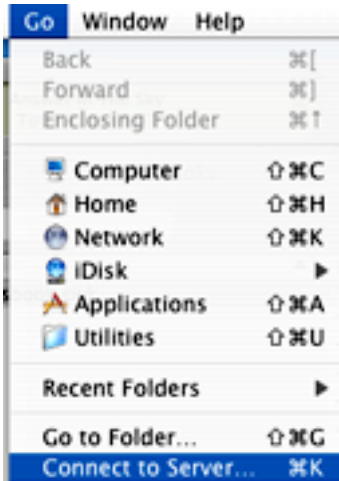


# Importing an Entourage Address Book

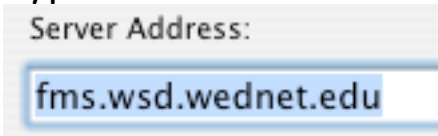
Connect to the Foothills Common Server.

A **foothills.txt** file (Foothills address book) can be found on the Foothills Building Server.

**Connect to server** found in the Go menu.



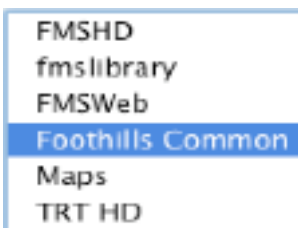
Type: **fms.wsd.wednet.edu** in the Server Address box.



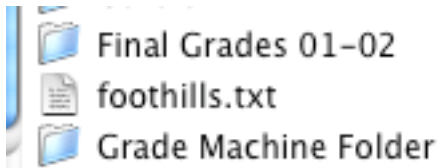
log-in with your user name and password.



Select **Foothills Common**

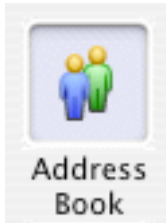


The foothills.txt file is found in the **Staff** folder.



## Deleting the existing Foothills names.

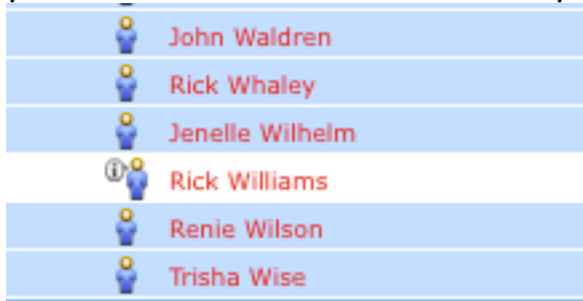
1. Open Entourage
2. Click on the Address Book Button



3. Delete all of the existing Foothills addresses.

**You must leave your own name.**

Select all of the Foothills names--then hold down the Apple key and click on your own name. (This deselects your name)



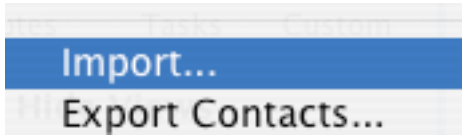
Click on the garbage can icon...



**You have now deleted the existing Foothills names.**

## Importing the new address book.

1. Click the mouse on File in the MenuBar and select **Import**.



2. A dialog box will open.  
**Select Import information from a text file.**

What would you like to do?

- Import information from a program
- Import information from a text file
- Import holidays

3. Click the right arrow at the bottom of the dialog box.



4. In the next dialog box choose:  
**Import contacts from a tab-or comma delimited**

What would you like to import?

- Import contacts from a tab- or comma-delim
- Import messages from an MBOX-format text

5. Click the right arrow at the bottom of the dialog box.



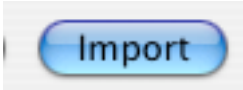
6. Navigate to the foothills.txt file.  
Click on the Foothills Common Icon in your sidebar (left side of screen)



Click on Staff (or double click on staff) and select the foothills.txt file.



7. Click on the file and then on the **Import Button**.



8. The Import Contacts dialog box will open.  
Click on Import (found at the bottom of the dialog box)



9. Your own name should appear twice.

**Delete** one of your two names that appear in the new book.

Select the one without the little icon attached to it and click on the trash can icon.



You should now have a new Foothills address book.

Remember: You will need to adjust any Foothills group that you might have created.