

## Exporting Outlook Contacts and Importing them into Gmail

**Microsoft Outlook and Outlook Express:** Here are some general directions to follow, though instructions may vary by version. For more detailed instructions, open 'Help' in Outlook or Outlook Express and type 'export' in the search box. Look for topics that include 'export wizard,' 'export information,' 'exporting contacts' or 'exporting address book contacts' in the title.

From **Outlook:**

- Select File > Import/Export > Export from the main menu
- Choose Comma Separated Values (Windows) > Select "Contacts" > Save exported file

From **Outlook Express:**

- Select File > Export > Address Book from the main menu.
- Select Text File (Comma Separated Values).
- Click Export.

### The following describes how to export contacts from Outlook 2007

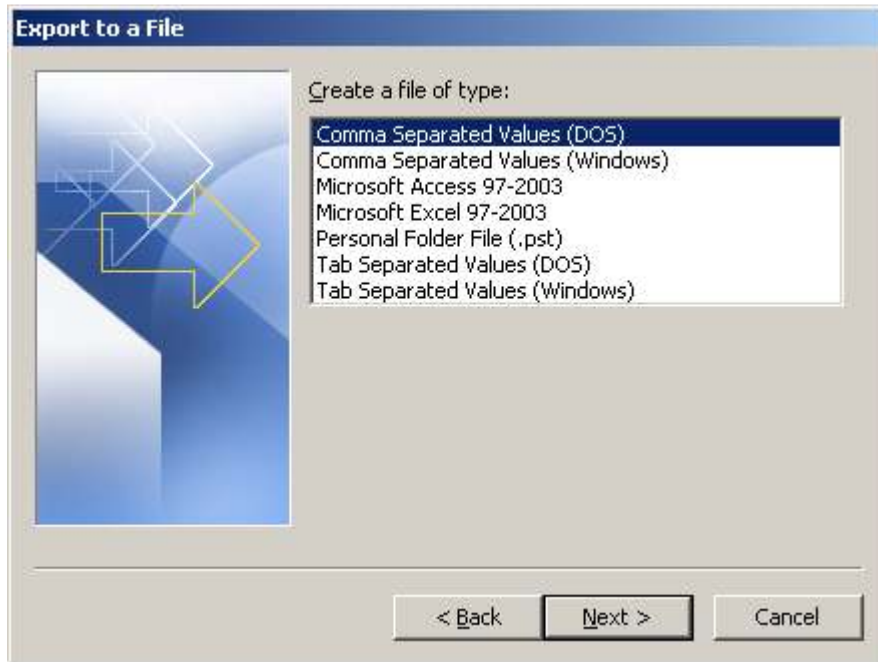
Open Outlook 2007 and click on **File**

Click on **"Import and Export..."**

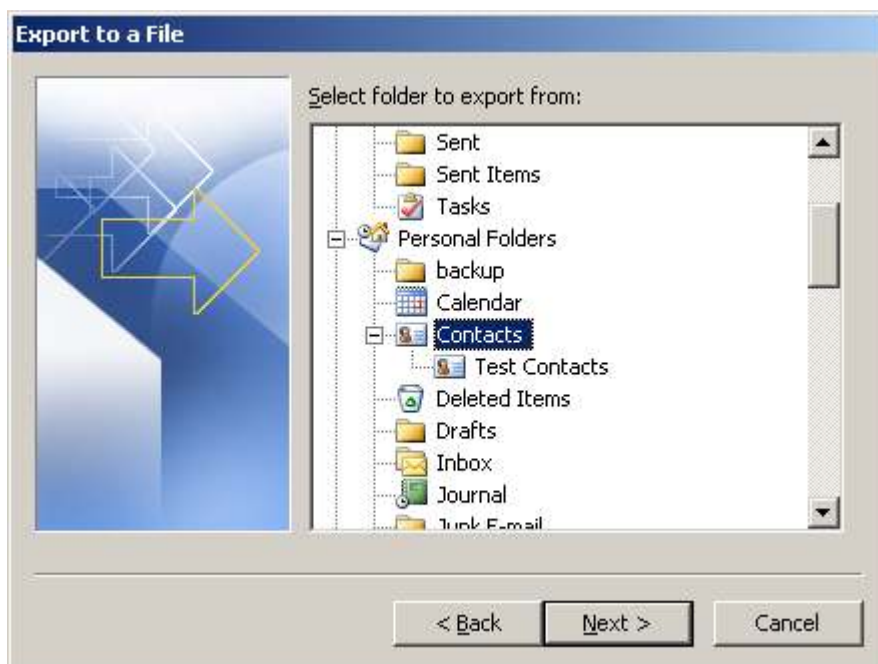
Select **"Export to a file"** and click **Next >**



Select **“Comma Separated Values (DOS)”** and click **Next >**



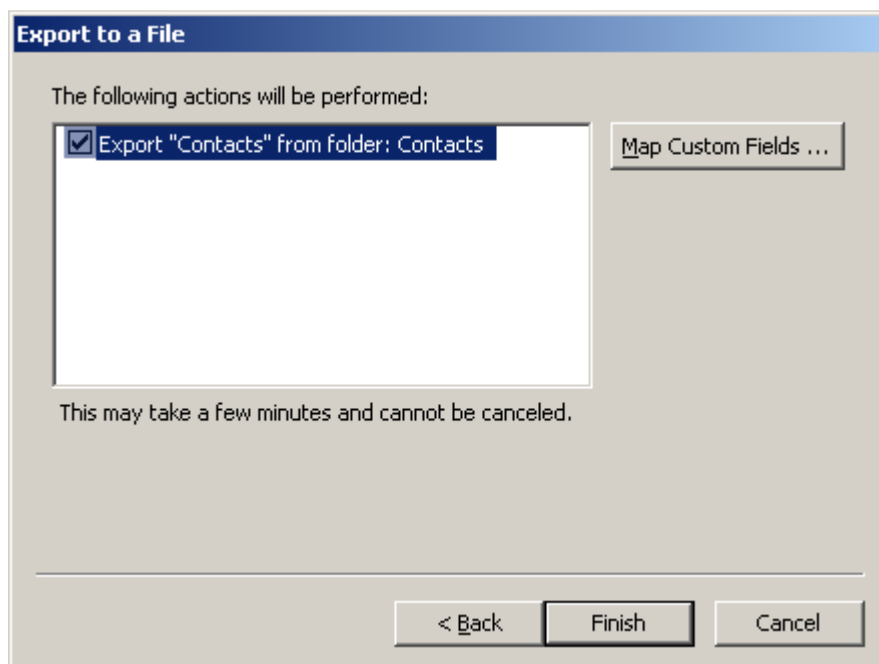
Select your Contacts file and click **Next >**



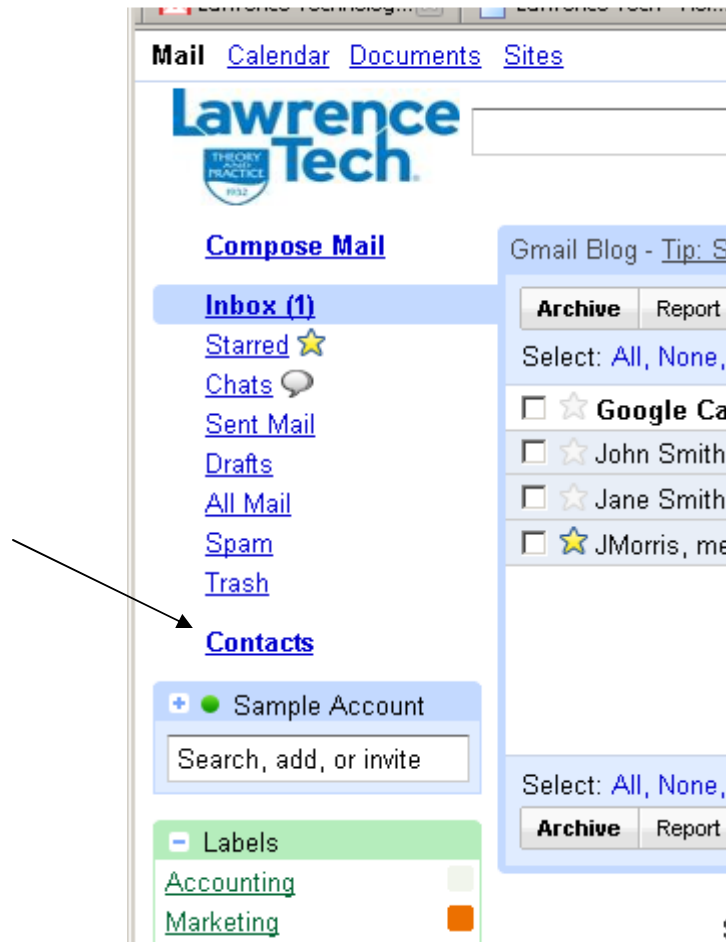
Choose a folder to hold your contacts and select a name:



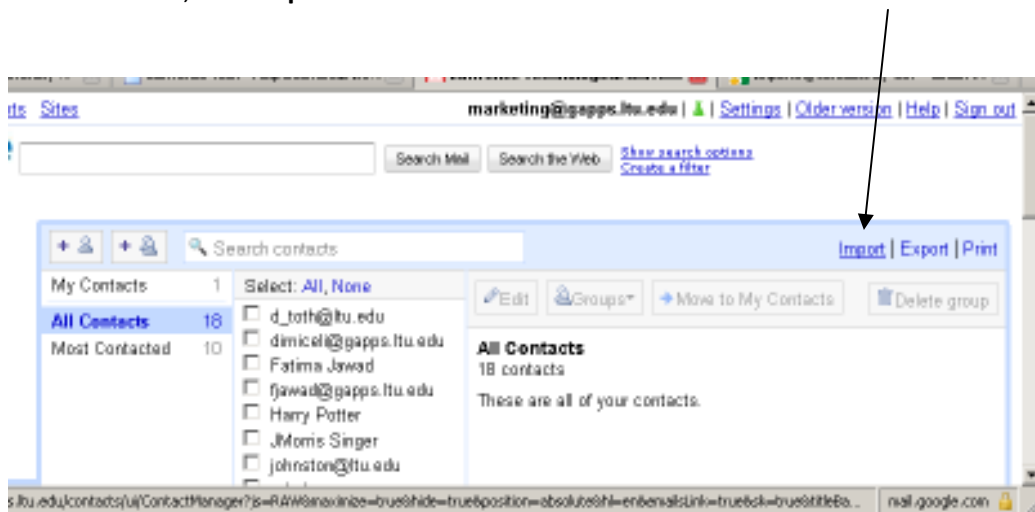
Confirm the export of your contacts file and click **Finish**:



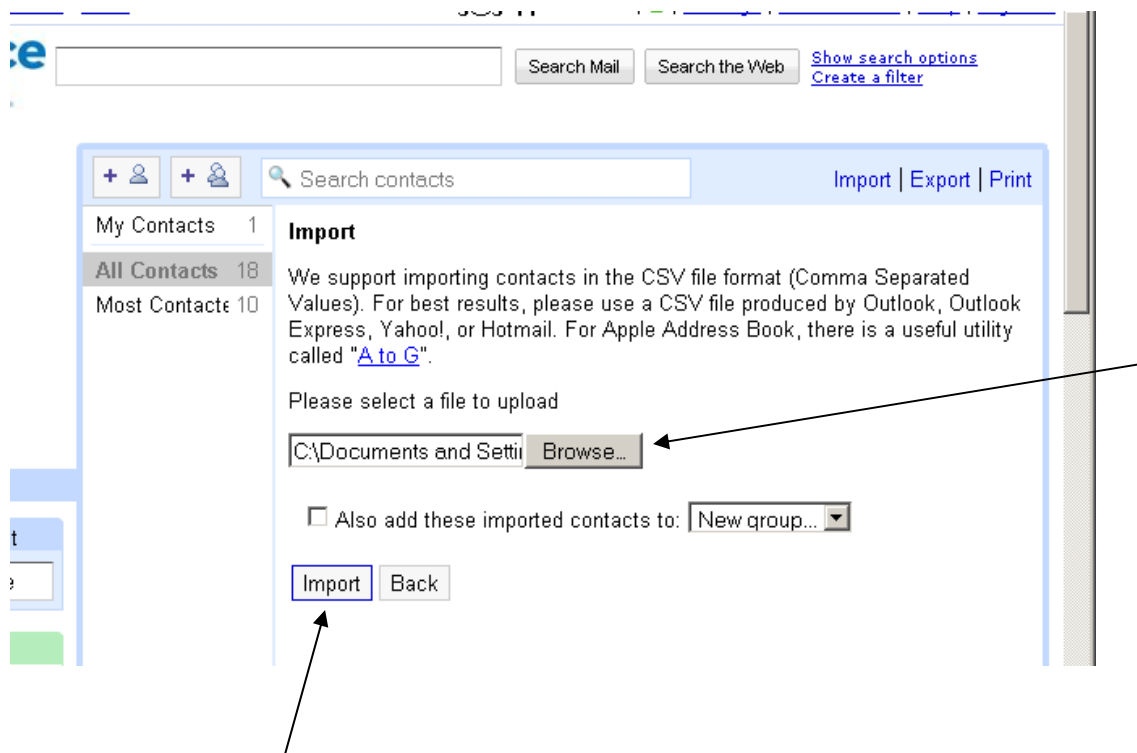
Now, login into your Gmail account and click on **Contacts**



In the Contacts window, click **Import**.



Click the **Browse** button and locate the file where your contacts CSV file is saved and select it.  
Then click the **Import** button.



When your contacts have been imported, a message with the total number of contacts imported will be returned. Click **OK** and you'll see your contacts in the Main contacts window.

