

## Logging into the old mail server to retrieve contacts

oldmail.musfiber.com

Go to oldmail.musfiber.com

Welcome to New Web Mail

- Enter your entire email address (not just your username) and password to login.

For more information please visit [Contact Us](#)

E-mail address:   
e.g. yourname@level14.com

Password:

Shared computer:   
if checked, you will be logged out after 4 hours

Stay signed in:   
if checked, this browser will log into webmail automatically until you logout

Login

Enter your musfiber.com email

Enter your OLD password

Click Login

Click Address Book

Help

Mail Address Book Files Calendar Settings

Refresh Compose Reply Reply all Forward Delete Spam Mark More

Inbox 4

Drafts

Sent Items

Spam 3

Trash

	From	Subject
<input type="checkbox"/>	★ Daily Digest	★ Spam Repor
<input type="checkbox"/>	★ TechTarget	★ ADV: PaaS v
<input type="checkbox"/>	★ TechTarget	★ ADV: SAP vs
<input type="checkbox"/>	★ NETGEAR	★ ADV: Discov

Click the triangle beside Export

Click Export all

Help

Mail Address Book Files Calendar

Import Export Compose Print Advanced

Groups

Contacts

Export selected

Michael Jackson

Joe Wilson

Opening contacts.vcf

You have chosen to open:

- contacts.vcf  
which is: vCard File  
from: http://oldmail.level14.com

What should Firefox do with this file?

Open with Microsoft Outlook (default)

Save File

Do this automatically for files like this from now on.

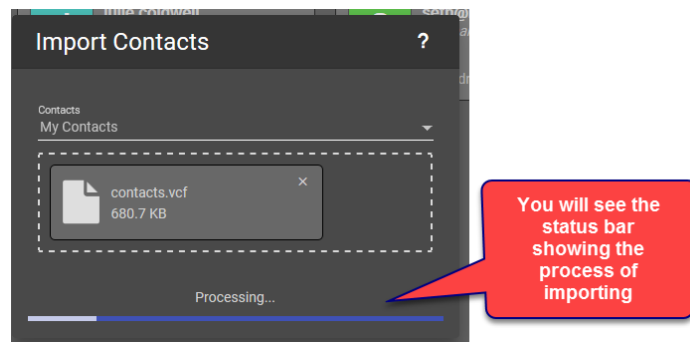
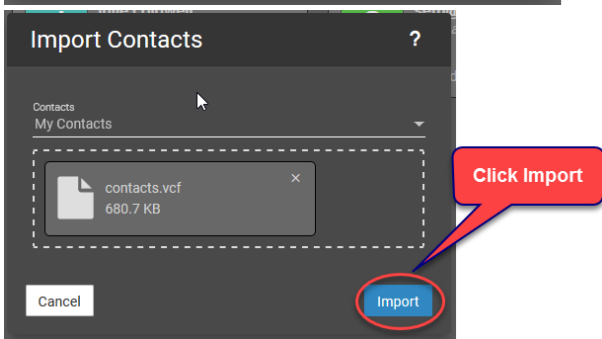
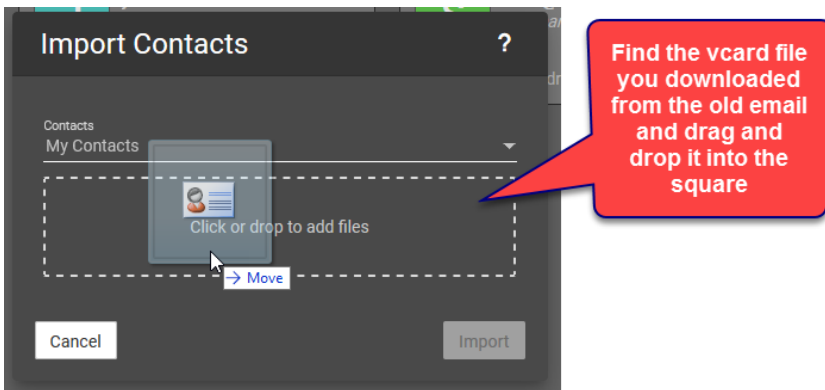
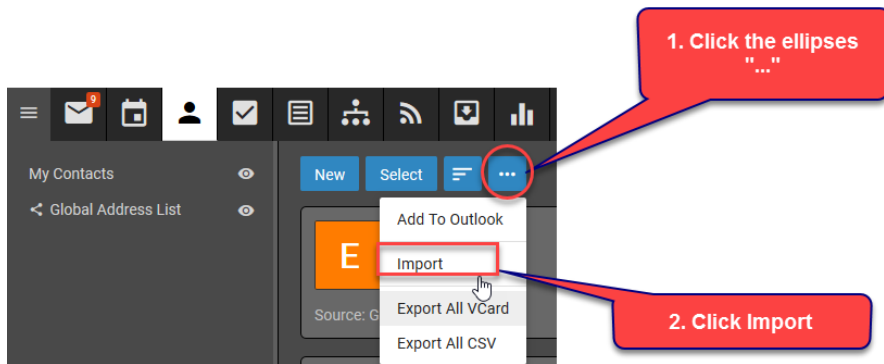
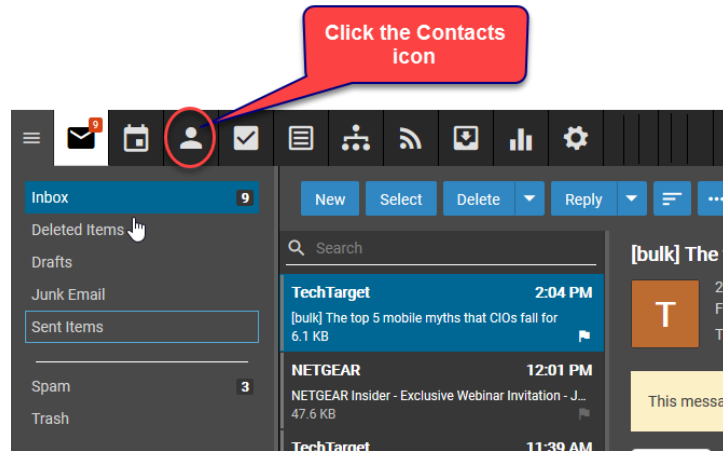
Click Save

Choose Save File

OK Cancel

Depending on your browser you should see something like this

Log into the new system and click the Contacts icon



**Import Contacts** ?

5 contacts loaded from file  
5 contacts with no conflicts  
contacts with potential conflicts

Conflict resolution  
Add contacts (may cause duplicates)

Cancel Next

When complete you will see a report with the number imported, if there were any conflicts or any failures

There are four ways to resolve conflicts, click the triangle to see the options

**Import Contacts** ?

5 contacts loaded from file  
5 contacts with no conflicts  
contacts with potential conflicts

Add contacts (may cause duplicates)

Skip (do not import any contacts with potential conflicts)

Merge using existing contact values

Merge using imported contact values

Choose how you wish to resolve conflicts

**Import Contacts** ?

5 contacts loaded from file  
5 contacts with no conflicts  
contacts with potential conflicts

Imported contacts with potential conflicts will append (Imported) to Display Name.

Conflict resolution  
Merge using existing contact values

Cancel Next

Once you decide click Next

**Import Contacts**

Contact importing is complete.

- 0 contact loaded from file
- 5 contacts added
- 0 contacts skipped
- 0 contacts merged
- 0 contacts encountered an error

Close

A report of the import job

Click Close to finish

New Select [Menu] [More]

<b>D</b> Donald Trump Company Source: My Contacts	<b>E</b> Elvis Presley Company Source: My Contacts	<b>E</b> Source: Global Address List
<b>G</b> Company Source: Global Address List	<b>H</b> Source: Global Address List	<b>J</b> Joe Wilson Company Source: My Contacts
<b>J</b> Source: Global Address List	<b>M</b> Marilyn Monroe Company Source: My Contacts	<b>M</b> Michael Jackson Company Source: My Contacts

You should now see your imported contacts