



How to update/import Global Addressbook on a Mac

Update or Get Nazareth Address Book

1. Go to **"Apple Menu"** [upper left]
2. Go to **"Chooser"**
3. Go to **"AppleShare"** on the right select **"Venus"** Click **"Ok"**
4. Click on as **"Guest"** Click **"Connect"**
5. Select **"Department Files"** Click **"Ok"**. Close **"Chooser"** [click on square box on the left]
6. **Dept Files should be on your desktop**
7. Open **"Netscape Communicator"**
8. Under Communicator go to **"Address Book"** or [ctrl+shift+2]
9. If you don't have an existing Nazareth Address Book, under **"File"** on the menu bar, go to **"New Address Book"**, name it "Nazareth" click **"OK"**]
10. Highlight **"Nazareth"** in the directory on the left
11. Under **"File"**, click on **"Import Address Book File..."**
12. New screen, **"Address Book"**, click **"Open"**
13. New screen, **"Netscape Messenger Import Utility"** highlight **"text file"**, click **"Next"**
14. New screen, **"Address Book"**, click **"Open"**
15. New Window, 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
16. Click **"Import"**, 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 screen where it says, **"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.

If you click on the header columns, you can 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.