

How to use the Address Book in Webmail (Advanced Mode)

Step 1


- To access the address book feature in Webmail simply click on the **Addresses** button at the top of the window.



The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo on the left and 'WEBMAIL' on the right. Below the logo, there are navigation tabs: 'Mail', 'Addresses' (which is highlighted in red), 'Note', 'Help', and 'Logout'. On the left side, there is a sidebar menu with options: 'MAIL', 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area displays a welcome message: 'Welcome username@cogeco.ca: You have no new messages'. Below this, there is a table with columns: 'Status', 'Sel', 'Subject', 'Who', 'Date', and 'Size'. The table contains one row with the subject 'Welcome to Cogeco...'. Below the table, there is a checkbox labeled 'Select all messages'. At the bottom, there are buttons for 'Delete', 'Forward', 'Move to:', and 'Copy to:', along with a dropdown menu showing 'Drafts'. The page number 'Page 1 of 1' and navigation links 'Previous / Next' are also visible.

Step 2

- You are presented with the address book window. Here you can **Create a book**, **Delete a book** or **Import a book** from email clients like Outlook Express. You can also use Webmail's default address book and enter your contacts using the **Add New Address** button.

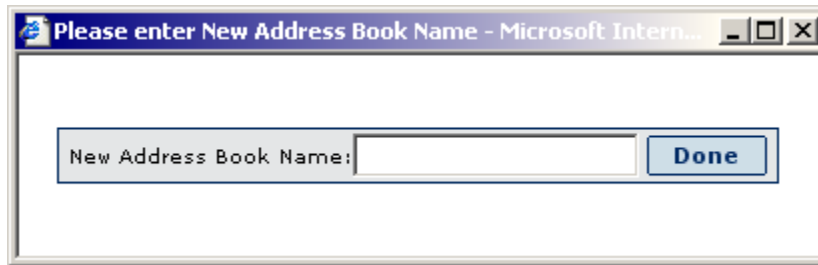


The screenshot shows the COGECO Webmail interface with the 'Addresses' menu selected. The main content area displays the address book management options. At the top, there is a navigation bar with the COGECO logo on the left and 'WEBMAIL' on the right. Below the logo, there are navigation tabs: 'Mail', 'Addresses' (which is highlighted in red), 'Note', 'Help', and 'Logout'. On the left side, there is a sidebar menu with options: 'MAIL', 'Check Mail', 'Compose', 'Search Messages', 'Folders', 'Options', and 'Empty Trash'. The main content area displays the address book management options. At the top, there is a dropdown menu for 'Address Book' with 'default' selected. Below this, there are buttons for 'Create Book', 'Delete Book', and 'Import Book'. Below these buttons, there is a table with columns: 'Nickname', 'Email Address', 'Full Name', and 'Phone'. Below the table, there is a button labeled 'Add New Address'. The page number 'Page 1 of 1' and navigation links 'Previous / Next' are also visible.

Creating a New Address Book in Webmail

Step 1

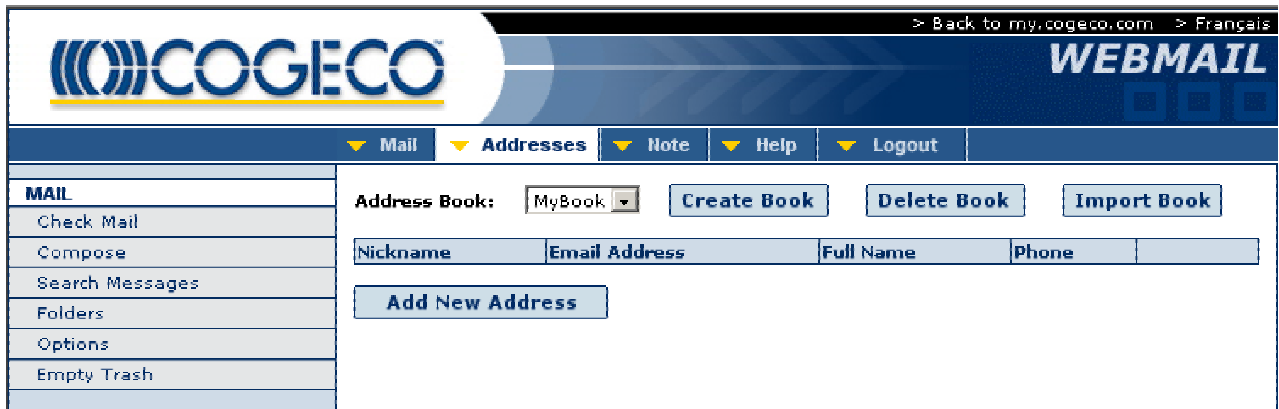
- To Create a new address book click on the **Create Book** button. You will be presented with a small window to enter the new address book name. Click the **Done** button once you finish.



A small dialog box window titled "Please enter New Address Book Name - Microsoft Intern...". It contains a text input field with the label "New Address Book Name:" and a "Done" button to its right.

Step 2

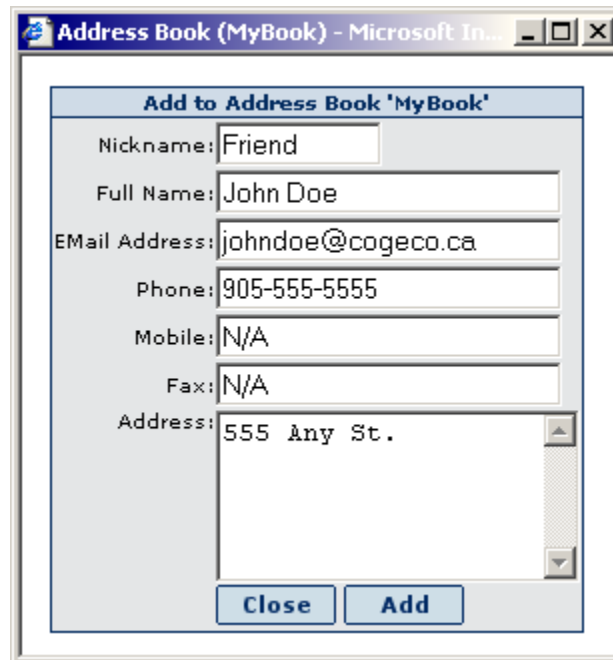
- Webmail creates the new address book for you. In this case we named it MyBook. To enter your contacts simply click on the **Add New Address** button.



The screenshot shows the COGECO WEBMAIL interface. The top navigation bar includes the COGECO logo, the word "WEBMAIL", and links for "Back to my.cogeco.com" and "Français". Below the navigation bar, there are tabs for "Mail", "Addresses", "Note", "Help", and "Logout". The "Addresses" tab is active, showing a dropdown menu for "Address Book" set to "MyBook". To the right of the dropdown are buttons for "Create Book", "Delete Book", and "Import Book". Below these buttons are input fields for "Nickname", "Email Address", "Full Name", and "Phone". At the bottom of the "Addresses" section is a button labeled "Add New Address". On the left side of the interface, there is a "MAIL" sidebar with links for "Check Mail", "Compose", "Search Messages", "Folders", "Options", and "Empty Trash".

Step 3

- Enter your contact's information and click on the **Add** button once completed. Click on **Close** once you have finished entering contacts.



Address Book (MyBook) - Microsoft In...

Add to Address Book 'MyBook'

Nickname: Friend

Full Name: John Doe

E-Mail Address: johndoe@cogeco.ca

Phone: 905-555-5555

Mobile: N/A

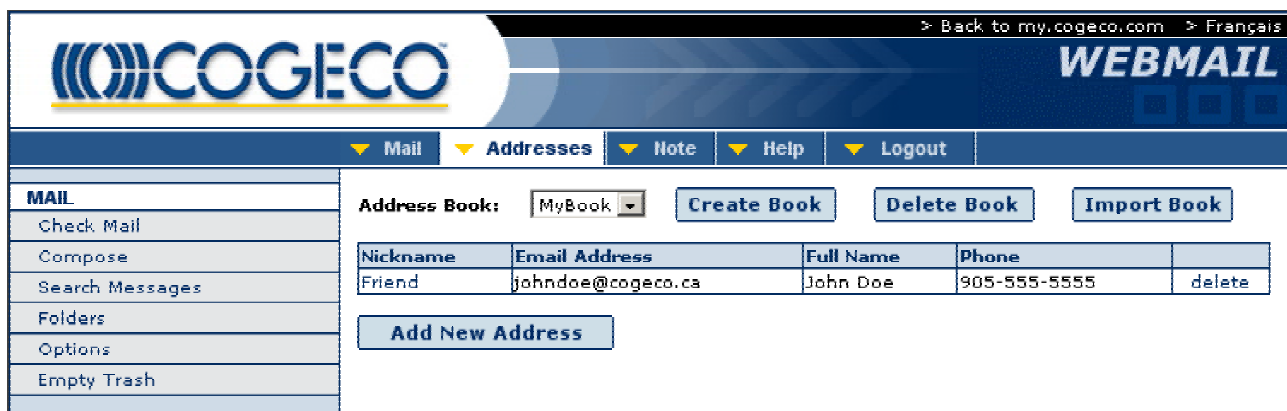
Fax: N/A

Address: 555 Any St.

Close Add

Step 4

- Your address book will list all the contacts you entered. Clicking on the **Nickname** will pull up the contact information in case you need to view or edit the details. If you wish to **delete** the contact, simply click on the **delete** link to the right of the record.



> Back to my.cogeco.com > Français

COGECO WEBMAIL

Mail Addresses Note Help Logout

Address Book: MyBook Create Book Delete Book Import Book

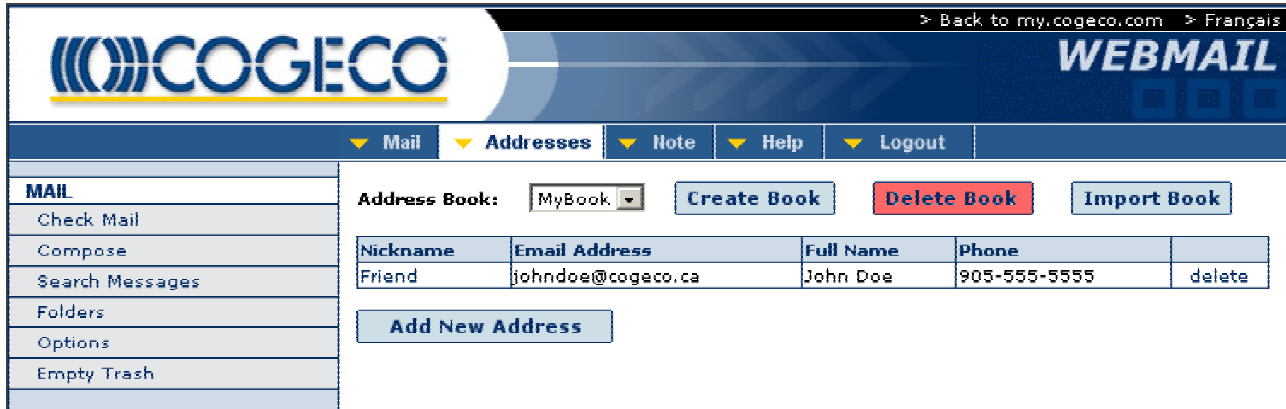
Nickname	Email Address	Full Name	Phone	
Friend	johndoe@cogeco.ca	John Doe	905-555-5555	delete

Add New Address

Deleting an Address Book in Webmail

Step 1

- To delete an address book simply select it from the drop down menu and click the **Delete Book** button.



COGECO WEBMAIL

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Mail Addresses Note Help Logout

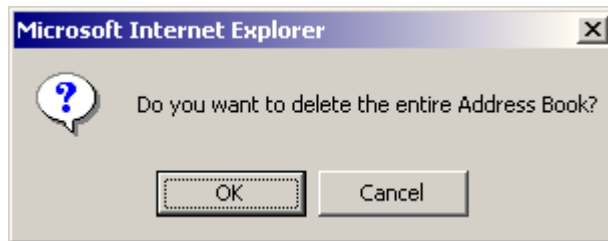
Address Book: MyBook Create Book Delete Book Import Book

Nickname	Email Address	Full Name	Phone	
Friend	john DOE@COGECO.ca	John Doe	905-555-5555	delete

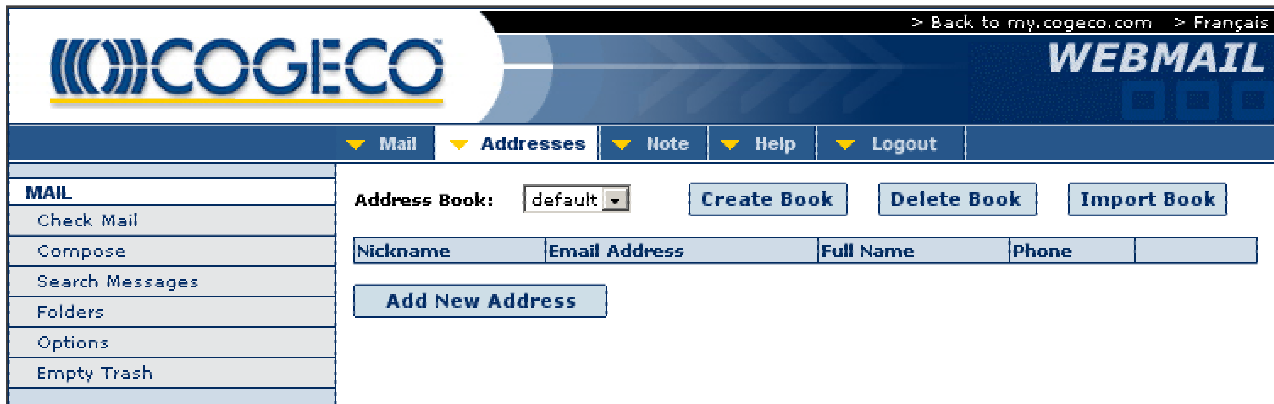
Add New Address

Step 2

- A confirmation window will come up. Click **OK** to complete the deletion.



- The address book is deleted and Webmail goes back to the "Default" address book.



COGECO WEBMAIL

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Mail Addresses Note Help Logout

Address Book: default Create Book Delete Book Import Book

Nickname	Email Address	Full Name	Phone	
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Add New Address

Importing an Address Book in Webmail

Step 1

- To import an address book into Webmail you must first go into your mail client (e.g. Outlook Express) and export its address book file to a known location (e.g. Desktop). The Webmail Import screen has more instructions on how to do this near the bottom of the page. Keep in mind that each mail client is different and some are not supported by the Cogeco Webmail system (Webmail currently supports Outlook, Netscape, Eudora, Novell, IMail, LDAP and Pine address books).
NOTE: This guide assumes that you have already exported your address book file to a known location and it is ready to be imported into Webmail.
- This is the Webmail Import Address Book Screen:

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COGECO **WEBMAIL**

▼ Mail ▼ Addresses ▼ Note ▼ Help ▼ Logout

MAIL

- Check Mail
- Compose
- Search Messages
- Folders
- Options
- Empty Trash

Import Address Book

File to Import:

File type:

- Outlook *
- Eudora * (NNdbase.txt)
- IMail Server for Windows NT
- Novell Address Book from GroupWise (*.NAB)
- Netscape Address Book *
(Export in 'Comma Separated' (*.csv))
- LDAP Data Interchange Format (LDIF)*
(Works in Netscape 7.0 and higher. Export in '.ldif' or '.ldi')
- Pine Address Book *

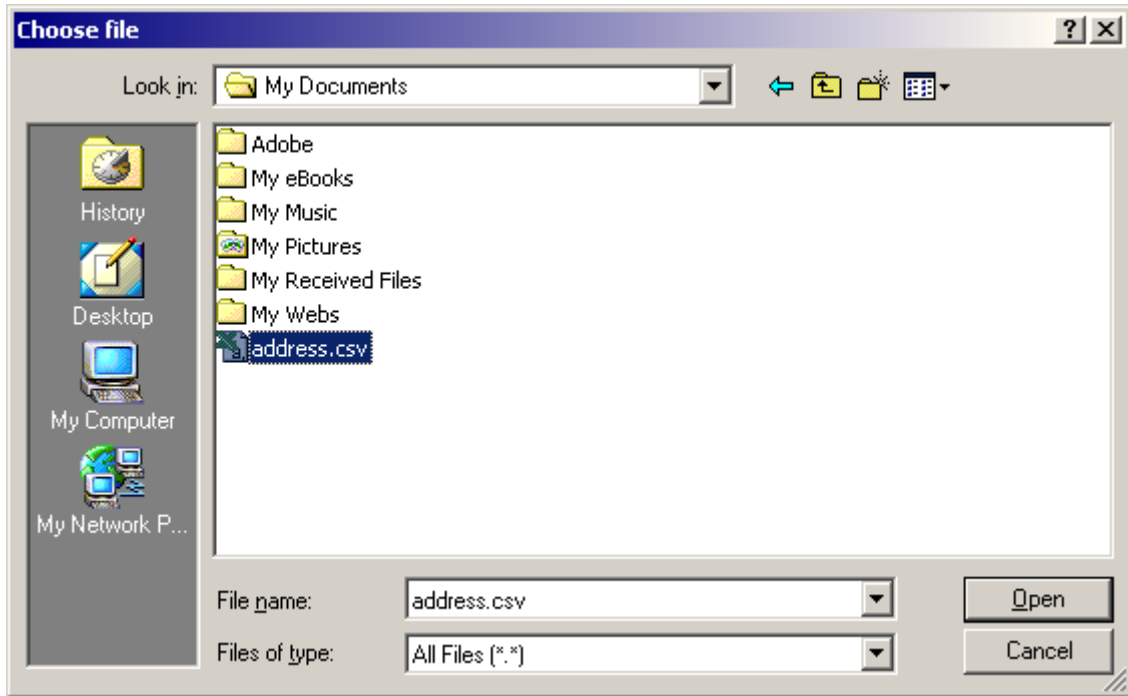
Address book to import to:

Warning: If any nicknames imported already exist in this address book they will be overwritten.

Outlook* You need to 'Export' --> 'Other Address Book...'
--> 'Text File (Comma Separated Values)'.
Eudora* The file you need to import is called 'NNdbase.txt' and it should be the the location where Eudora was installed.
Netscape*You need to click Communicator, Address Book, File, Export
Change the Save in: to "Desktop"
Change the File name: to "pab.csv"
Change the Save as type: to "Comma Separated (*.csv)"
Then Click Save.
LDAP* Many mail clients support exporting their Address books into this format (*.ldif or *.ldi).
Netscape v7.0 and later uses this format by default when exporting.
Click Window, Address Book, Tools, Export, then make sure the "LDIF" option is selected
Pine* Pine uses an ASCII text file stored in the users root directory called ".addressbook"

Step 2

- Click on the **Browse** button at the top of the screen to find the file to import. We called our file address.csv (comma separated values format). Click **Open** to continue.



Step 3

- Select the **File type** using the radio buttons on the page. In this case we used Outlook Express so **Outlook** must be selected.
- Select the **Address book to import to**. Here you can type a brand new address book name or select from the dropdown list if you already have an address book you want to import into. **NOTE: If a nickname already exists in the address book you are importing into, it will be overwritten.**
- Click **Import** to finish.

COGECO WEBMAIL

Mail Addresses Note Help Logout

Import Address Book

File to Import: C:\Documents and Settings\... Browse...

File type:

- Outlook *
- Eurdora * (NNdbase.txt)
- IMail Server for Windows NT
- Novell Address Book from GroupWise (*.NAB)
- Netscape Address Book *
(Export in 'Comma Separated' (*.csv))
- LDAP Data Interchange Format (LDIF)*
(Works in Netscape 7.0 and higher. Export in '.ldif' or '.ldi')
- Pine Address Book *

Address book to import to: MyBook

Warning: If any nicknames imported already exist in this address book they will be overwritten

Import

Outlook* You need to 'Export' --> 'Other Address Book...'
--> 'Text File (Comma Separated Values)'.
Eurdora* The file you need to import is called 'NNdbase.txt' and it should be the the location where Eurdora was installed.
Netscape* You need to click Communicator, Address Book, File, Export
Change the Save in: to "Desktop"
Change the File name: to "pab.csv"
Change the Save as type: to "Comma Separated (*.csv)"
Then Click Save.
LDIF* Many mail clients support exporting their Address books into this format (*.ldif or *.ldi).
Netscape v7.0 and later uses this format by default when exporting.
Click Window, Address Book, Tools, Export, then make sure the "LDIF" option is selected
Pine* Pine uses an ASCII text file stored in the users root directory called ".addressbook"

Step 4

- The Address book is imported into Webmail. You can now add new contacts if you wish to.



The screenshot shows the COGECO Webmail interface. At the top, there is a navigation bar with the COGECO logo on the left and the word "WEBMAIL" on the right. Below the logo, there are navigation tabs for "Mail", "Addresses", "Note", "Help", and "Logout". The "Addresses" tab is currently selected.

Under the "Addresses" tab, there is a section for managing the address book. It includes a dropdown menu for "Address Book:" set to "MyBook", and three buttons: "Create Book", "Delete Book", and "Import Book".

Below these buttons is a table with the following columns: "Nickname", "Email Address", "Full Name", "Phone", and "delete". The table contains five rows of contact information:

Nickname	Email Address	Full Name	Phone	delete
FilePlanet	contests@fileplanet.com	FilePlanet		delete
FlurryIndustries@aol.com	FlurryIndustries@aol.com	FlurryIndustries@aol.com		delete
icon	icon@cogeco.ca	icon		delete
ReadySetGamer	info@readyssetgamer.com	ReadySetGamer		delete
testing1@cogeco.ca	testing1@cogeco.ca	testing1@cogeco.ca		delete

At the bottom of the address book section, there is a button labeled "Add New Address".