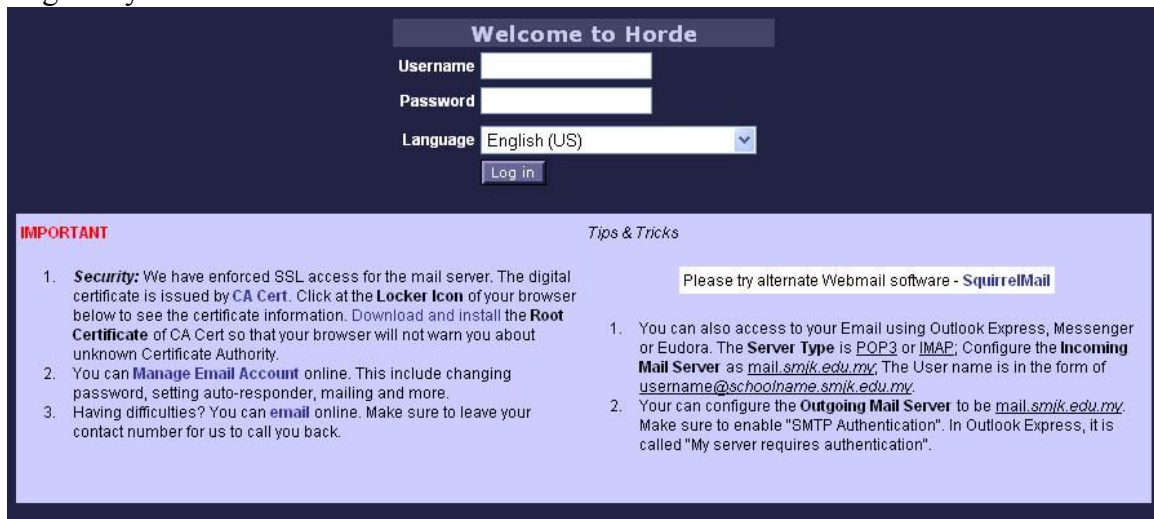


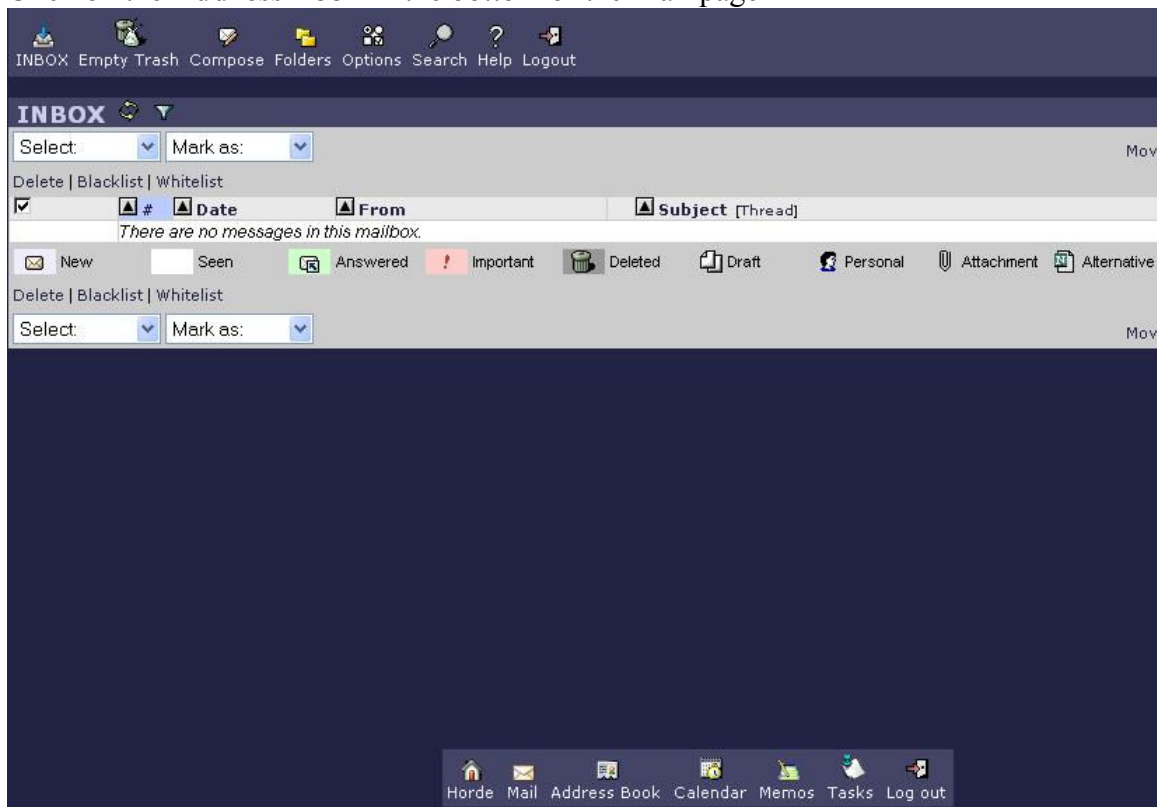
## Export Contact List from Qmail

1. Go to <http://mail2.smjk.edu.my>
2. Login to your old Email account



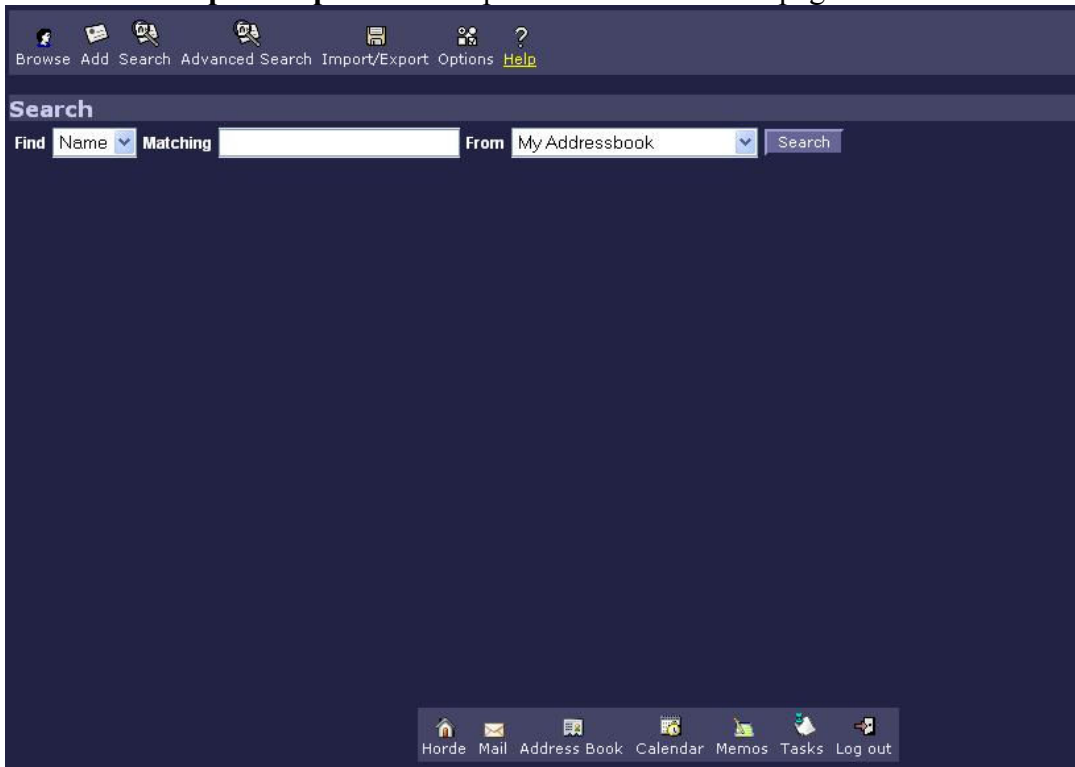
The screenshot shows the Horde webmail login interface. At the top, it says "Welcome to Horde". Below this are input fields for "Username", "Password", and "Language" (set to "English (US)"). A "Log in" button is positioned below the language dropdown. Below the login fields is a red "IMPORTANT" banner with "Tips & Tricks" on the right. The banner contains two columns of text. The left column lists three security-related tips: 1. Security: We have enforced SSL access for the mail server. The digital certificate is issued by CA Cert. Click at the Locker Icon of your browser below to see the certificate information. Download and install the Root Certificate of CA Cert so that your browser will not warn you about unknown Certificate Authority. 2. You can Manage Email Account online. This include changing password, setting auto-responder, mailing and more. 3. Having difficulties? You can email online. Make sure to leave your contact number for us to call you back. The right column has a box titled "Please try alternate Webmail software - SquirrelMail" and two numbered tips: 1. You can also access to your Email using Outlook Express, Messenger or Eudora. The Server Type is POP3 or IMAP; Configure the Incoming Mail Server as mail.smjk.edu.my; The User name is in the form of username@schoolname.smjk.edu.my. 2. You can configure the Outgoing Mail Server to be mail.smjk.edu.my. Make sure to enable "SMTP Authentication". In Outlook Express, it is called "My server requires authentication".

3. Click on the **Address Book** in the bottom of the Mail page

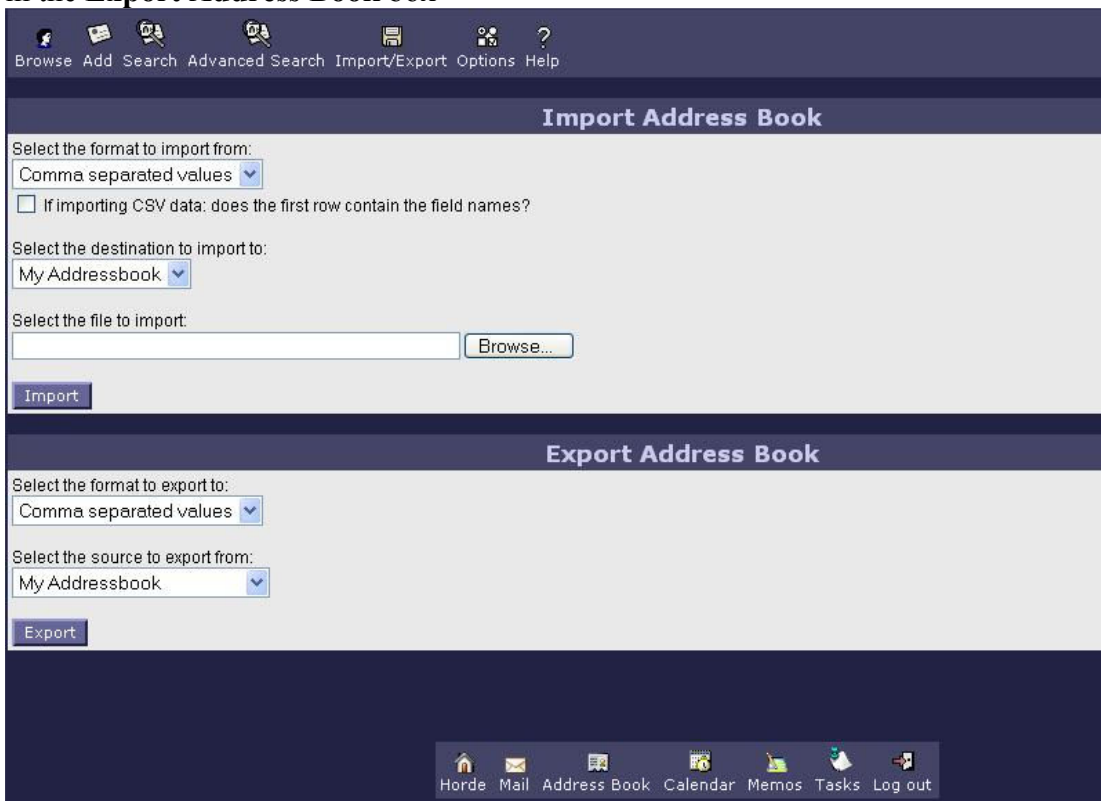


The screenshot shows the Horde webmail interface. At the top, there is a navigation bar with icons for Home, Mail, Address Book, Calendar, Memos, Tasks, and Log out. Below this is a menu bar with "INBOX", "Empty Trash", "Compose", "Folders", "Options", "Search", "Help", and "Logout". The main content area is titled "INBOX" and shows a list of messages. The list is currently empty, with the text "There are no messages in this mailbox." displayed. Below the list, there are several icons for message status: New, Seen, Answered, Important, Deleted, Draft, Personal, Attachment, and Alternative. At the bottom of the page, there is a footer with icons for "Horde", "Mail", "Address Book", "Calendar", "Memos", "Tasks", and "Log out".

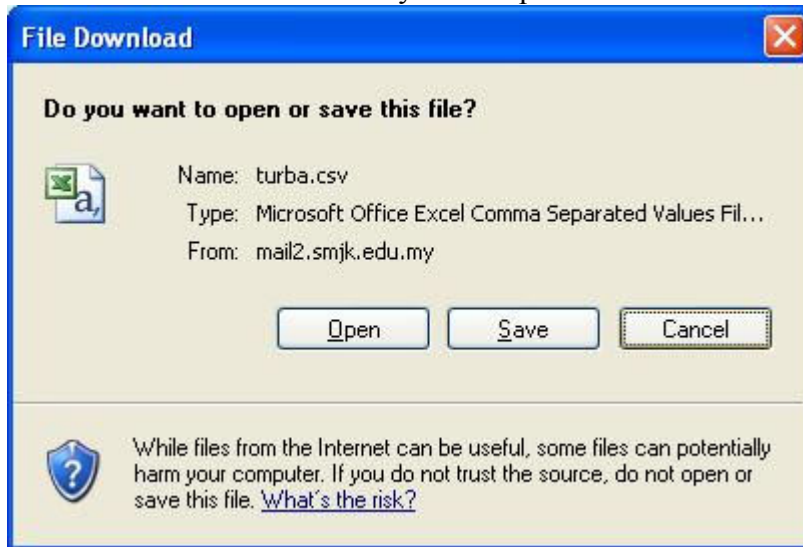
4. Click on the **Import/Export** at the top of the Address Book page



5. Select **Comma Separated Values** for export format and Select the source to export in the **Export Address Book** box

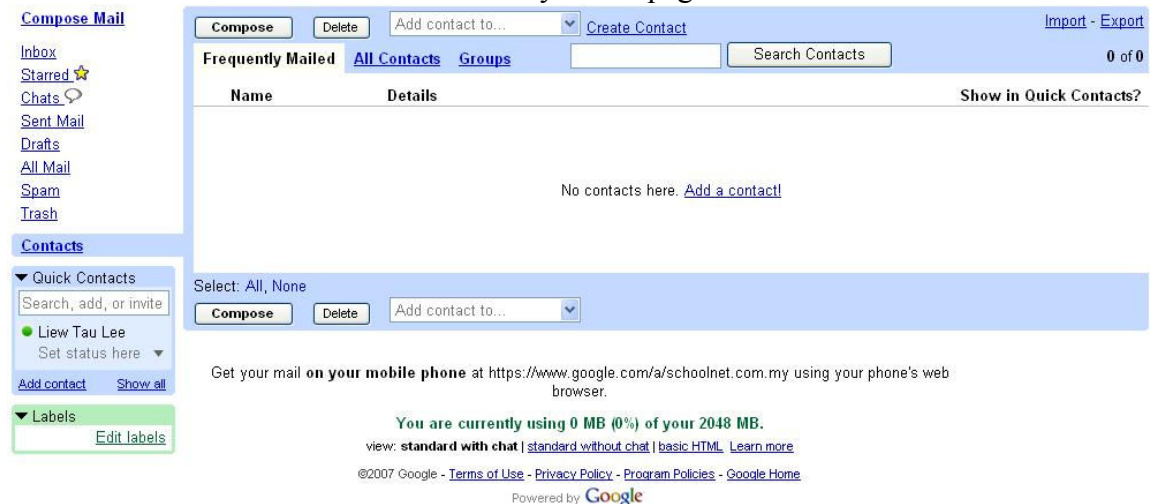


6. Click **Export**
7. Save the Contact List file into your computer



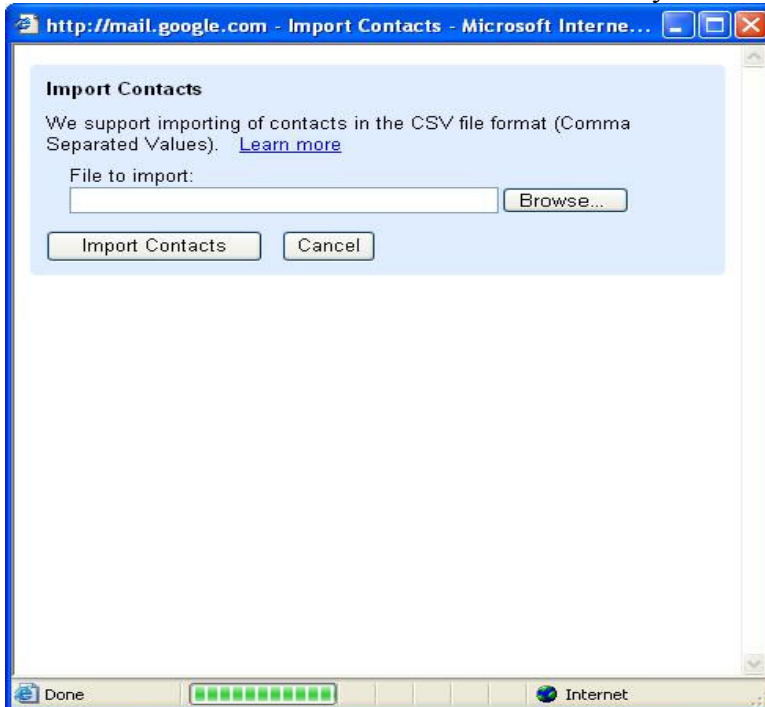
### **Import Contact List from Gmail**

1. Go to <http://mail.smjk.edu.my>
2. Login to your new Email account
3. Click **Contacts** at the left-hand side of any Email page



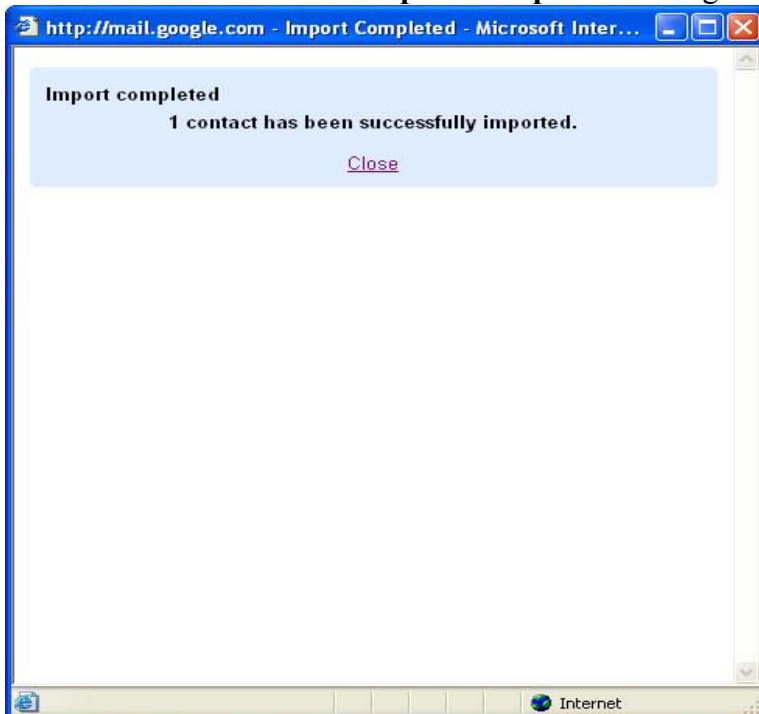
4. Click **Import** at the right-hand side of Contacts page

5. Click **Browse...** Locate the Contact List file from your computer to import



6. Click **Import Contacts**

7. You will see the successful **Import Completed** message



8. Click **All Contacts** of Contacts page to view the contact