

Transferring contacts from old BearMail to the new BearMail

Access the old BearMail system

Sign into your BearMail account, located at <https://bearmail.unco.edu>. (Figure 1)

Figure 1

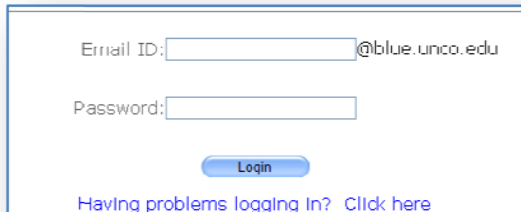
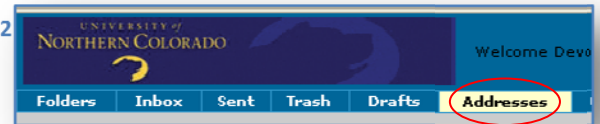


Figure 1 shows a login form with the following fields and elements:

- Email ID: @blue.unco.edu
- Password:
- Login button
- Link: [Having problems logging in? Click here](#)

Figure 2



Access the contacts list through the Addresses selection on the toolbar. (Figure 2)

Highlight the contacts (Figure 3), copy, and paste special into a blank Excel document as a Text option. (Figure 4)

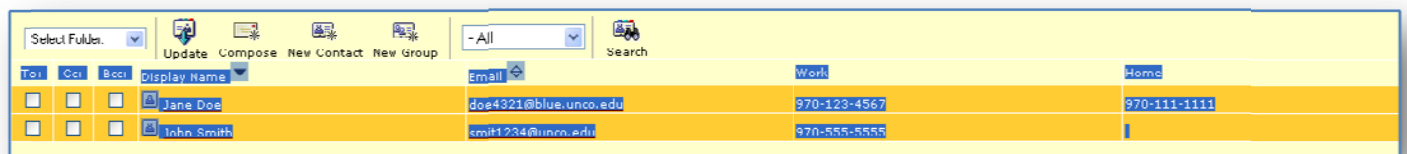


Figure 3 shows a screenshot of the BearMail contacts list. The table below represents the data shown in the screenshot:

To:	Cc:	Bcc:	Display Name	Email	Work	Home
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jana Doe	doe4321@blue.unco.edu	970-123-4567	970-111-1111
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John Smith	smith1234@unco.edu	970-555-5555	

Figure 3

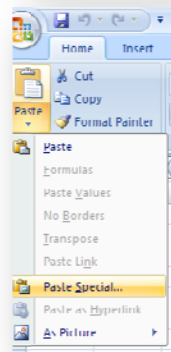


Figure 4

The list will look like Figure 5.

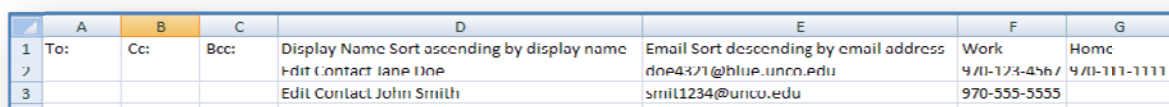


Figure 5 shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G
1	To:	Cc:	Bcc:	Display Name Sort ascending by display name	Email Sort descending by email address	Work	Home
2				Edit Contact Jane Doe	doe4321@blue.unco.edu	970-123-4567	970-111-1111
3				Edit Contact John Smith	smith1234@unco.edu	970-555-5555	

Figure 5

Use this Excel document to recreate the new contact in the new BearMail.

Login to BearMail using your full new e-mail address and standard password (i.e. smit123@bears.unco.edu) that is normally used to login. (Figure 6)

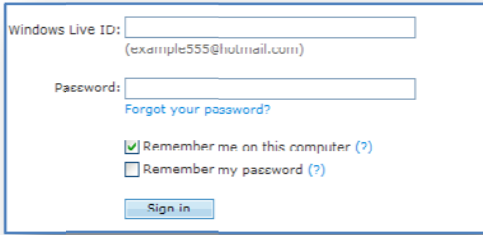


Figure 6

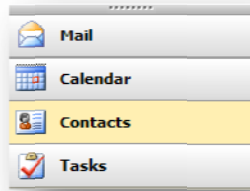


Figure 7

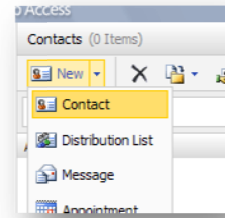


Figure 8

Select the Contacts icon in the bottom left corner. (Figure 7) Click on the New drop down selection near the top, and select Contact from the list. (Figure 8)

Using your Excel spreadsheet, copy and paste the information over to the new contact. (Figure 9) ***Please note that the student e-mail addresses must be changed to the new address of @bears.unco.edu.**

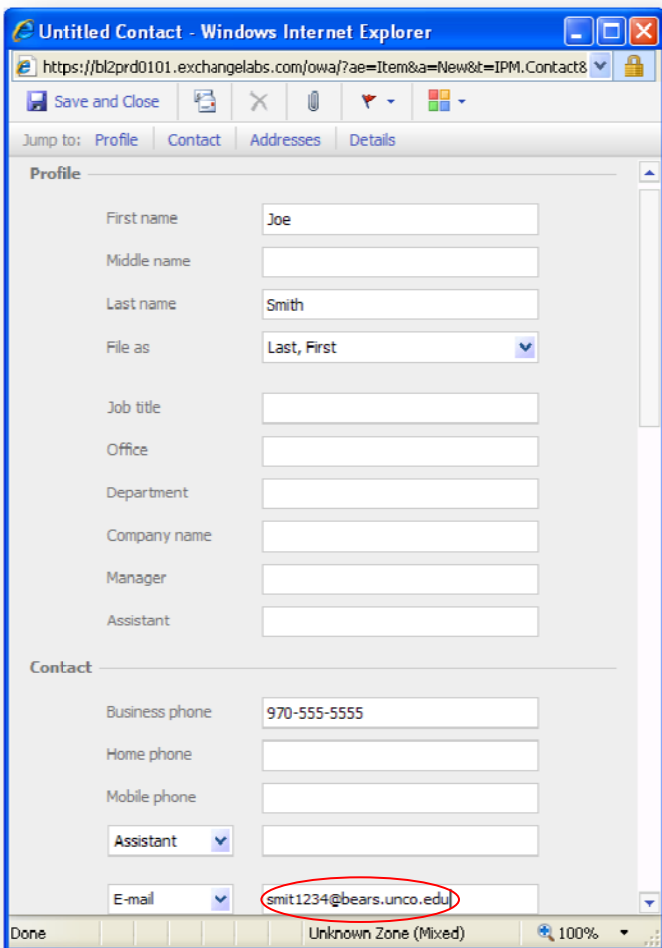


Figure 9