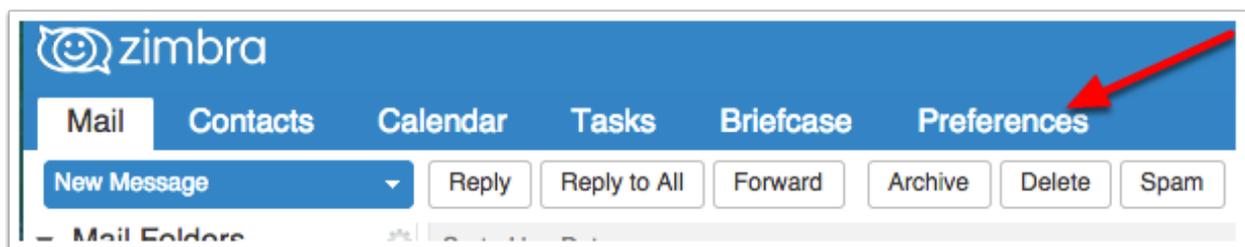


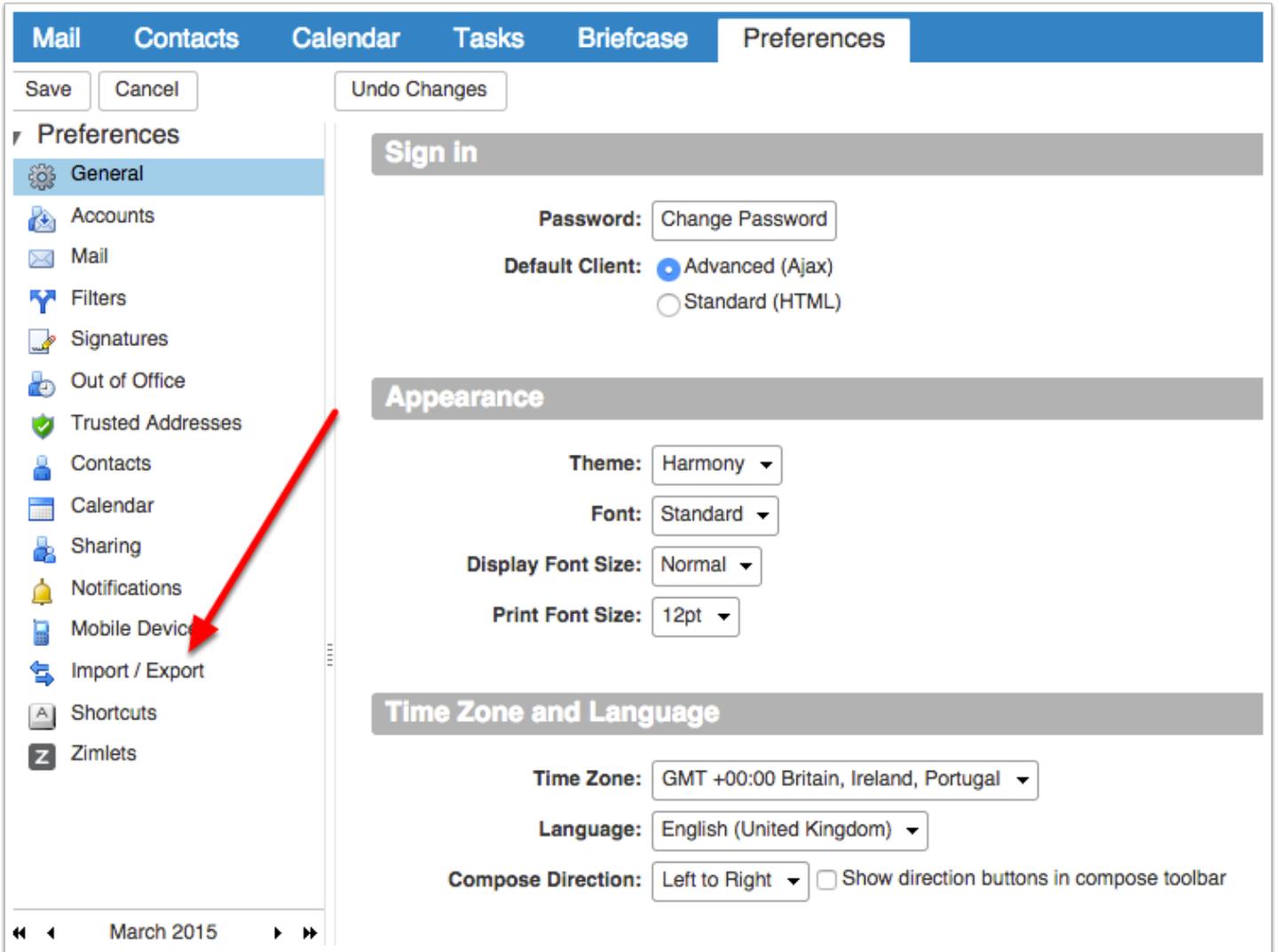
To import your VCF contact card. First download the card. In firefox and chrome this is usually the download folder.



Now go to the Zimbra preferences

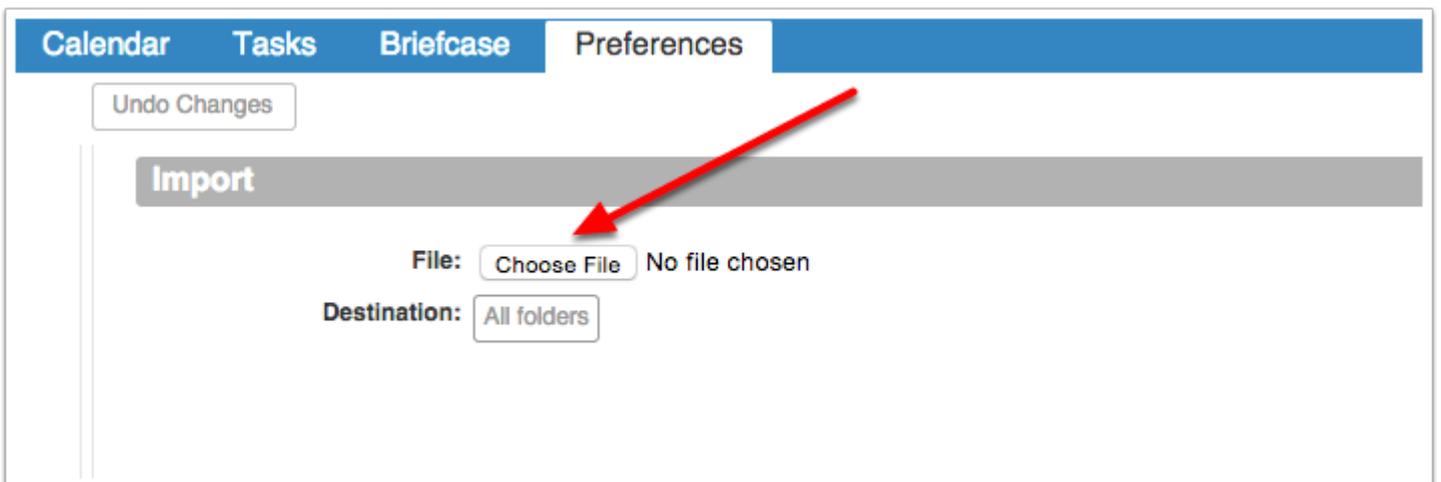


The go to Import/Export



The screenshot shows the Vostelo Preferences window. The top navigation bar includes Mail, Contacts, Calendar, Tasks, Briefcase, and Preferences. Below the navigation bar are buttons for Save, Cancel, and Undo Changes. The Preferences sidebar on the left lists various settings categories: General, Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Mobile Devices, Import / Export, Shortcuts, and Zimlets. A red arrow points to the 'Import / Export' option in the sidebar. The main content area is divided into sections: 'Sign in' with a Password field and a Change Password button, and a Default Client section with radio buttons for 'Advanced (Ajax)' (selected) and 'Standard (HTML)'. The 'Appearance' section includes dropdown menus for Theme (Harmony), Font (Standard), Display Font Size (Normal), and Print Font Size (12pt). The 'Time Zone and Language' section includes dropdown menus for Time Zone (GMT +00:00 Britain, Ireland, Portugal) and Language (English (United Kingdom)), along with a Compose Direction dropdown (Left to Right) and a checkbox for 'Show direction buttons in compose toolbar'. At the bottom left, there are navigation arrows and the text 'March 2015'.

Click Choose file and browse to the Contact Card you have downloaded.



The screenshot shows the Vostelo Import window. The top navigation bar includes Calendar, Tasks, Briefcase, and Preferences. Below the navigation bar is an Undo Changes button. The main content area has a grey header labeled 'Import'. Below the header, there is a 'File:' label followed by a 'Choose File' button and the text 'No file chosen'. A red arrow points to the 'Choose File' button. Below the 'File:' section, there is a 'Destination:' label followed by an 'All folders' button.

Now click the import button



You should get the following when completed.



If you click on your contacts, you should see your imported VCF card.

