest contact you have; the other contacts will be based this mapping.

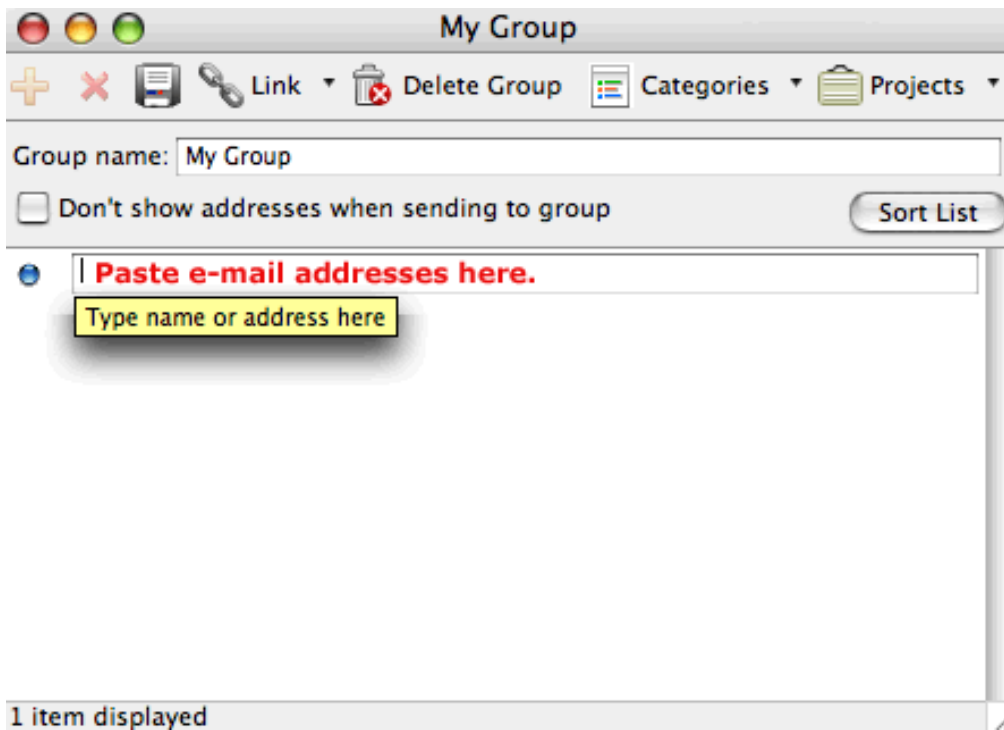
8. Drag the name, nickname and e-mail address from the right side to the right-half of the left side as shown in the graphic above. As you drag, the field will highlight. The e-mail address field is located towards the middle-to-end of this list.
9. Once your mapping is complete, click **Import**.
10. Save this mapping as the default if you'll import more addresses in the future.
11. Click **Finish**.
12. Once it's completed, you can open your addresses and determine if they imported correctly. If not, delete the addresses and re-map the fields based on the misfiled addresses.

**Note:** Carnegie Mellon e-mail names and addresses can be accessed through LDAP. To add an LDAP account follow the steps in the [Adding the LDAP Directory Service](#) section of the [Entourage: Configuring](#) document.

## Creating a Group List

Group addresses do not transfer from Mulberry to Entourage. You will need to re-create your group list using these steps:

1. From the main Entourage window, select the **Address Book**  icon.
2. Select **Add Group**.
3. Enter a name for the group.
4. From Mulberry, choose the group list you want to transfer. Select the e-mail addresses and copy (**Apple key C**).
5. Return to Entourage. Position the cursor in the window and paste (**Apple key V**) the e-mail addresses.



6. When you are finished, close the window and save.

**Note:** To create a new group follow the steps in the [Creating a Group List](#) section of the [Using Entourage](#) document.

## Shared Address Books

Entourage does not support shared address books. As a solution, we recommend using Mailman, a mailing list manager. You can copy and paste your address lists directly into Mailman. Read the [Mailman: Using the Andrew Mailman List](#) document for more information on creating and managing mailing lists.