

How To Update Your Eudora Address Book

Please **print this article** before you update your address book. Please **close Eudora** before you start to install the updated address book.

Here's how to update your Eudora Pro address book:

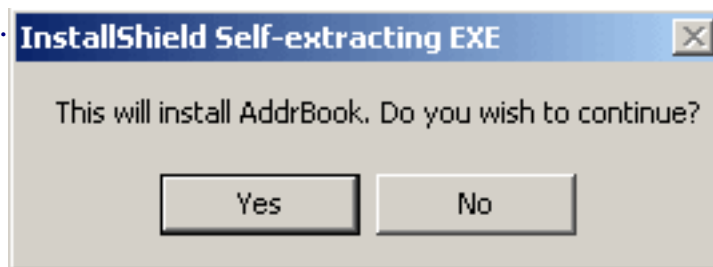


1. Single click on **this --> open book** now
2. A "Save As:" box like the one below will appear.
Click the down arrow to the right of the "**Save In:**" box. Save the file to your **desktop**.
3. Click on Save.
4. Exit your browser.

5. On your desktop, you will see the following icon:



6. Double click on the Address book icon. You will be asked if you wish to install the address book. Choose yes.



7. The address book will begin to install. Be sure to read the directions carefully before you click the "next" button.
8. Once you have successfully installed the updated address book, you should **delete the file from your desktop**.

Contact [Judi Strauss](#), UNHCE System Manager at 862-4116 or call the Hotseat at 862-0351 if you have any questions.