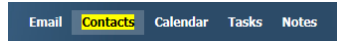


Migrate No Limits Webmail Contacts to NetSet Webmail

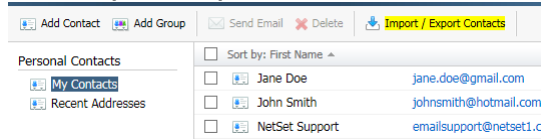
1. Login into the **No Limits webmail** interface at <https://webmail.emailsrvr.com> with your full email address



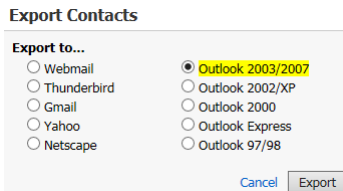
2. Go to **Contacts**



3. With **My Contacts** selected, click on the **“Import / Export Contacts”** button



4. Select **“Outlook 2003/2007”** and click **Export**



5. Follow the appropriate steps for the browser that you’re using to save the **webmail-addressbook-export.csv** file, and note where it gets saved to (typically in the **Downloads** folder)

- a. Chrome:

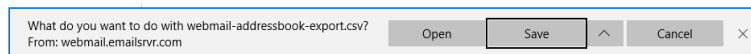
- i. In the bottom left corner, click the **arrow** or **ellipsis (...)** next to **webmail-addressbook-export.csv**



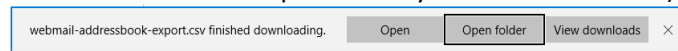
- ii. Click **Show in folder** or **Show in Finder** in order to display where the file was saved, so that you know where it’s located (you will need to know this in order to import it into your NetSet webmail)

- b. Edge

- i. Click **Save**

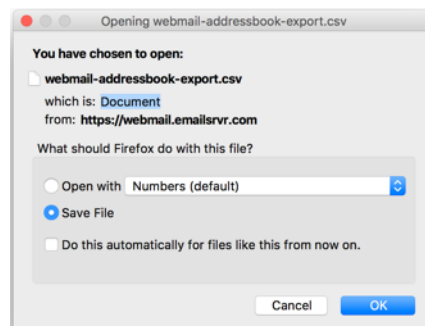
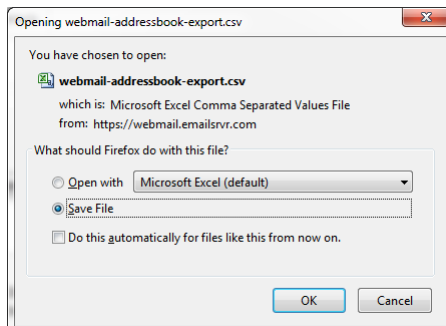


- ii. Click **Open folder** in order to display where the file was saved, so that you know where it’s located (you will need to know this in order to import it into your NetSet webmail)

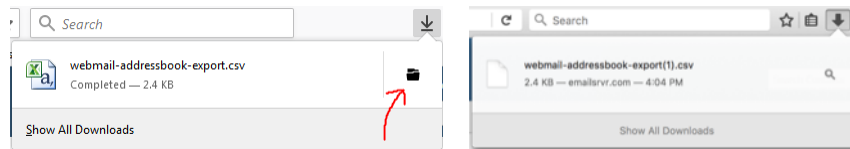


- c. Firefox:

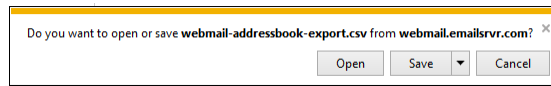
- i. Select **Save File** and click **OK**



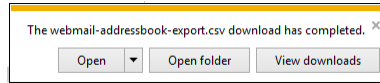
- ii. Click the downloads icon (**blue** or black **down arrow** at the top right), then click the black **Open Container Folder** icon or the **magnifying glass** next to **webmail-addressbook-export.csv** in order to display where the file was saved, so that you know where it’s located (you will need to know this in order to import it into your NetSet webmail)



- d. Internet Explorer (IE):
 - i. Click **Save**

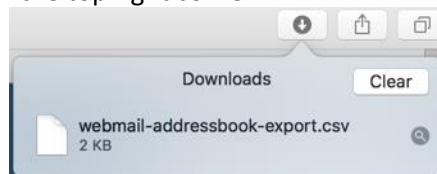


- ii. Click **Open folder** in order to display where the file was saved, so that you know where it's located (you will need to know this in order to import it into your NetSet webmail)



- e. Safari

- i. Click the **down arrow** in the top right corner

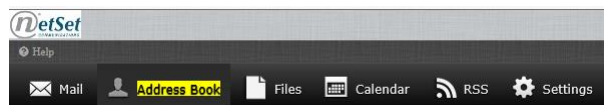


- ii. Click the **magnifying glass to Show in Finder** in order to display where the file was saved, so that you know where it's located (you will need to know this in order to import it into your NetSet webmail)

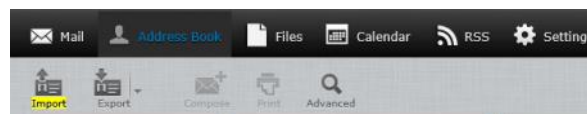
- 6. Login into the **NetSet webmail** interface at <http://mail.mynetset.ca> for your @nls.ca or @granite.mb.ca account



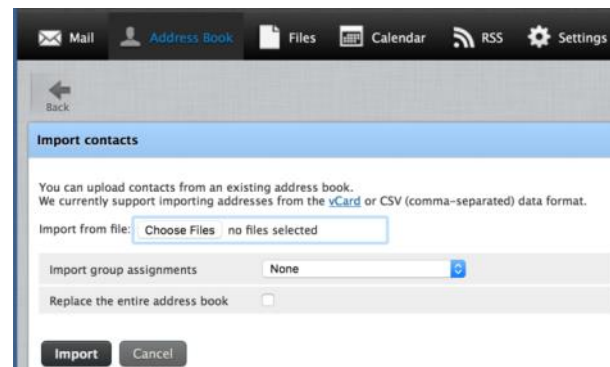
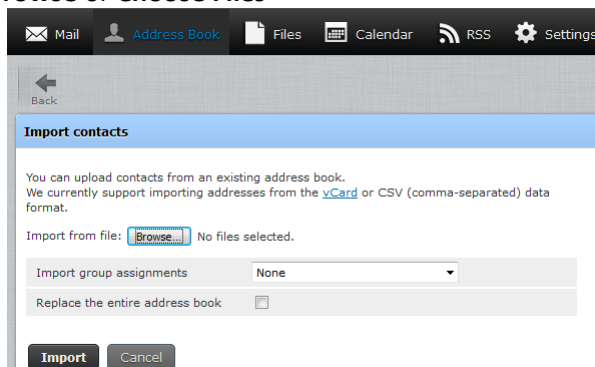
- 7. Go to the **Address Book**



- 8. Click the **Import** icon



- 9. Click **Browse** or **Choose Files**



- 10. Locate the **webmail-addressbook-export.csv** that you saved from your No Limits webmail address book (typically in the **Downloads** folder), select it, and then click **Open** or **Choose** (or double click the file)

- 11. Groups won't import using the file from No Limits, only the contacts, so there is no need to select anything for "Import group assignments". Click **Import**

12. Click **Done**

Import contacts

You can upload contacts from an existing address book. We currently support importing addresses from the [vCard](#) or CSV (comma-separated) data format.

Import from file: webmail-addressbook-export.csv

Import group assignments

Replace the entire address book

Import contacts

Successfully imported 3 contacts:
Jane Doe, John Smith, NetSet Support