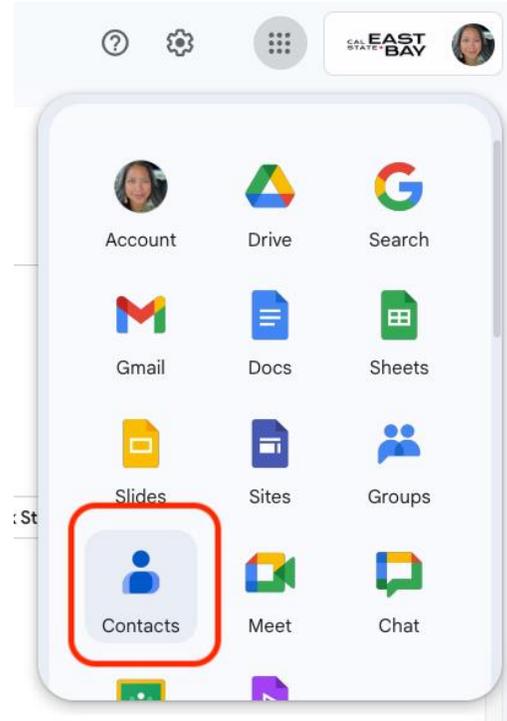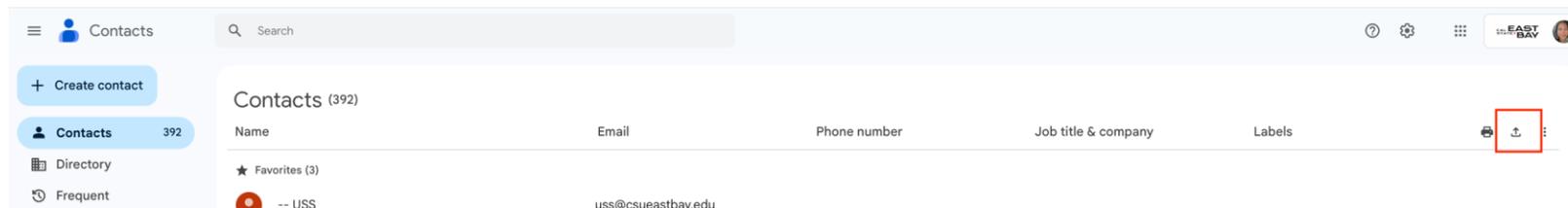# Migrating Contacts

Exporting Google Contacts to Outlook Contacts

1. Go to Google Contacts.
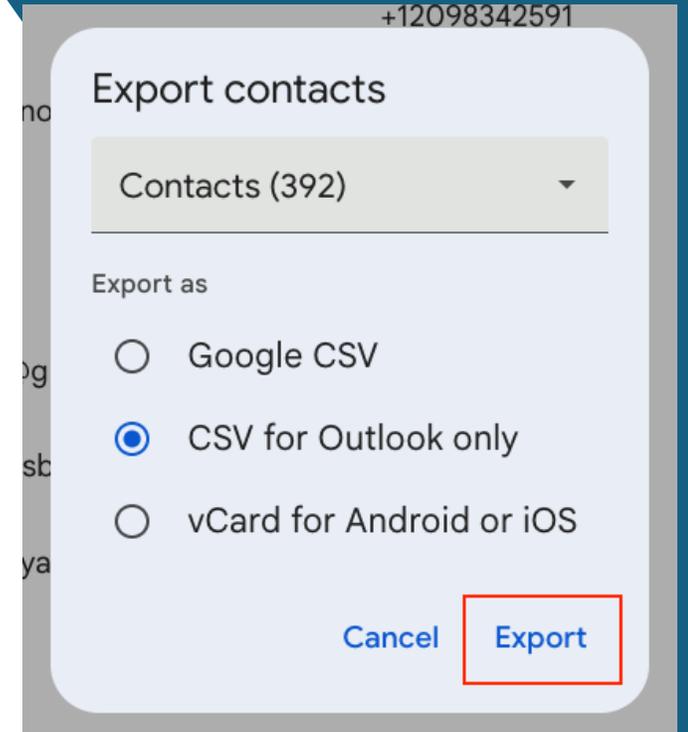

2. Click the "Export" icon on the top menu bar, far right.

Exporting Google Contacts to Outlook Contacts

3. Choose "CSV for Outlook only" and click Export.

+12098342591

Export contacts

Contacts (392)

Export as

○ Google CSV

● CSV for Outlook only

○ vCard for Android or iOS
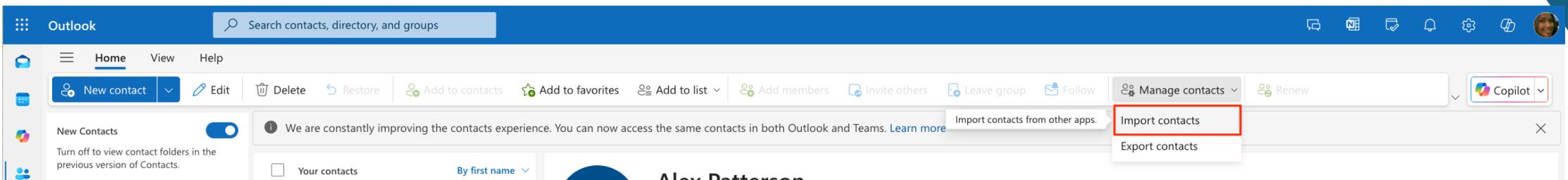
Cancel   Export

3. The file will download to your default download folder. Typically this is your "Downloads" folder. File name is: **contacts.csv**

Importing Contacts Into Outlook

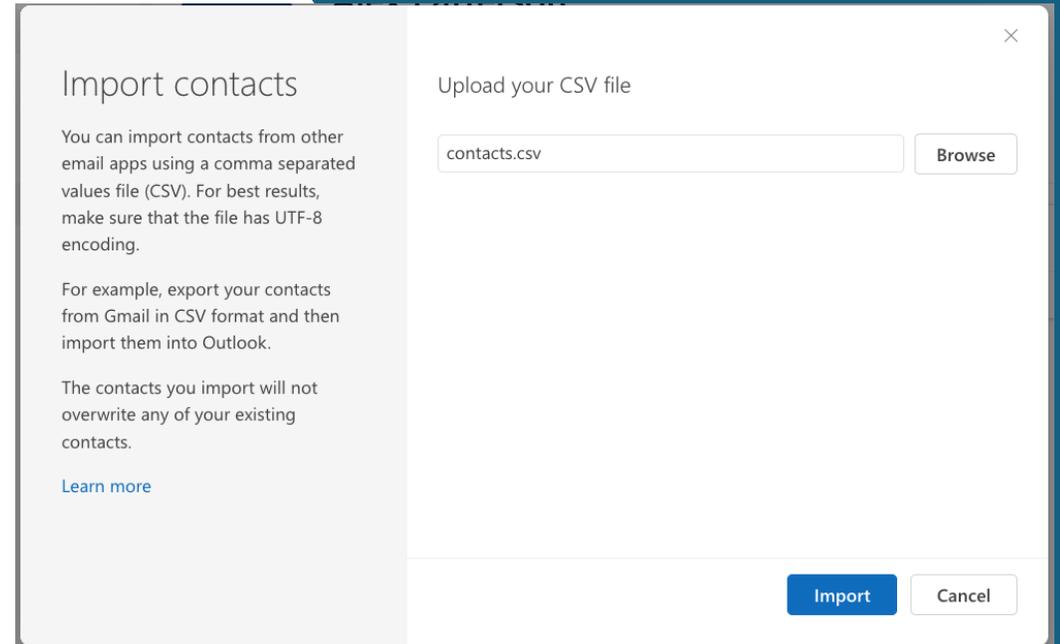1. In your Outlook Mail click the People icon.
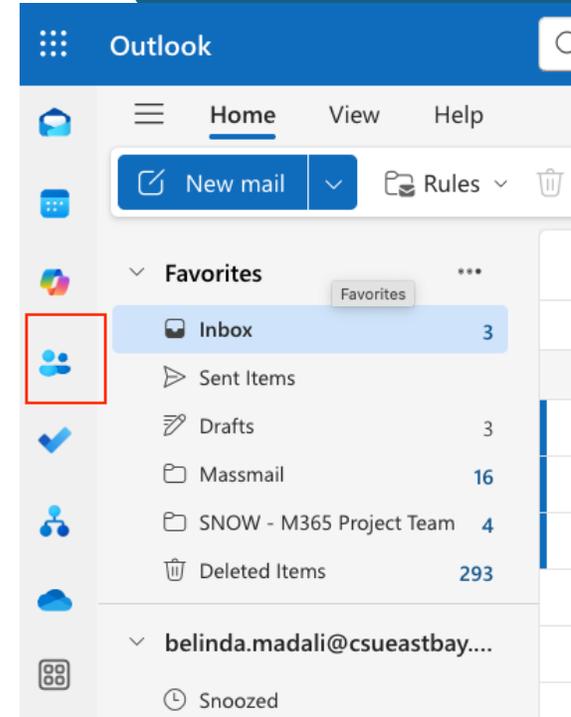
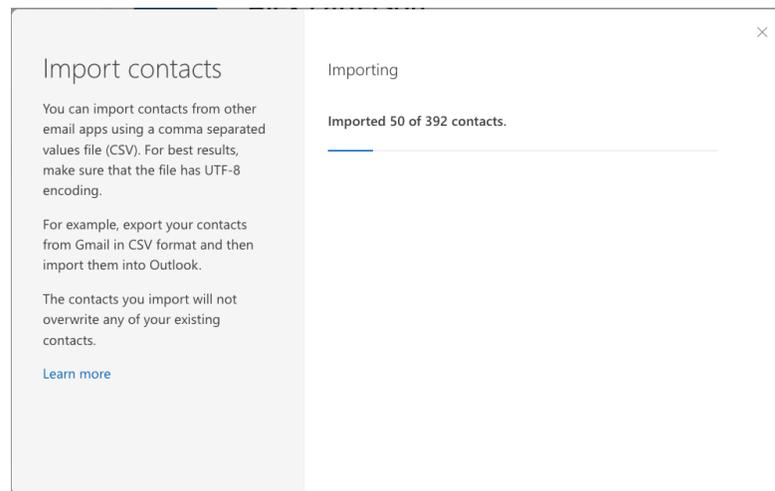2. Under the Manage Contacts tab, choose "Import Contact"

Importing Contacts Into Outlook

3. Click the "Browse" button and find the contacts.csv file that was downloaded, then click Import.

Import contacts

You can import contacts from other email apps using a comma separated values file (CSV). For best results, make sure that the file has UTF-8 encoding.

For example, export your contacts from Gmail in CSV format and then import them into Outlook.

The contacts you import will not overwrite any of your existing contacts.

Learn more

Upload your CSV file

contacts.csv [Browse]

[Import] [Cancel]

4. Import will begin.

Import contacts

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For example, export your contacts from Gmail in CSV format and then import them into Outlook.

The contacts you import will not overwrite any of your existing contacts.

Learn more

Importing

Imported 50 of 392 contacts.

Importing Contacts Into Outlook

5. You will receive the confirmation dialog box stating how many contacts were imported.
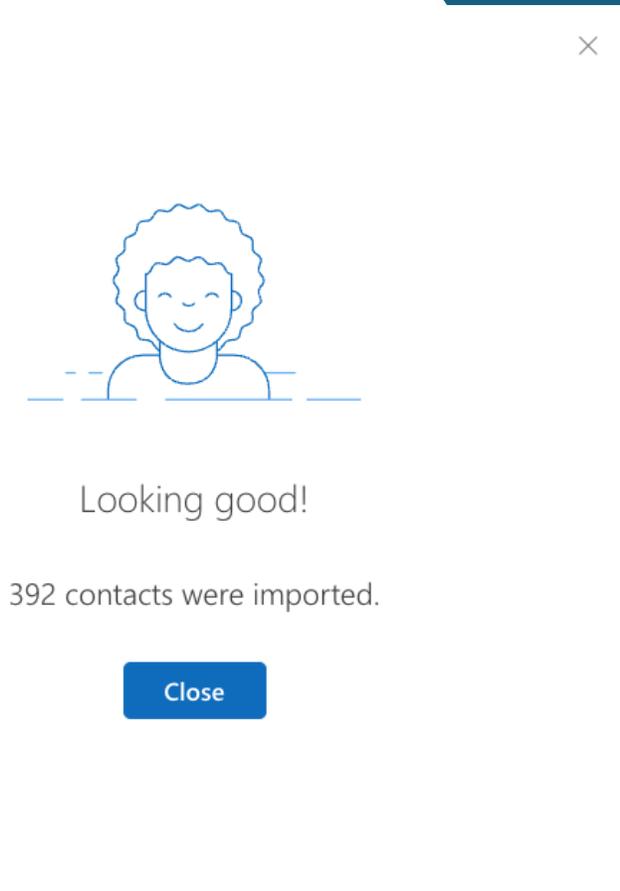
Import contacts

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For example, export your contacts from Gmail in CSV format and then import them into Outlook.

The contacts you import will not overwrite any of your existing contacts.

Learn more

Looking good!

392 contacts were imported.

Close