

Export Outlook Contacts to Gmail

Written by Administrator

Wednesday, 30 January 2013 17:04 - Last Updated Wednesday, 30 January 2013 17:15

Export Outlook Contacts to Google Gmail

APPLIES TO

Microsoft Office Outlook® 2003

Microsoft Outlook® 2002

You can export your Outlook Contacts as a Comma Separated Values (.csv) file and then import your contacts into your Gmail account.

Export Outlook Contacts

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Export to a file**, and then click **Next**.
3. Click **Comma Separated Values (Windows)**, and then click **Next**.
4. In the folder list, click the **Contacts** folder, and then click **Next**.
5. Browse to the folder where you want to save the contacts as a .csv file.
6. Type a name for the exported file, and then click **OK**.
7. Click **Next**.
8. Click **Finish**.

Import Contacts into Google Gmail

Log on to Gmail, and then click **Contacts** at the top of the page.

The Contacts list opens in a new window.

1.
 1. Click **Import Contacts**.
 2. Click **Browse**, and then navigate to the .csv file that you created in the "Export Outlook Contacts" section of this article.
 3. Select the file, and then click **Import Contacts**.

After your contacts are imported, a dialog box appears and displays the total number of contacts imported.

Export Outlook Contacts to Gmail

Written by Administrator

Wednesday, 30 January 2013 17:04 - Last Updated Wednesday, 30 January 2013 17:15

□ NOTES □

Outlook Contacts without an e-mail address are not imported.

Outlook distribution lists are not imported. Gmail does not support distribution lists.

If an Outlook Contact that matches an existing Gmail contact is imported, your Outlook Contact information replaces the Gmail contact.