

File Importing - Email Extraction

With this tutorial we are going to go through the basic elements of extracting email addresses from a file

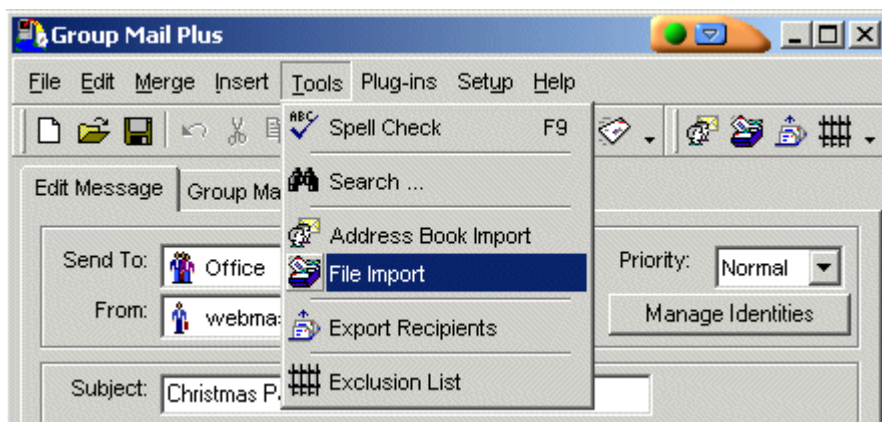
Sample Data - Any file that contains email addresses

The following method will work with any file that contains email addresses. You do not need to know what format or type the file it is.

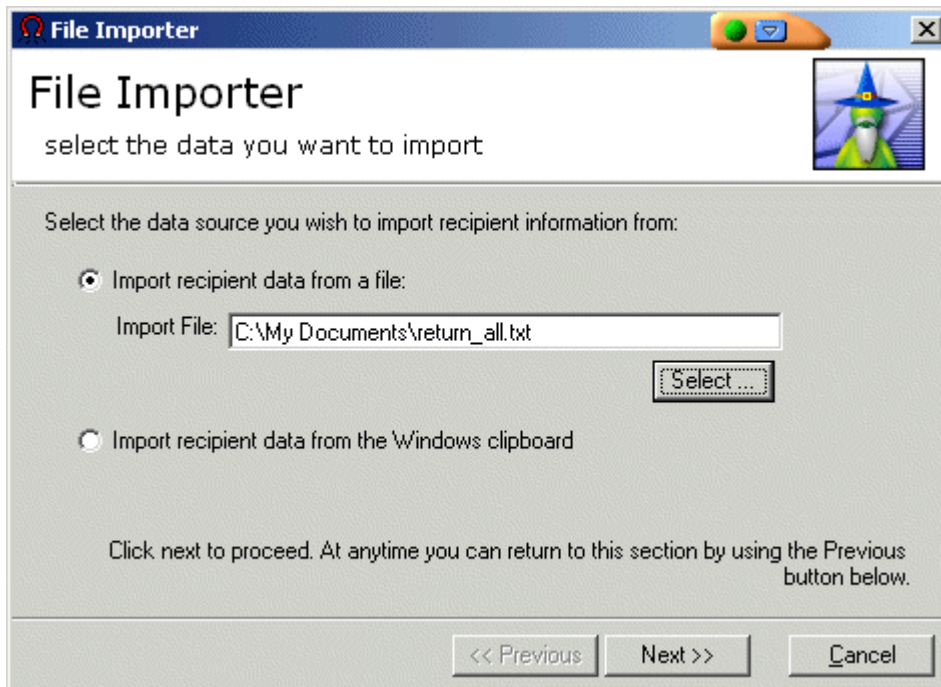
If you know what format the file is or if you wish to extract additional data from it then you should use an import process that suits it (Database Import, Delimited File Import, Address Book Import).

Step One - Getting started

To start importing a file you will need to go to the tools menu in Group Mail, then click on the Import option. Please note that you can also do this from the Group Manager tab.



Once you have clicked on the tool menu the File Import wizard will start.



For this tutorial you are going to be importing a file. Select the 'Import recipient data from a file' option. Then click on the Select Button. You will be presented with a standard File Open dialog which you should use to locate the file you want to import. Once you have selected the file and closed the File Select dialog (by clicking on the Open button) you should click the button marked Next (see above) to proceed.

Step Two - File layout

Now you get to tell the importer how the file is setup.



To extract just the email addresses from the file you need to select the 'All other File/Data formats' option. This option is ideal when you do not know how the source file is compiled or if you just wish to import a simple list of addresses.

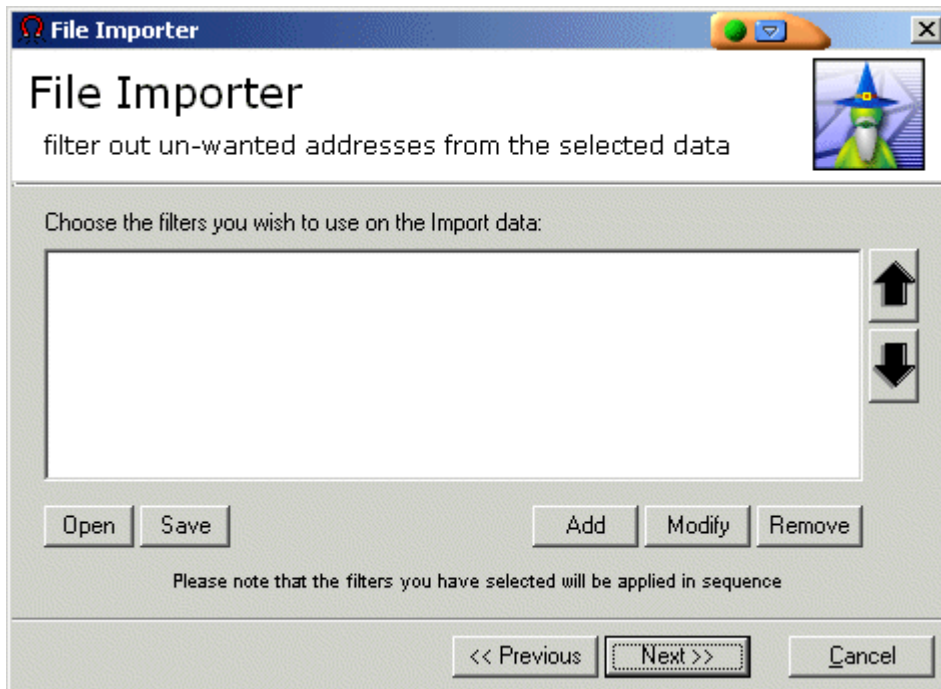
NOTE: If you wish to import other details from the file and you know it is a delimited file then you can use the 'Delimited Text format' option. Please see the product help file or the other tutorials available for further information on how to do this.

It is recommended that you let the Importer check for duplicates (make sure the 'Do Not Check for Duplicates' option is clear/unchecked). This will make the import process slower - but it will make sure that you do not import any duplicate records.

You are now ready to proceed. Click Next.

Step three - Filters

For the purpose of this tutorial we are going to avoid filters. The best way to learn how to use these is with experimentation.

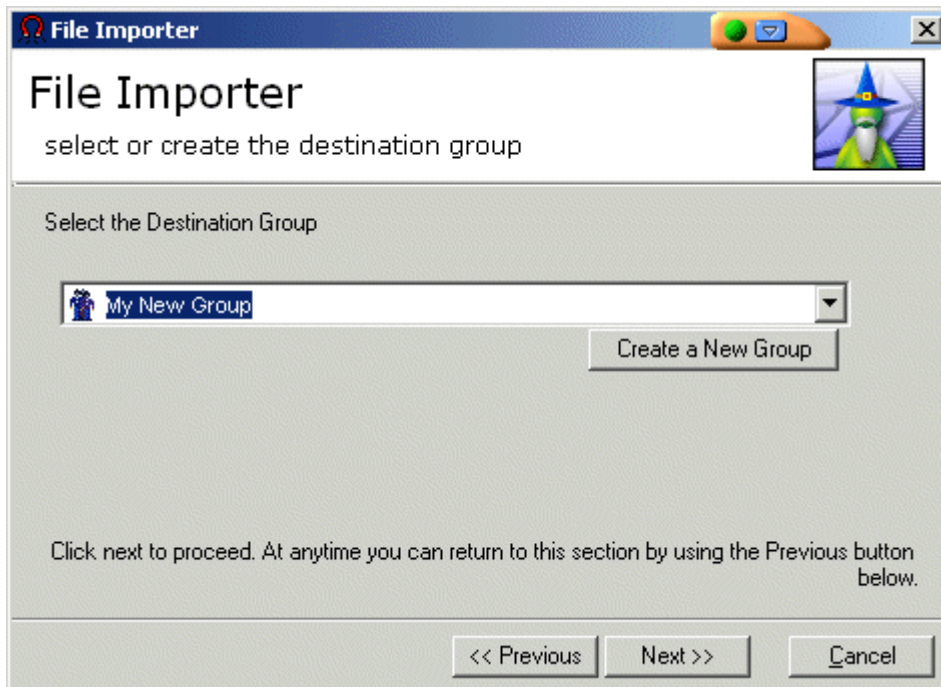


For this tutorial please leave the filters list blank.

Click Next to Proceed

Step Four - Destination selection

Now it time to choose where to import the data to. You need to select the Group you want to use - or you can create a new one.

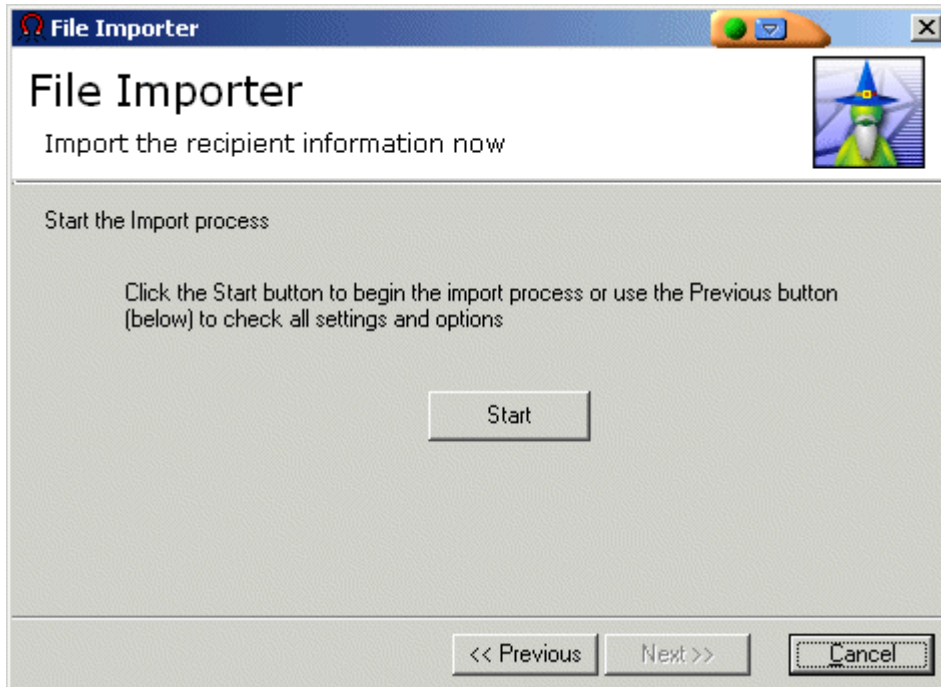


All your current groups are available on the Drop down list (click on the little arrow above the Create a New Group button to expand the list). If you want to import to a new group you should click on the Create a New Group button.

Once you have your group selected you should click Next to proceed.

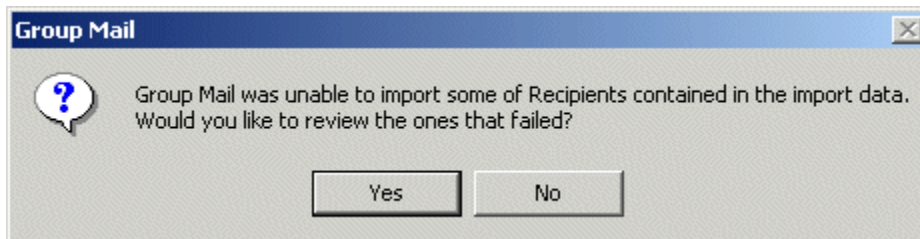
Step Five - Action!

Now you are ready to do the actual importing. At this stage it is still possible to go back and make changes. To do this just click on the Previous Button.

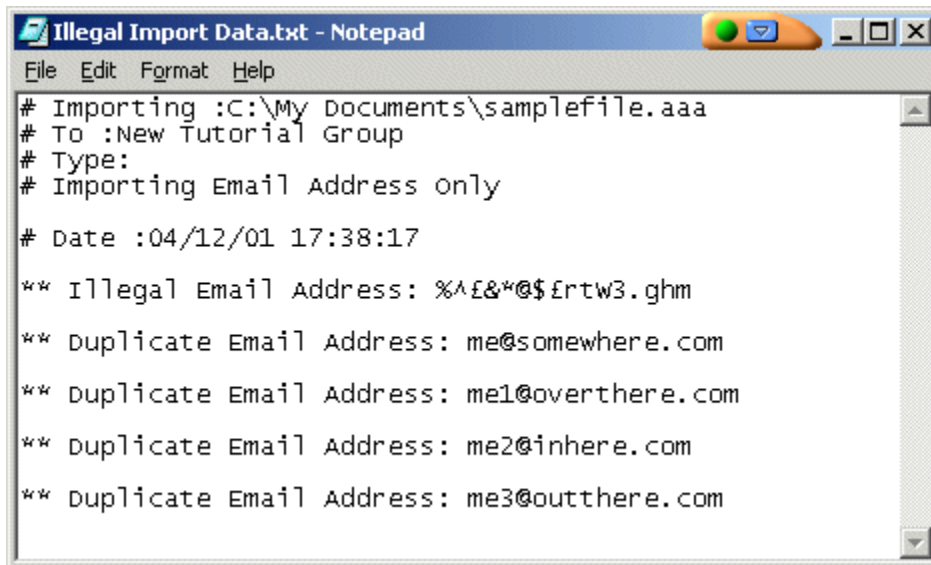


Click Start to Start the Import process.

A progress dialog will then be presented to you showing various details regarding the import job and how it is getting on with it.



If there have been any errors while importing you can review them when the Import concludes. Because the first line in the file we imported contained just the field names and not an actual email address we have errors - just one. Answer Yes to the dialog (like the one above) to see the import log file.

A screenshot of a Notepad window titled "Illegal Import Data.txt". The window has a menu bar with "File", "Edit", "Format", and "Help". The text content is as follows:

```
# Importing :C:\My Documents\samplefile.aaa
# To :New Tutorial Group
# Type:
# Importing Email Address Only

# Date :04/12/01 17:38:17

** Illegal Email Address: %^E&*@ $ ertw3.ghm
** Duplicate Email Address: me@somewhere.com
** Duplicate Email Address: me1@overthere.com
** Duplicate Email Address: me2@inhere.com
** Duplicate Email Address: me3@outthere.com
```

This shows us one Error - marked as Invalid Email Address (the Group Mail importer uses a series of fine tuned filters to determine valid email addresses) and a series of Duplicate email address warning messages that show addresses that were not imported (because they are already present in the destination/target group)

You have now successfully completed an import! Please refer to the help file if you require further information.