



Google Contacts to MailEnable User Guide

What It Does

- Imports Google Contacts (and possibly iOS contacts) to MailEnable mailboxes

Features

- Free! Open source platform
- Simple to use
- Retains nearly all contact information, including photos, notes, custom phone numbers, etc.
Note! Copies all extra information into Notes field.
- Creates groups
- Allows for custom phone number fields to be imported to defaults. *i.e. Can import cell into mobile.*
- Reformat phone numbers to standard format. *i.e. +1 517.555-1212 converts to (517) 555-1212*
- If no mobile phone number, can copy work, home, etc. into mobile field so that it displays number in main list.

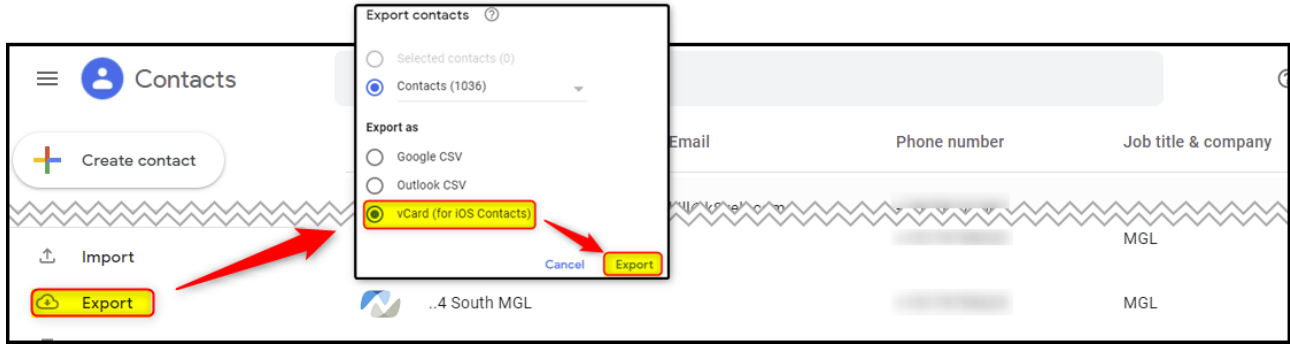
Installation

- No installation. Just run [GoogleContactsToMailEnable.exe](#)



Instructions

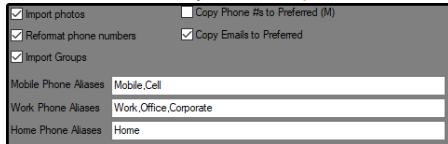
- Export Google contacts from <https://contacts.google.com/>



- Run **GoogleContactsToMailEnable.exe**
- Select the **contacts.vcf** file you just downloaded



- Select desired options *Tip! Hover mouse over any field for more information*



- Select output folder



- Click **START (Import Contacts)** to start importing



** Note! The timer will occasionally stop during processing. This is normal.*

Options

- Import photos:** import contact photos
- Reformat phone numbers:** reformats most phone numbers. i.e. **+1 517.555-1212** converts to **(517) 555-1212**
- Import groups:** Creates group files and adds contacts to corresponding group
- Copy phone #s to Preferred (M):** If contact does not have a mobile phone number, will copy personal, company, pager, fax # (prioritized in that order) into mobile field so that it displays number in main list.



- Copy Emails to Preferred:** If contact does not have a preferred email address, will copy personal or company email address to the Preferred Email field so that it displays number in main list.
- Phone Aliases:** If no mobile/work/home phone #, imports custom labels into desired field. i.e. Custom label "cell" will import into Mobile field. Custom label "Office" & "Corporate" will import into Work field.

