

Migrate from Baya V2 to Baya V4

Web Client

What is the difference between Baya V2, V3, and V4?

Refer to the topic linked [here](https://docs.mithi.com/home/web-client-baya) (<https://docs.mithi.com/home/web-client-baya>).

Contacts

How to migrate contacts from my Personal Address Book in Baya V2 to Baya V4?

Keep your personal contacts in sync and updated in Baya V3. To merge contacts stored in the Personal Address book of Baya V2, you need to export it on your machine and import in Baya V2.

Export from Baya-V2

1. Log in to your SyConnect account using Baya V2.
2. Navigate to the **Contacts** application.
3. On the left pane, select **Personal Contacts**.
4. On the top pane, click the **Export contacts** link.
5. Choose the VCF format file to be exported.
6. Download the file to your machine.
7. Application downloads all your personal contacts in a .VCF format file.

Import to Baya-V4

1. Log in to the SkyConnect account using Baya V4.
2. Navigate to the **Contacts** application.
3. On the top pane, click the **Import** button.
4. Click the **Choose** File button.
5. Choose the contacts file which you have downloaded recently from Baya V2.

How to export contacts from Baya V2 to CSV or VCF file?

You can export the personal address book in CSV or VCARD format. Once exported, these contact details can be imported into a third-party app on desktops such as Outlook or Thunderbird, hosted apps such as Yahoo or Gmail, or into the native address books of mobile devices.

Baya exports address books to the following formats:

- Baya AddressBook CSV
- Outlook AddressBook CSV
- Thunderbird AddressBook CSV
- Outlook format CSV form Gmail
- Yahoo AddressBook CSV
- VCARD

The following sections explain the formats of the CSV and VCARD file.

VCARD Files

vCard is a file format standard for electronic business cards which can be easily imported to various other mail providers and mobile devices. Baya supports vCard version 3.0.

If you want to import personal/shared contacts from Baya to any mobile device, it is advised to export them in VCard file format. As all the popular mobile devices are compatible with VCard file format and import VCard file easily.

Following is the list of contact fields supported.

Contact Fields	Corresponding Field
In Baya	In VCard File
firstname lastname	N
displayname	FN, NICKNAME
mail	EMAIL
description	NOTES
jobtitle	ROLE
company office department	ORG
companyphone companymobile companyfax companypager homephone homefax homemobile homepager	TEL
companywebpage homewebpage	URL

Contact Fields	Corresponding Field
In Baya	In VCard File
companyaddress companycity companystate companyzipcode companycountry homeaddress homecity homezipcode homestate homecountry	ADR

CSV File

CSV is a common, relatively simple file format that is widely supported by consumer, business, and other applications. Each mail provider has its own format for CSV file. Baya provides you various options for exporting contacts which are compatible with other mail providers. You need to choose appropriate CSV format for exporting contacts as per your mail provider.

Export Contacts from Baya V2

1. On the Personal Contacts or the Shared Contacts page, click the Export Contacts icon. Tip: You can extract required contacts from your personal contacts using search facility, and export only those contacts to create a CSV. For example: To export all the contacts having firstname/lastname 'smith', first search these contacts and then export into required file format.
2. Choose the appropriate file format(CSV/VCARD) in which you would like to export your personal/shared contacts. And, click the Export button. Application exports all the contacts and displays a message box showing the status.
3. Click the Download button to download the CSV file on your machine.
4. By default, the exported file is saved in the C:\Documents and Settings\{user}\My Documents\Downloads folder.
5. You can import this file into your personal mail account contacts.

How fields are mapped from various CSV files to Baya V4 Personal Contacts?

Field mapping from various CSV files to Baya Personal Contacts

Baya Personal Contacts	Gmail CSV	Outlook CSV	Thunderbird	Yahoo
First name	First Name	First Name	First Name	First
Last name	Last Name	Last Name	Last Name	Last
Display name	–	Display Name	Display Name	Nickname
Email	E-mail Address	E-mail Address	Primary Email	Email
Description	Notes	Notes	Notes	Comments
Office	–	–	–	–

Baya Personal Contacts	Gmail CSV	Outlook CSV	Thunderbird	Yahoo
Department	Department	Department	Department	–
Job Title	Job Title	Job Title	Job Title	Title
Join date	–	–	–	–
End date	–	–	–	–
Company	Company	Company	Organization	Company
Company Phone	Company Main Phone	Company Main Phone	Work Phone	Work
Company Mobile	–	–	–	–
Company Fax	–	Business Fax	–	–
Company Pager	–	–	–	Pager
Company Address	Business Address	Business Street	Work Address	Work Address
Company City	Business City	Business City	Work City	Work City
Company State	Business State	Business State	Work State	Work State
Company Pin-code	Business Postal Code	Business Postal Code	Work ZipCode	Work ZIP
Company Country	Business Country	Business Country/Region	Work Country	Work Country
Company Web Page	Web Page	Web Page	Web Page 1	Business Website
Gender	Gender	–	–	–
Birth-date	–	–	–	–
Spouse Name	Spouse	Spouse	–	–
Children	Children	Children	–	–
Anniversary	–	–	–	–
Home Address	Home Address	Home Street	Home Address	Home Address
Home City	Home City	Home City	Home City	Home City
Home Pin-code	Home Postal Code	Home Postal Code	Home ZipCode	Home Zip
Home State	Home State	Home State	Home State	Home State
Home Country	Home Country	Home Country/Region	Home Country	Home Country
Home Pager	Pager	Pager	–	–
Home Phone	Home Phone	Home Phone	Home Phone	Home
Home Fax	Home Fax	Home Fax	–	–
Home Mobile	Mobile Phone	Mobile Phone	Mobile Number	Mobile
Home Web Page	–	–	–	Personal Website

How fields are mapped from VCF file to Baya V4 Personal Contacts?

Field mapping from VCF file to Baya Personal Contacts

VCARD	Baya Contacts
Field Name	Field Name
FN	Display Name
N	First Name Last Name
ORG	Company
ADR	Home City Home Country Home Pin-code Home State Home Address Company City Company Country Company Pin-code Company State Company Address
TEL	Home Mobile Home Fax Home Phone Company Mobile Company Fax Company Phone
EMAIL	Email
ANNIVERSARY	Anniversary
BDAY	Birth-Date
GENDER	Gender
NICKNAME	Display Name

VCARD		Baya Contacts
Field Name		Field Name
NOTE		Description
TITLE		Job Title
URL		Company Webpage Home Webpage

Sample VCARD File:

VCARD File	Baya Address Book
<pre> BEGIN:VCARDVERSION:3.0 FN:Deepa Sharma N:Sharma;Deepa;;; EMAIL;TYPE=INTERNET;TYPE=WORK:deepa@acmecorp.co.in TEL;TYPE=WORK;TYPE=FAX:020-66660003 TEL;TYPE=CELL:9822900010 TEL;TYPE=WORK:020-66660004 ADR;TYPE=WORK;;;Rajiv Gandhi IT Park\, Hinjewadi\nPune 411044;;; TITLE:HR Asst END:VCARD </pre>	<pre> Display Name= Deepa SharmaLast Name= Sharma First Name= Deepa E-mail= deepa@acmecorp.co.in Company Fax= 020-66660003 Company Mobile= 9822900010 Company Phone= 020-66660004 Company Address= Rajiv Gandhi IT Park Hinjewadi Company City= Pune Company Pin-Code= 411044 Job Title= HR Asst </pre>

How to import contacts into third-party apps?

Importing a VCard file

Refer to the following links for

[Importing VCard file into Gmail contacts \(https://support.google.com/contacts/answer/1069522?hl=en&ref_topic=3397492&visit_id=1-636570365199371128-2039603099&rd=3\)](https://support.google.com/contacts/answer/1069522?hl=en&ref_topic=3397492&visit_id=1-636570365199371128-2039603099&rd=3)

[Importing VCard file into Yahoo contacts \(https://help.yahoo.com/kb/SLN3625.html?impressions=true\)](https://help.yahoo.com/kb/SLN3625.html?impressions=true)

[Importing VCF file into Windows \(https://support.microsoft.com/en-us/products/windows?os=windows-7\)](https://support.microsoft.com/en-us/products/windows?os=windows-7)

[Importing contacts in Thunderbird \(https://support.mozilla.org/en-US/kb/switching-thunderbird?s=export+contacts+in+csv+format&as=s\)](https://support.mozilla.org/en-US/kb/switching-thunderbird?s=export+contacts+in+csv+format&as=s)

Importing a CSV file

The following table provides you links explaining steps for importing contacts by CSV file and type of CSV formatted file supported as per mail provider.

Example: To import contacts into Gmail, choose the Outlook CSV format for Gmail option.

Web Client	Reference Link	CSV Format To Be Chosen
Gmail	Import and save the contacts list to your gmail account (https://support.google.com/contacts/answer/1069522?visit_id=1-636570365199371128-2039603099&rd=3)	Outlook CSV format for Gmail
Yahoo	Import-Export Contacts in Yahoo account (https://help.yahoo.com/kb/SLN3625.html?impressions=true)	Yahoo AddressBook CSV

Desktop Client	Reference Link	CSV Format To Be Chosen
Outlook	Import- Export Contacts in windows (https://support.microsoft.com/en-us/products/windows?os=windows-7)	Outlook AddressBook CSV
Thunderbird	Import-export contacts in Thunderbird (https://support.mozilla.org/en-US/kb/switching-thunderbird?s=export+contacts+in+csv+format&as=s)	Thunderbird AddressBook CSV

Calendar

How to migrate Calendar events from Baya V2 to Baya V4?

Export from Baya V2

1. Log in to your SkyConnect account using Baya V2.
2. Navigate to the Calendar application
3. On the left pane, click the down arrow next to the Calendar from which events need to be exported.
4. Click the Export Calendar option from the list.
5. Choose the appropriate date range to download events. Application downloads the events in the .ics format file.

Import into Baya V4

1. Log in to your SkyConnect account using Baya 4.
2. Navigate to the **Calendar** application.
3. On the top pane, click the **Import** button.
4. Click the **Choose File** button.
5. Choose the .ics file which you have downloaded recently from Baya V2.