

Adding Non-UAEX Users to your Zimbra address book

Global Address List shows employees within the UA Division of Agriculture Cooperative Extension Service with Zimbra e-mail accounts. We have other faculty members, administration and employees whose e-mail accounts reside on other systems due to their physical locations.

These include:

- University of Arkansas System Office (@ uasys.edu)
- University of Arkansas Fayetteville (@ uark.edu)
- University of Arkansas Monticello (@ uamont.edu)
- University of Arkansas Pine Bluff (@ uapb.edu)

These non-UAEX users' e-mail addresses have already been added to the various Extension distribution lists.

How to add these users to your Zimbra address book so auto-complete will work:

1. The file containing the addresses ready to import into Zimbra is on the IT Zimbra website. Copy the following link to your web browser (Internet Explorer for example).
<http://uaex.edu/depts/InfoTech/Zimbra/NonUAEXEDU.csv>
2. Save this file (NonUAEXEDU.csv) on your computer desktop
3. Open Zimbra. Go to your 'Preferences' tab. Then go to your 'Import / Export' tab.
4. Under 'Import' select 'Contacts' as the type.
5. Click on the button to the right of 'Destination:' and then select 'New' when the list of address book folders appear. We recommend you put these addresses in a separate folder for ease of updating in the future. For this example, let's assume you named the new address book 'Extension Non UAEX.'
6. Click the 'OK' button to save the name of the new address book. Click the 'OK' button a second time to confirm you wish to put the new addresses into this address book.
7. On the 'File:' line, browse to your desktop where you just saved the file NonUAEXEDU.csv
8. Click 'Import' on the right side of your screen.

You should immediately be able to find any of these addresses when you use auto-complete. If you would like assistance, the Call Center will gladly assist (501-671-2255 or toll free: 866-779-3375; callcenter@uaex.edu).