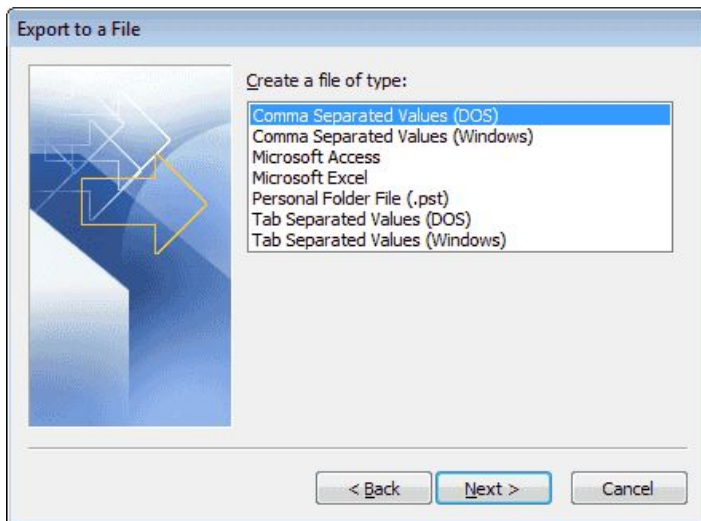


Import Outlook Contacts Into Google Gmail.

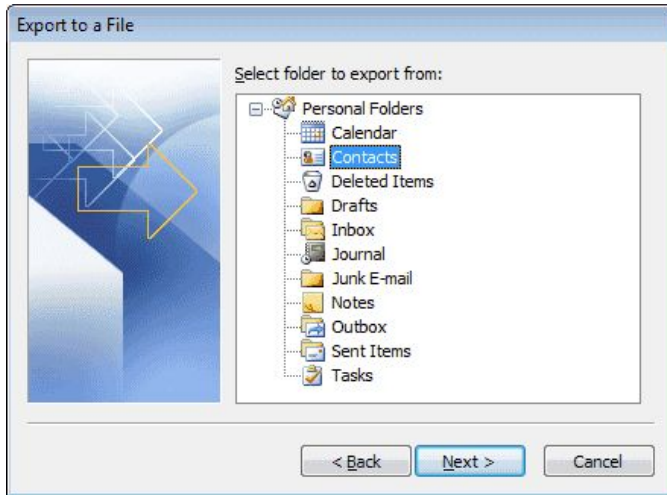
1. From Outlook, select “File” > “Open & Export” > “Import and Export”
2. On the first screen of the wizard, select “Export to a file”, then click “Next”.



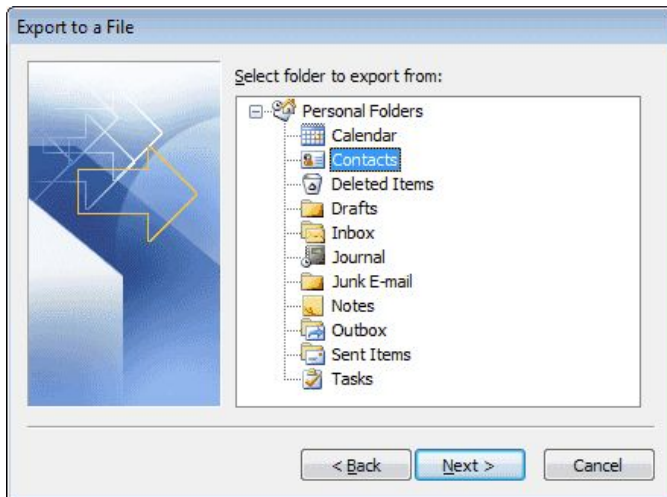
3. Select “Comma Separated Values (DOS)”, then click “Next”.



4. Choose “Contacts” in the list, then click “Next”.



5. Save the file to a location. Click the “Browse...” button if you want to avoid typing the full path. Click “Next”.

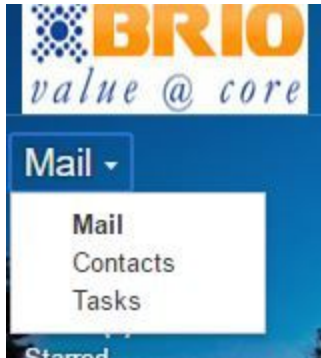


6. Click “Finish”.

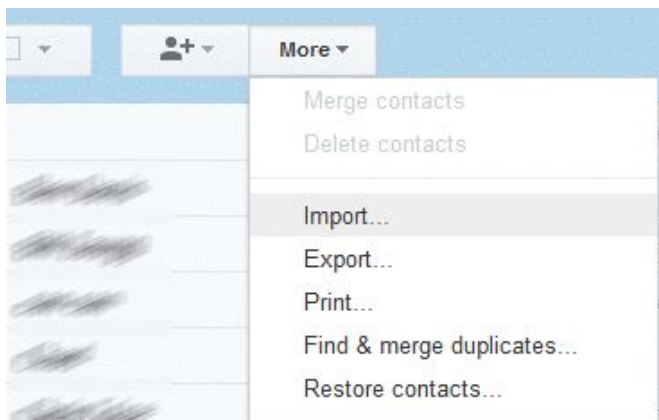
7. The file is exported with a .CSV extension.

Gmail Import Steps

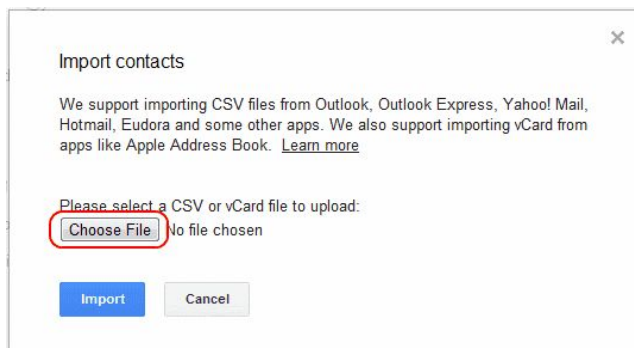
- Above compose you can find mail on the top left you can find the triangle facing down. Just click on that and a tray will open like below.



- Click on contacts.
- Select the “More” button, then select “Import”.



- Under “Import Contacts“, click “Choose File”.



- Click on import.

The contacts are then imported and ready to use in Gmail.

