

AT&T Website SolutionsSM

Email Management



AT&T Business



This document contains information that will help you to quickly get started and manage your email accounts within Webmail.



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Getting Started

About Webmail

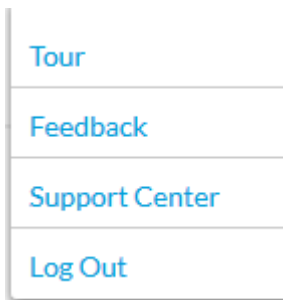
Webmail supports the import/export of contacts to and from Webmail. The import feature allows you to import contacts from other email providers, such as Outlook, Yahoo, etc., into a specified address book within Webmail.

Tour your Email

Webmail provides a tour featuring various areas to explore including:

- Inbox
- Calendar and Events
- Taskbox
- Contacts
- Preferences

Click in the top right corner where your domain name appears for the drop down menu. Select “Tour”.



Importing Contacts

You can import contacts into any of your personal address books or you can select one of your shared or subscribed address books. Please note that you can only select a subscribed address book if you have been given edit permissions (High sharing). You can also export contacts from one or more of the Webmail address books, including subscribed address books.



If you have an existing contact list that resides with a different provider, you can import the entire contact list into one of your Webmail Address Books. You can also export a list to any one of these accounts.

- MS Outlook
- Yahoo
- Hotmail
- Mozilla

Preparation Guidelines

The following email solutions allow you to either export or save your contact list as a .csv file (MS Excel).

- MS Outlook: From the File tab, you can use the Advanced Options to export your contacts as a .csv file.
Click File, click Options, and then click Advanced. On the Advanced tab, click Export and follow the MS Outlook steps.
- Yahoo: From the Contacts tab, you can export all contacts into a .csv file.
- Hotmail: On the Contacts page, you can export your contacts from the Manage drop-down list.
- Mozilla: On the Contacts page, you can export your contacts into a .csv file.

Note: Because these exported lists will be imported into Webmail, be sure to save the file as .csv and note the file location. It is recommended to create a new folder – Webmail Exports.

The file will contain the default header columns supported by the email provider. When the file is imported, Webmail will map columns to reflect the Webmail fields. For more information, see the below example. Example:

Webmail supports one field for the contact first and last name; however, Yahoo provides a field for the contact first name and another for the contact last name. When importing a contact list from Yahoo, the first and last name will be combined into one column for “Name”.

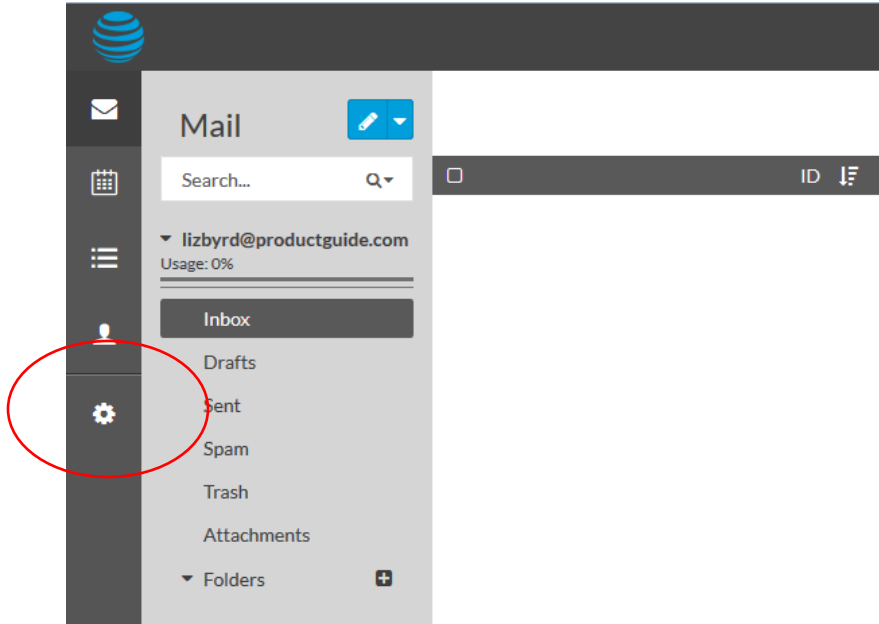
Yahoo Export Output				Webmail Import Requirements	
Column Header	First	Middle	Last	Column Header	Name
Contact	Lori		Lake	Contact	Lori Lake

To Import a Contact List:

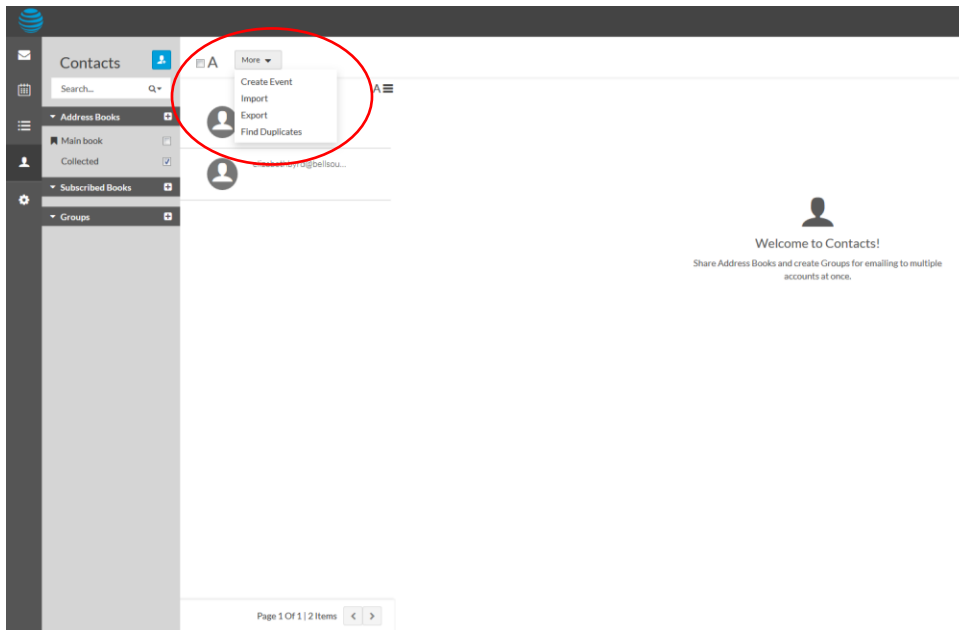
Step 1 – Open your Internet browser and enter websitesmail.att.com.

Step 2 – On the Webmail log-in page, enter your username and password.

Step 3 – When logged in click the Contacts tab.



Step 4 – From the Secondary menu under “More”, click Import.



Step 5 – In the Import dialog, complete the following:

- Select an address book from the drop down menu.
This address book will be the one that you will import the contacts into.
- In the Format of file drop down, select the file that you exported and saved from another email provider.
Alternatively, you can import a custom list as long as it is saved as .csv file.
- Choose an input character set from the drop down menu.
It is recommended to use the default value, Unicode (UTF-8).
- Click Browse to locate the file that you want to import.
- Select the file to import
- Click Import.

Exporting Contacts

Webmail allows you to export your personal contacts, as well as lists for which you have subscribed.

Note: For shared/subscribed contact lists, your permissions must be set to High.

When exporting contact lists with Webmail, you can export multiple lists into one file. This allows you to combine all of your contacts into one list.

Note: If there are duplicate entries, they will not be deleted. However, these duplicates can easily be removed from the .csv file once the export is complete.

To Export Contacts:

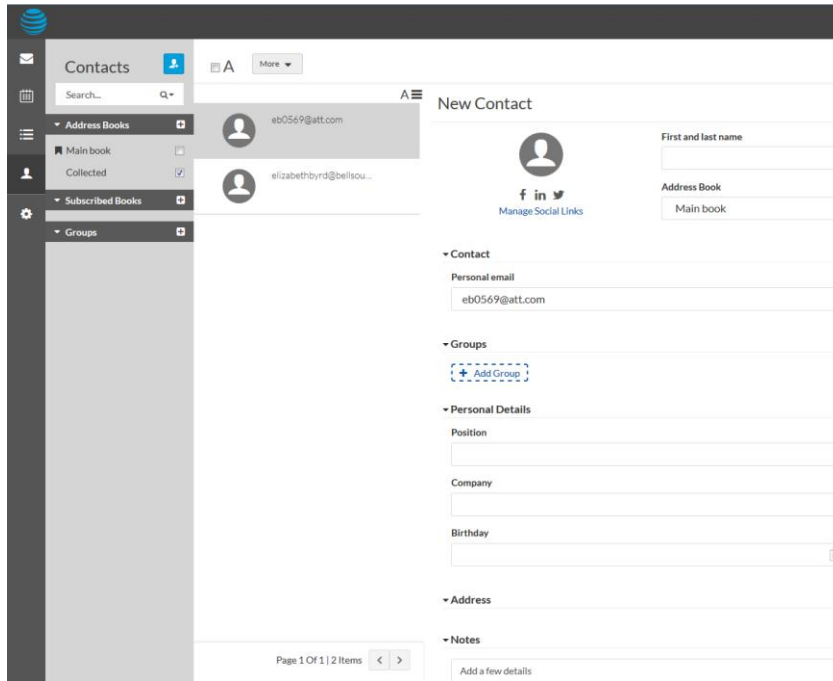
Step 1 – Log in to your Webmail account.

Step 2 – When logged in click the Contacts tab.

Step 3 – From the Secondary menu under “More”, click Export.

Step 4 – In the Export dialog, complete the following:

- Click the Export tab.
- Select one or more address book(s) from the drop down menu.
All contacts associated with the selected address books will be exported.
- From the Format of file drop down, select the recommended format for the email provider that for which you would like to share your Webmail contacts.
- Choose an input character set from the drop down menu.
It is recommended to use the default value, Unicode (UTF-8).
- Click Export.



The screenshot displays the AT&T Contacts web interface. On the left is a sidebar with a navigation menu containing 'Address Books', 'Main book', 'Collected', 'Subscribed Books', and 'Groups'. The main area is titled 'New Contact' and features a search bar, a 'More' dropdown, and a list of existing contacts. The 'New Contact' form includes fields for 'First and last name', 'Address Book' (set to 'Main book'), 'Personal email' (pre-filled with 'eb0569@att.com'), 'Groups' (with an 'Add Group' button), 'Personal Details' (with fields for 'Position', 'Company', and 'Birthday'), 'Address', and 'Notes' (with a placeholder 'Add a few details'). A pagination control at the bottom indicates 'Page 1 Of 1 | 2 Items'.



Syncing Calendars and Contacts

Please note that if a provider (such as Yahoo, Hotmail etc.) allows syncing with Microsoft Outlook then you will be able to sync the data with Webmail using the same application (SyncSuite for Microsoft Outlook) and steps as described below. Please note that this document will use the example of Gmail when illustrating the syncing process of contacts and calendars.

In order to sync Gmail calendar with ATT Webmail there is an intermediate step you have to take which is syncing your calendar first with Microsoft Outlook.

Before proceeding with syncing your calendar or contacts please make sure the following are satisfied:

- Your current email provider (Yahoo, Hotmail, Gmail, etc.) allows calendar and contact syncing with Microsoft Outlook.
- Your ATT account has Business Email mailboxes.
- You download SyncSuite application for Microsoft Outlook from within AT&T Webmail.

The following are the needed steps in order to sync your calendar between Gmail and AT&T Webmail:

1. First you have to sync your Gmail calendar with Microsoft Outlook. The instructions on how to do this is to be found here:

<http://support.google.com/calendar/bin/answer.py?hl=en&answer=98563>

Once your calendar is synced with Microsoft Outlook you are ready to start syncing it with Webmail. Please note that instructions on how to sync data (if applicable) between Microsoft Outlook and your current email provider (Yahoo, Hotmail etc.) will be provided by the corresponding provider.

2. Go to your AT&T Webmail and log in.
3. Go to the "Mobile" tab.

Please note that this functionality is only available for customer who purchased business class email. If you do not currently have business class email you may purchase it from the Shop section within the Control Panel.

4. Under the “Mobile” section you will be presented with the following page:



SyncSuite™ synchronizes your Calendar and Contacts between your RIM BlackBerry™, Microsoft Outlook™, Microsoft Outlook Express™, and other mobile devices. This means that all your Calendar and Contact information is the same when you use your Microsoft Outlook™ at work, your RIM BlackBerry™ out of the office, and your Microsoft Outlook Express™ at home.

On this page you will find detailed instructions on how to sync your calendars and contacts between Microsoft Outlook and AT&T Webmail and some other devices.

In order to sync your calendar between Microsoft Outlook and Webmail refer to the section titled “SyncSuite for Microsoft Outlook”. You will have to download the SyncSuite application specific for Microsoft Outlook but before doing so please refer to the installation instructions and help files located under the same sections.

5. Once you have downloaded the SyncSuite application for Microsoft Outlook make sure you follow the instructions on how to use this application to sync your calendar to Webmail.

Please note you can also use this application in order to sync your contacts or you can import your contacts as described in the import contacts section.