

Transferring Contacts to Gmail account using Outlook CSV Export

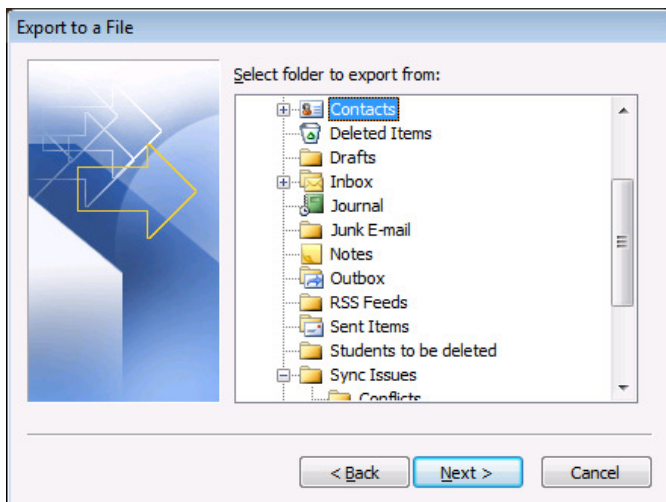
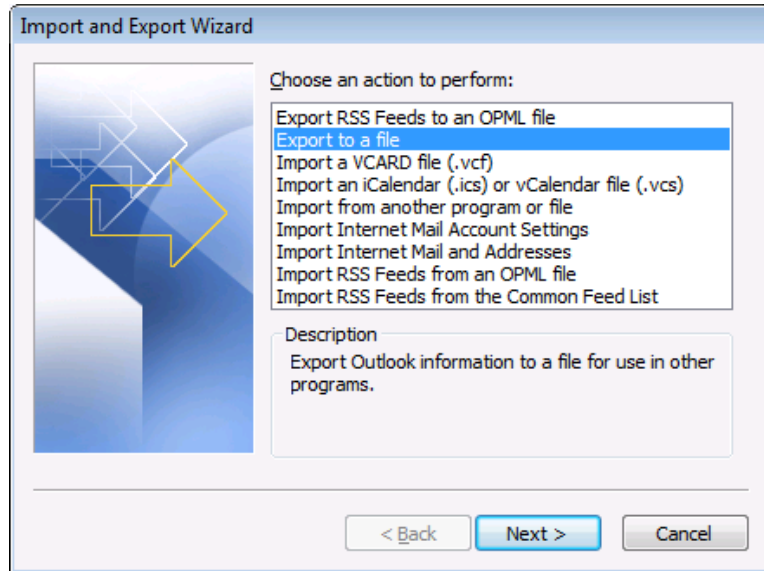
Step 1: Export Contacts from Outlook

Using Outlook, Select the File Menu
Choose Import & Export
Choose Export to a file as shown here:

Click Next

On the next window:
Choose “Comma Separated Values
(Windows)”
Click Next

On the next window shown below:
Select Contacts
Click Next



On the next window:
Click “Browse” to select a location to save the file to. We recommend saving the file to your desktop if you are using your office computer or a flash drive if using a public (lab) computer.

Select the location using the drop down boxes and name the file appropriately.

The location and name will now show up in the “Save Exported File as:” field

Click Next

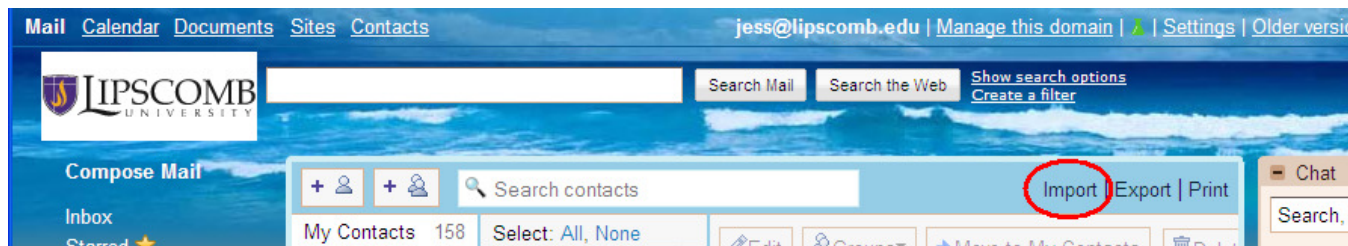
Click Finish to complete the export.

Step 2: Import Contacts into your Gmail account:

Log in to your gmail mail account.

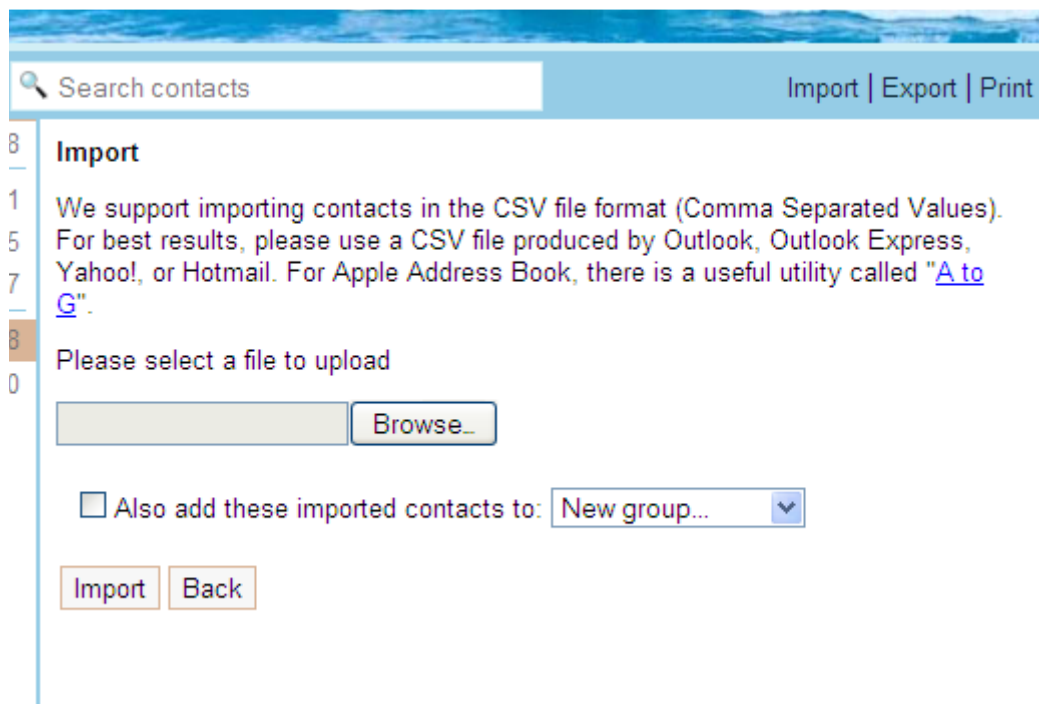
Click Contacts on the left side of any mail page.

Click “Import” which should be near the right top of the Contact list as seen in the image below:



The right pane of the window will change and a Browse button will appear.

Click “Browse” and locate the CSV file you created in the last steps of the export above.



Select the file and click “Import”.

Once you've successfully uploaded the file, a dialogue box displays the number of new entries that were added to your Contacts list. You may not see the contacts appear in your contact list for a few minutes or until the next time you log onto your account.