



How to update/import Global Addressbook in Netscape 4.6/4.7

Update or Get Nazareth Address Book

Open **Netscape**

Under Communicator go to **Address Book** or [ctrl+shift+2]

If you don't have an existing Nazareth Address Book, go to the menu bar, "File", "**New Address Book**". Name it "Nazareth" click OK] or just click on "Nazareth" if you have an existing Nazareth Address Book

Under "**File**", Click on "**Import**"

In the new window, highlight Text File [address book] Click Next

Click on Browse Use drop down arrow to find **Network Neighborhood**

Double click on **Saturn2**

Open **Adbook**

Blank?? Make sure that "files of type" [bottom of screen] has "**Any Files**" displayed

Click on **naz.global.addressbook.text**

In the new window in the box to the left of

"ssadams" pull down arrow and select "**Email**"

"Adams" pull down arrow and select "**Last Name**"

"Sheryl A" pull down arrow and select "**First Name**"

"S-244M" pull down arrow and select "**City**"

"2596" pull down arrow and select "**Work Phone**"

"ssadams" leave blank

Click **Import** and they should all import.

It will not remove any old employees, nor will it duplicate if you are updating, it will only add new employees.

If list is by first name

Go to **Edit on the menu bar**, highlight "**Preferences**" [bottom]. Under "**Mail & Newsgroups**", highlight "**Addressing**". On the right side of the screen under "When Displaying full names", Click on "**Show names using last name, first name**". Click **OK**

You may need to adjust the width of columns to see all the information. Clicking and dragging the header columns, allows you to arrange the order in which you would like to see each column.

If you have any questions please contact the Lab Assistant on duty in Smyth Hall room 85 or call extension 2088. You may also call the User Support Line at extension 2111 on campus or dial 389-2111 from off campus.