

IMPORT AND EXPORT ADDRESS BOOK USING MXIE

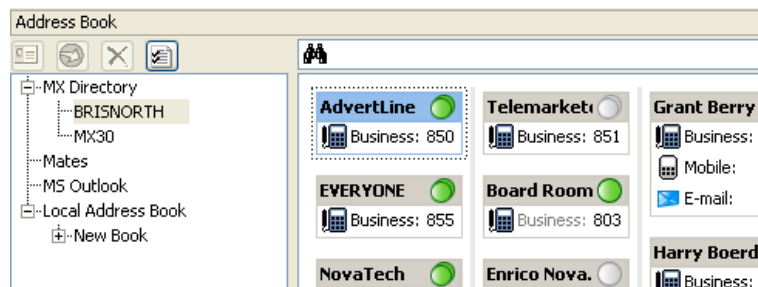
EXPORT ADDRESS BOOK

To open the address book

CLICK VIEW > ADDRESS BOOK

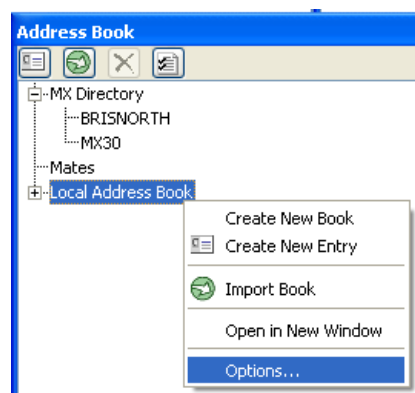


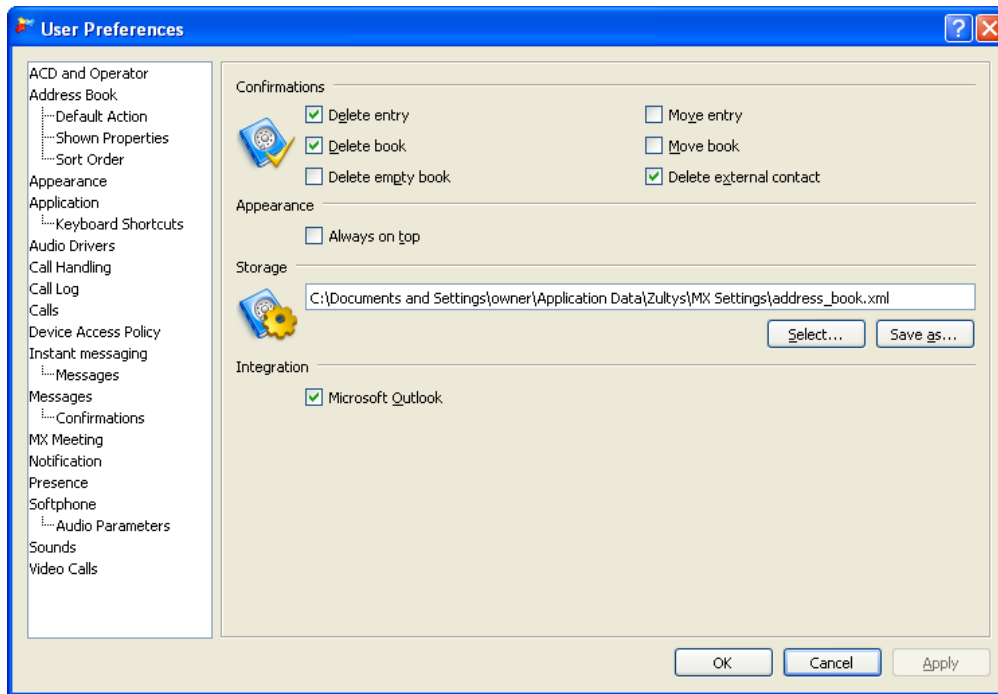
Right-Click on any Directory,



Select options:

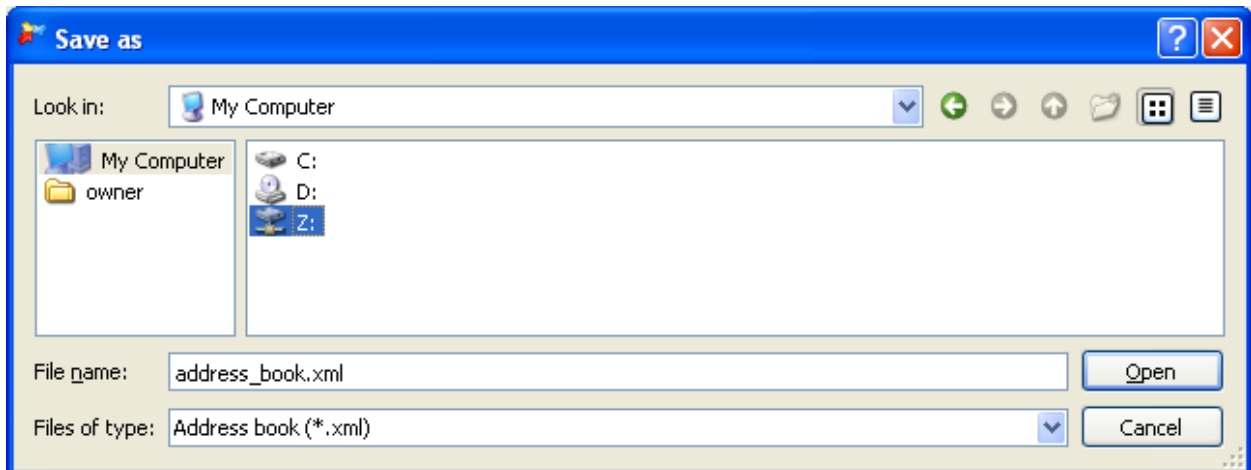
The windows users preferences is open





This entry box specifies the location of personal Address Books on your network or local drive. The *Select* button loads an Address Book file from a local drive or network. The *Save as* button opens a Save As window for creating and storing a file that contains the Local Address Book and all personal address books.

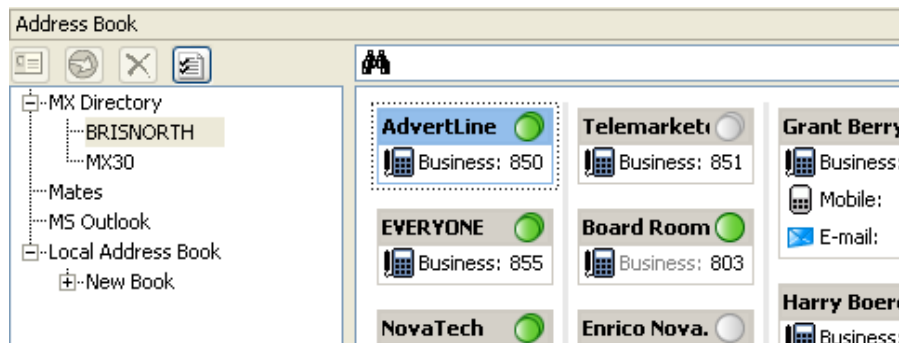
Click **Save AS** and give it a name of your choice. It is preferable in network area where everyone can import later.



IMPORT ADDRESS BOOK

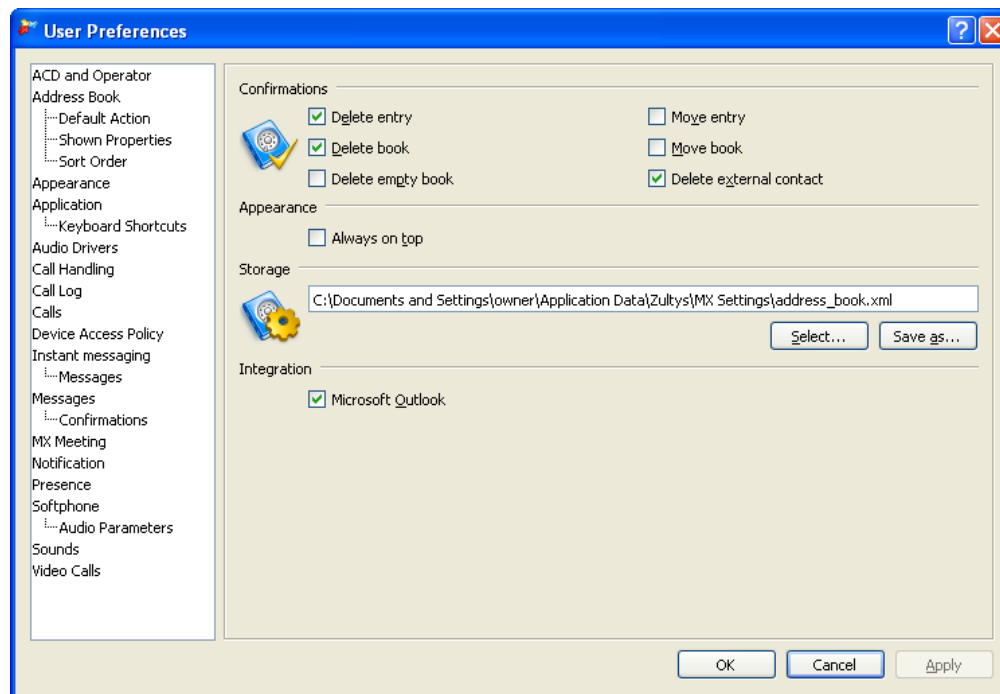
The person wishing to Import the Address Book uses MXIE to open their own Address Book:

VIEW > ADDRESS BOOK



Click the right mouse button, select options.

The windows **users preferences** is open



Then they selected the file saved preferably in network area.

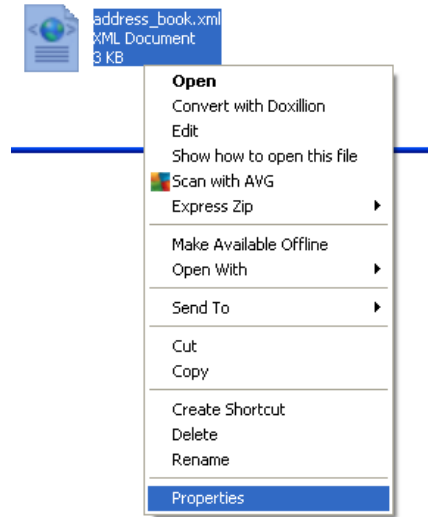
Click **Next** and complete the process.

FILE IS IN NETWORK AREA

If you have opted to save the file in a network area, you must give the read permission to everyone, and write/read permission the person in charge to change the address book.

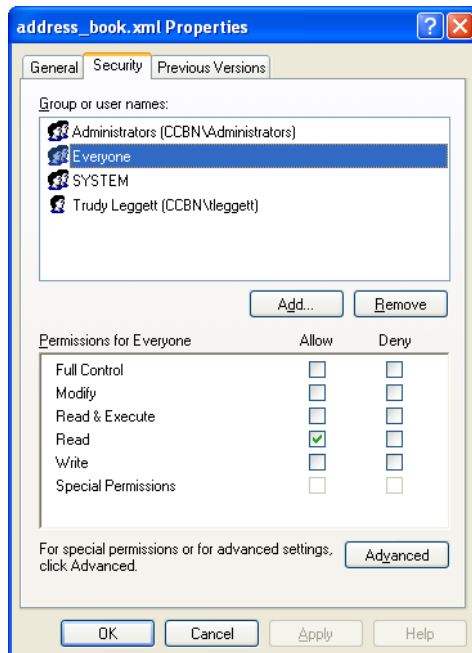
Select the file address_book.xml in the network area.

Right-Click and select **Proprieties**



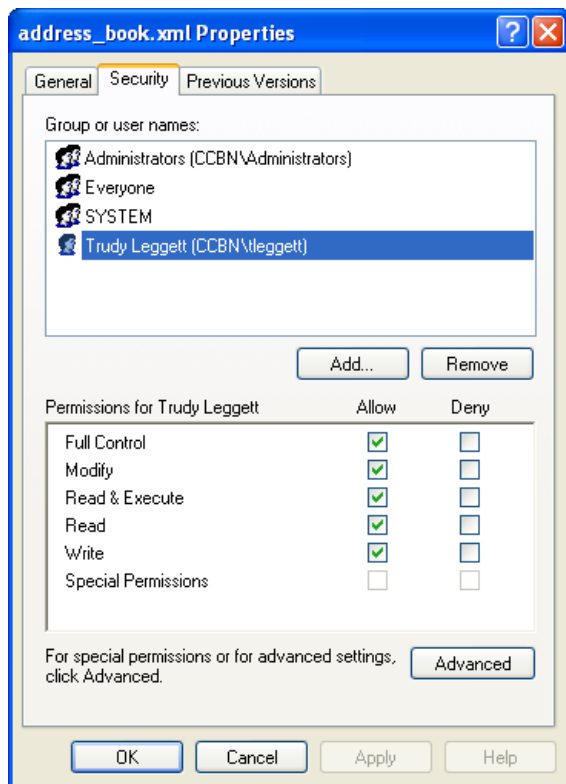
Select the Security TAB

And set read permission to everyone



Then you give write/read permission the person in charge to change the address book.

Trudy Leggett in our example.



Have you watched our Zultys Tutorials ?

<http://www.brisnorth.com.au/zultys-tutorials/>

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