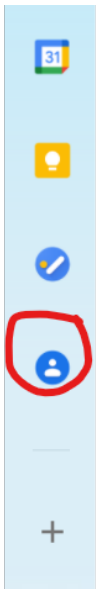


Exporting/Importing Contacts from Google to Outlook

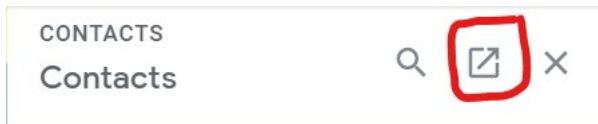
Below are the steps for exporting your Google contacts and importing them into Outlook 365.

Exporting your contacts from Google

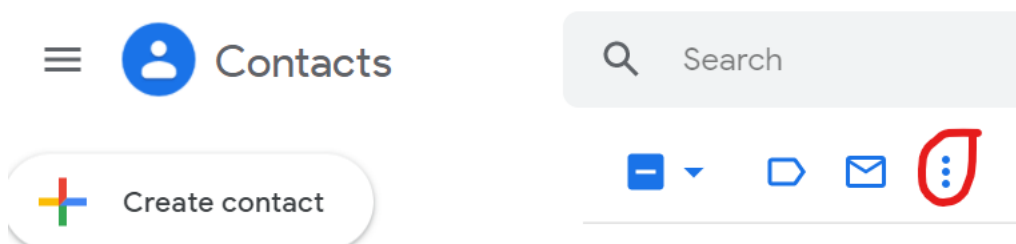
Log into your Gmail account and select the icon from the right side of the screen as shown below to access your contacts.



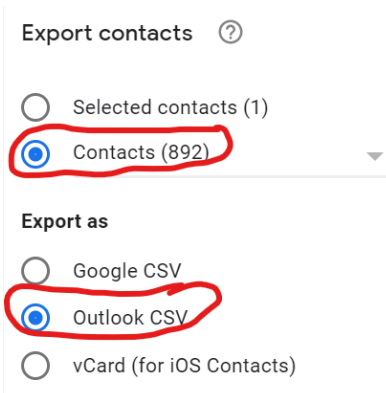
Your contacts will pop up on the right side of the screen. Expand to display the contacts in a new window.



Select at least one contact by checking the box next to one of your contact names. You do not have to select all of your contacts at this point, as you will be able to export them all from the export screen. Once at least one contact is selected, click on the three dots in the Google top menu for “More Actions” to get the Export options.



This is where you can specify only those selected or all contacts to export. Also be sure to select the “Outlook CSV” format as shown below.

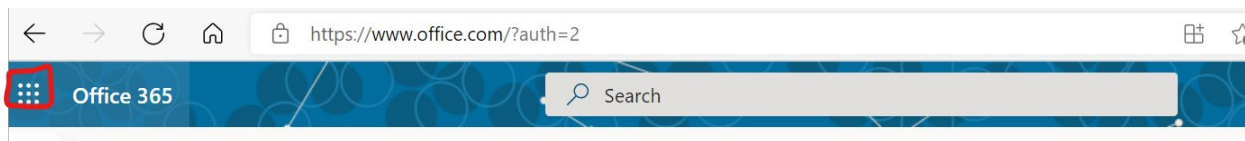


Provide a name for your export and click on the Export button.

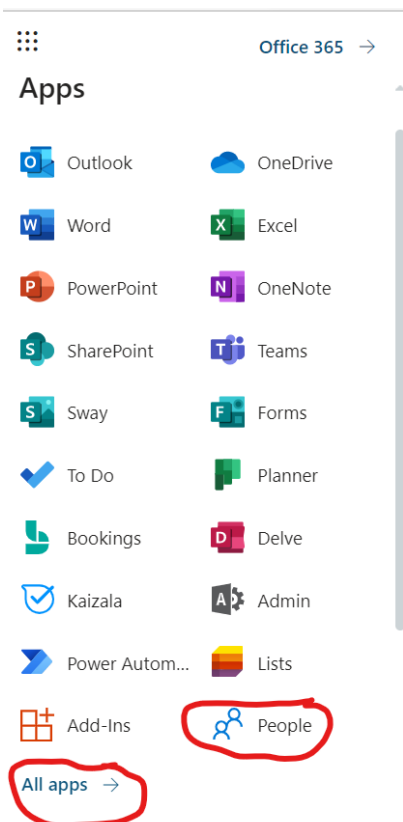
Importing your contacts into Outlook 365

Log in to your Bobcats email account (<https://outlook.com/gcsu.edu>).

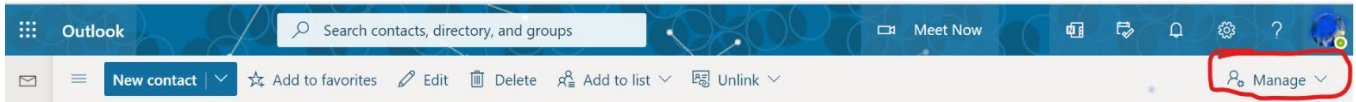
Click on the waffle icon at the top left of your Outlook window.



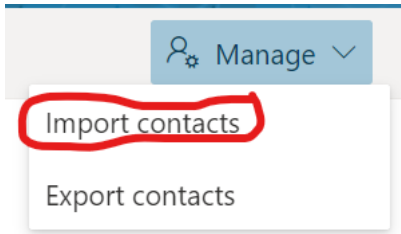
This brings up a list of your commonly used Apps. Look for the “People” app, which represents Outlook contacts. If you do not see it listed, click on “All Apps” and select it from that listing.



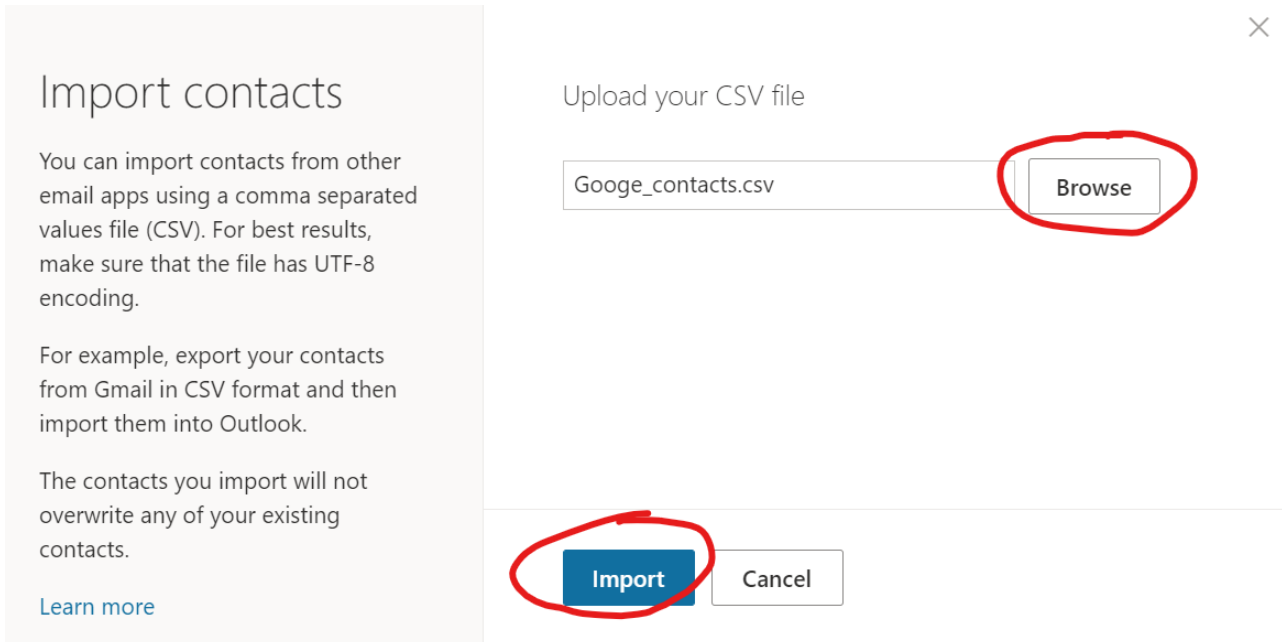
Once you have the People app up, click on “Manage” at the top right of the screen.



Select “Import Contacts”.



Click on the Browse button to navigate to and select the export file you created from Google, and click on the Import button.



You will see a sample of the import, and unless there is an issue, click on the “Looks OK, continue” button.