Guide to copying addresses from Thunderbird Address Book to Gmail.
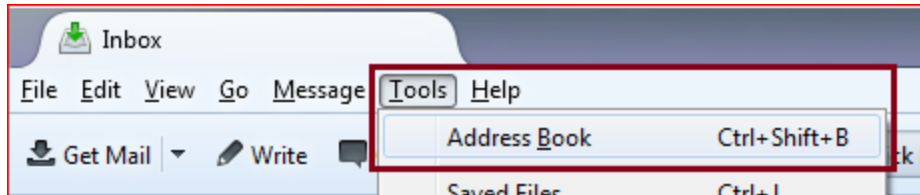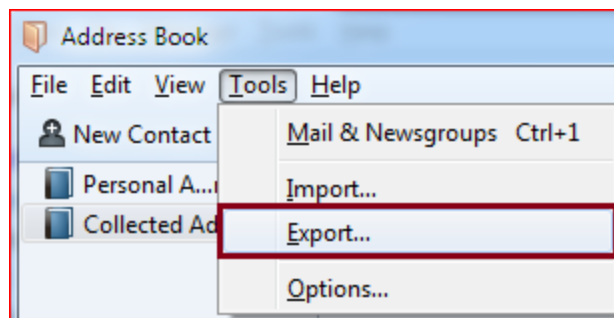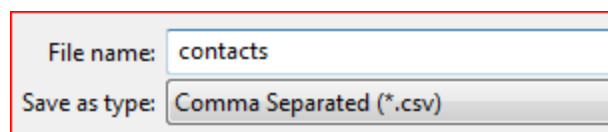
From Thunderbird

- Tools menu, Address Book
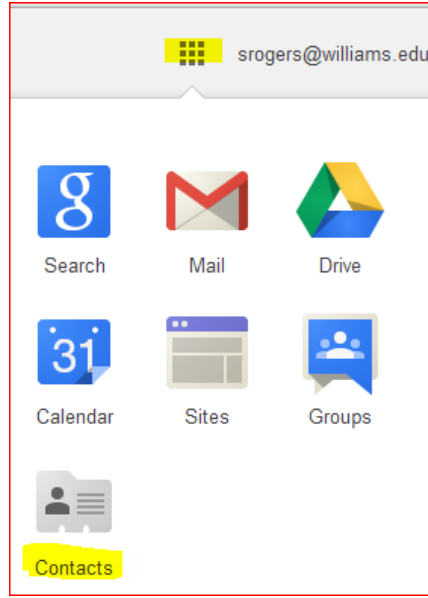

- From the Tools menu choose Export

- Save the file to the Desktop or your Documents folder with the file name contacts.
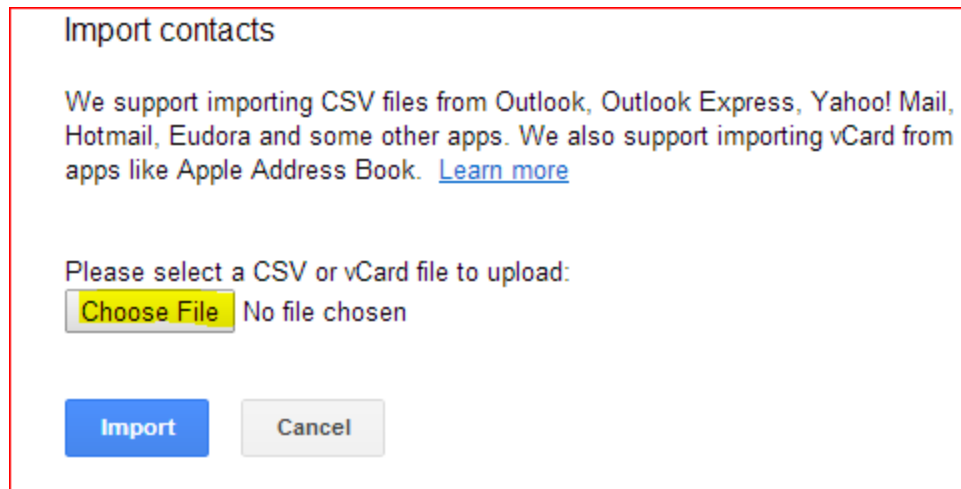 **Change** the type to comma separated (csv)

Import Contacts into Google Gmail

- Log on to your gmail account from http://email.williams.edu and click the Apps button (the 3 x 3 grid) to get to your other google apps. Choose Contacts.

- Click **Import Contacts** on the left.
- Click **Choose File**, then navigate to the contacts file that you created on your Desktop or in Documents.

- Select the file, click **Open**, then click **Import**.

After your contacts are imported, a dialog box appears to display the total number of contacts imported.