

Exporting a GroupWise Address Book

- GroupWise can export addresses in two different formats: .NAB (Novell Address Book) and .VCF (vCard format).
- The .NAB format is preferred for exporting GroupWise Address Books. NAB files are comma-delimited which gives you the most flexibility to import into other mail programs, such as Microsoft Outlook. In addition, .NAB files are more accurate than .VCF.
- NAB files can be opened in any text editor, Microsoft Word, Microsoft Excel and other programs that can open a comma-delimited file.

Exporting a GroupWise Address Book as a .NAB File

1. Open the GroupWise Address Book and select the address book you wish to export.
2. Choose **File, Export**.
3. Choose **Entire Address book**.
4. Choose a location to save the file and enter a file name.
5. Select **Novell Address Book (*.NAB)** as file type.
6. Press **Save**. The file will be exported with a .NAB file extension.

Computer Services

<https://cshelpdesk.csd.sc.edu>

<http://www.csd.sc.edu/groupwise/>

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