

CONTRIBUTED DOCUMENTATION

This document is NOT supported by Computing Services.
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Exporting Mulberry Address Book to Outlook

Introduction

The steps that Computing Services supports for exporting Mulberry address books to Outlook are documented at [Exporting Mulberry Address Books to Outlook](#). Steps outlined here are **NOT SUPPORTED** since these steps require the use of Outlook Express -- a product that we do not support.

Exporting the Mulberry Address Book

1. Launch Mulberry.
2. Select **Address > Address Book Manager**.
3. Double-click the address book that you want to export to open it.
4. Verify that there are no empty d-lists or email groups. If there are you should delete them.
Note: Empty lists will generate an unhandled exception.
5. Select **Address > Export Addresses**, and then select the **LDIF** format.
6. Name the file and save it.
7. Close Mulberry.
8. Rename the Idif file that you exported from a .txt file to the correct **.ldif** extension.
9. Launch Outlook Express. Be sure to CANCEL out of ALL windows that prompt you to setup or import accounts.
10. Select **File > Import > Other Address Book**.
11. Select **LDIF-LDAP Data Interchange Format** and click **Import**.
12. Browse to locate and import the file.
13. Close Outlook Express.

Importing the Address Book to Outlook

1. Launch Outlook.
2. Select **File > Import and Export > Import Internet Mail and Addresses**.
3. Select **Outlook Express 4.x**. In the checkbox area, be sure that only **Import Address book** is selected. Click Next.
4. Select the radio button to **Replace duplicates with items imported**. Click **Finish**.