Convert .VCF to .CSV with Windows Explorer

1. Open up Windows Explorer, you can hit **(Windows key + E)** to do this
2. Navigate to your user directory followed by \contacts. Normally found at: C:\Users\UserName\Contacts
3. Click on **Import** from the top menu
4. Select **vCard (VCF file)** from the import list, click **Import**
5. Browse to the location of the address book your exported from our old WebMail system, then click **Open**
6. The contact file should open, **make sure** that you have First Name, Last Name, Email Address and Nickname filled out for each contact. Click **OK** on each contact in the address book to import it
7. You will need to complete step 6 for every contact. Clicking **OK** will advance to the next contact
8. Once you're done importing all the contacts, click on **Close**
9. Click on one of your imported contacts in the contacts folder from step 2, then hit **Ctrl-A** to select all imported contacts
10. Now click on **Export** from the top menu
11. Select **CSV (Comma Separated Values)**, and then click **Export**
12. Click **Browse...**, name your file (in a different directory), then click **Save f**ollowed by **Next >**
13. With only the fields First Name, Last Name, E-mail Address and Nickname, click **Finish**

Import Contacts into webmail

1. Log into webmail.
2. Click on Addresses tab.
3. Scroll down to Address Book Import section, click "Choose File" and select the .csv created above. Once the .csv is selected, click "Import CSV File" in the bottom right corner.
4. Use the dropbox to assign the correct webmail field to each field in the .csv and click finish.