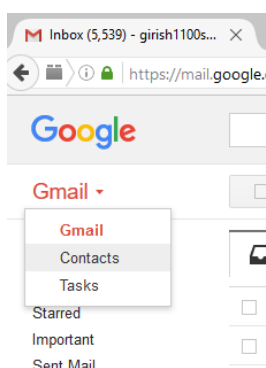


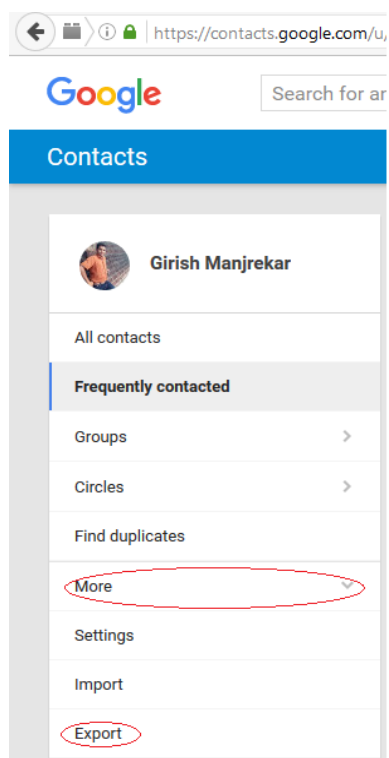
DID YOU KNOW?

How to export Gmail contacts to Outlook

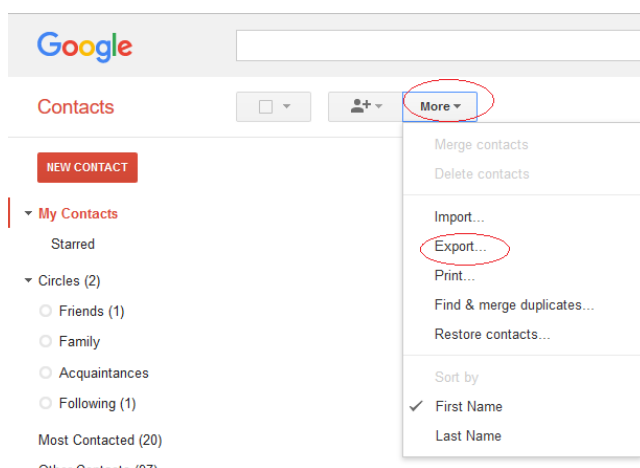
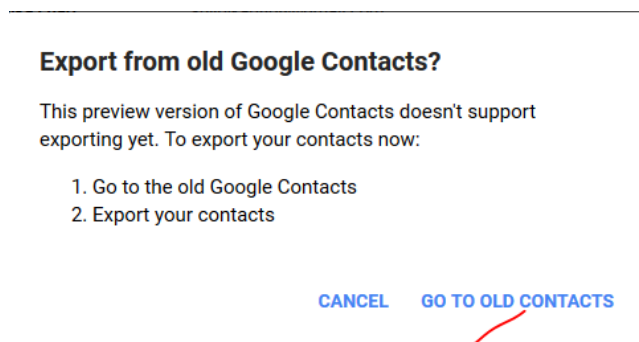
- 1) From your Gmail account, click **Gmail -> Contacts**.



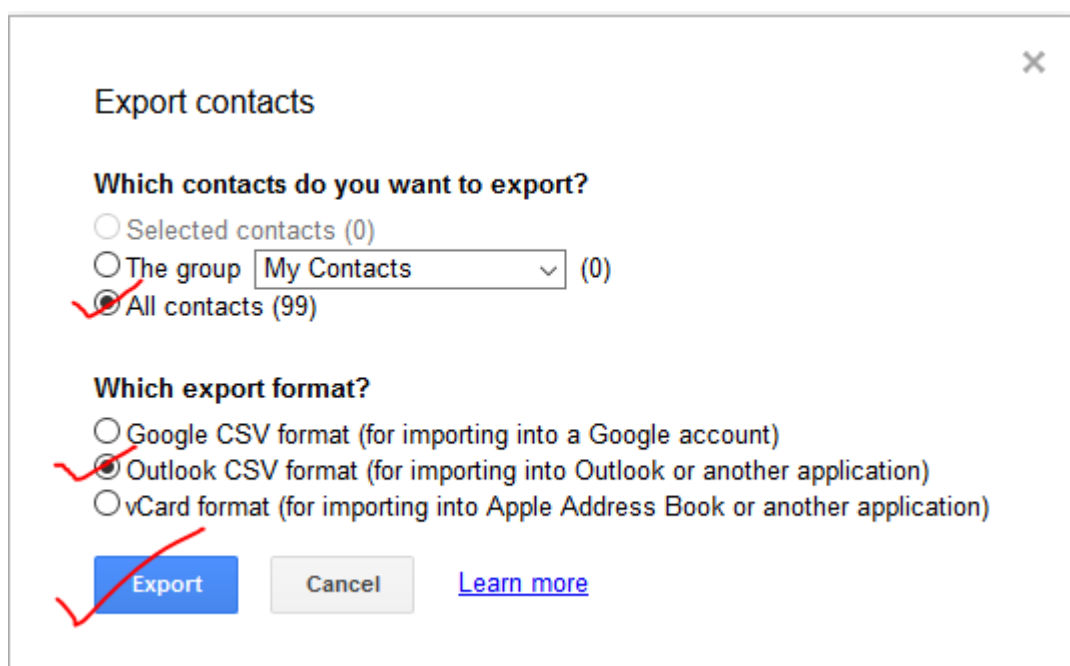
- 2) Click **More** and then Click on **Export**.



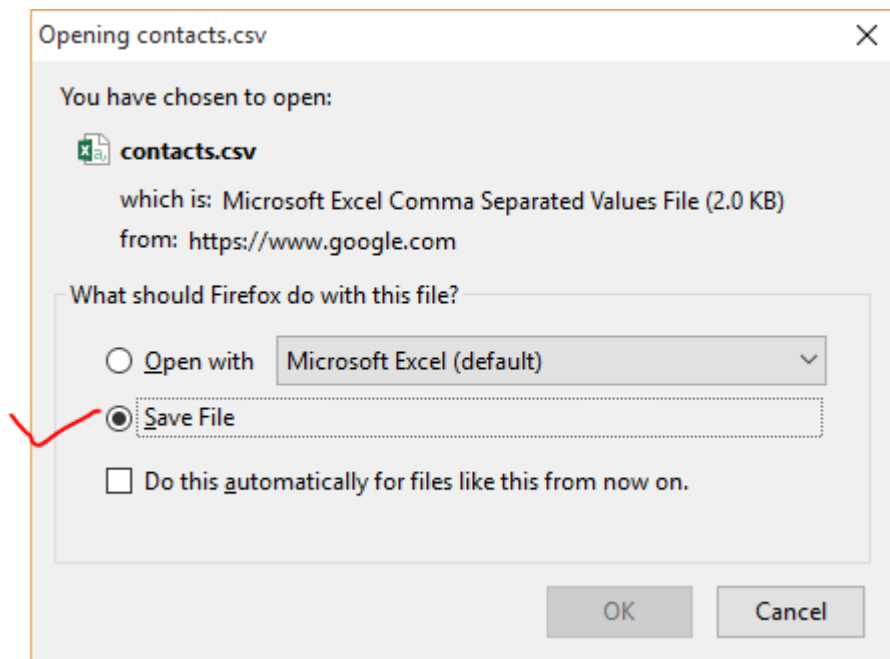
3) Select the contact group you wish to export and **Go To Old Contacts**



4) Select the export format **Outlook CSV format (for importing into Outlook or another application)**. Click **Export**.

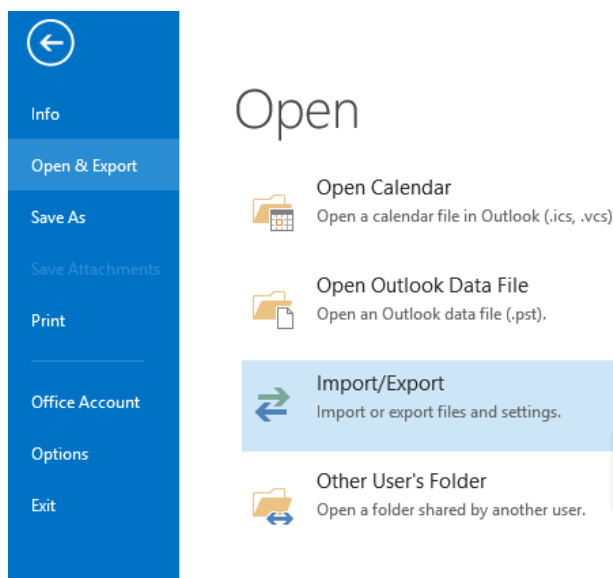


- 5) When prompted, click **Save as**, and browse to a location to save the file.

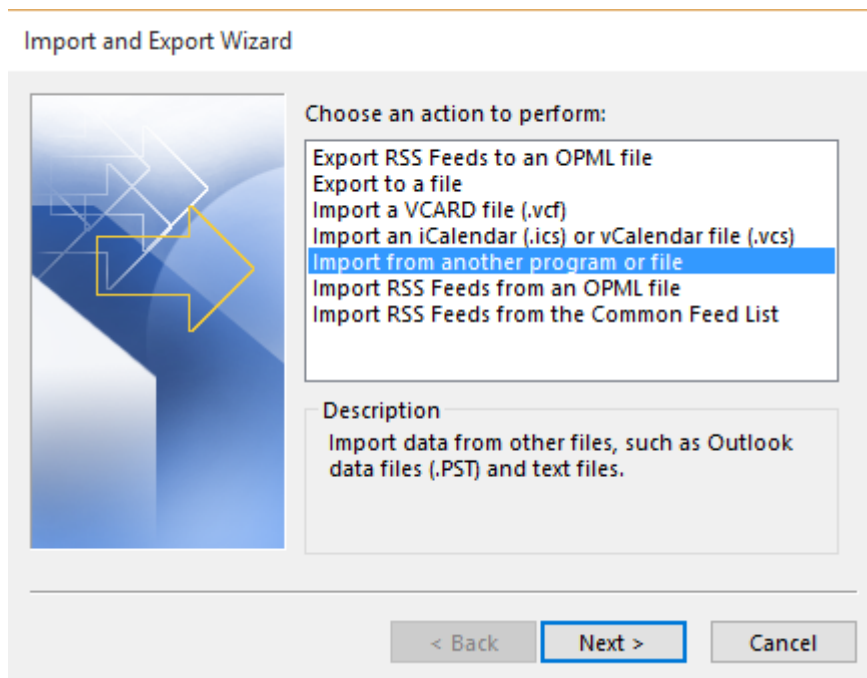


To import from Outlook 2013 or 2016:

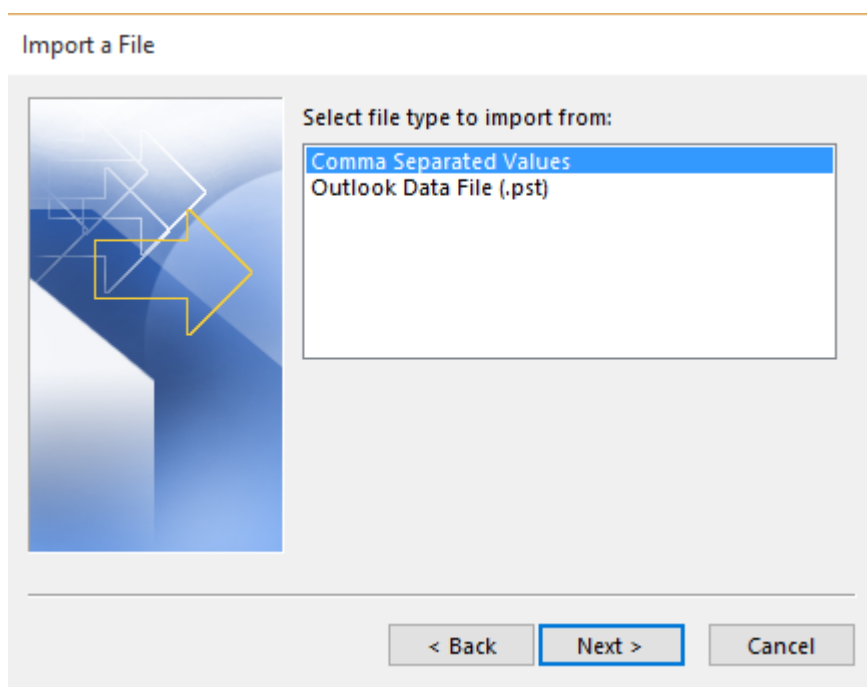
1. From the **FILE** tab, select **Open & Export**. Select **Import/Export**



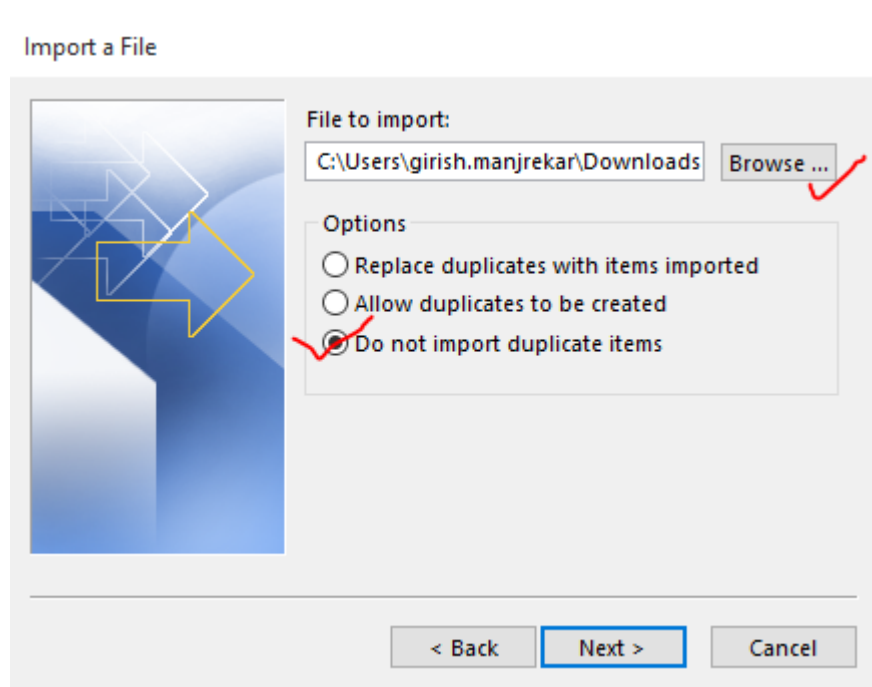
2. In the Import and Export Wizard, select **Import from another program or file**. Click **Next**.



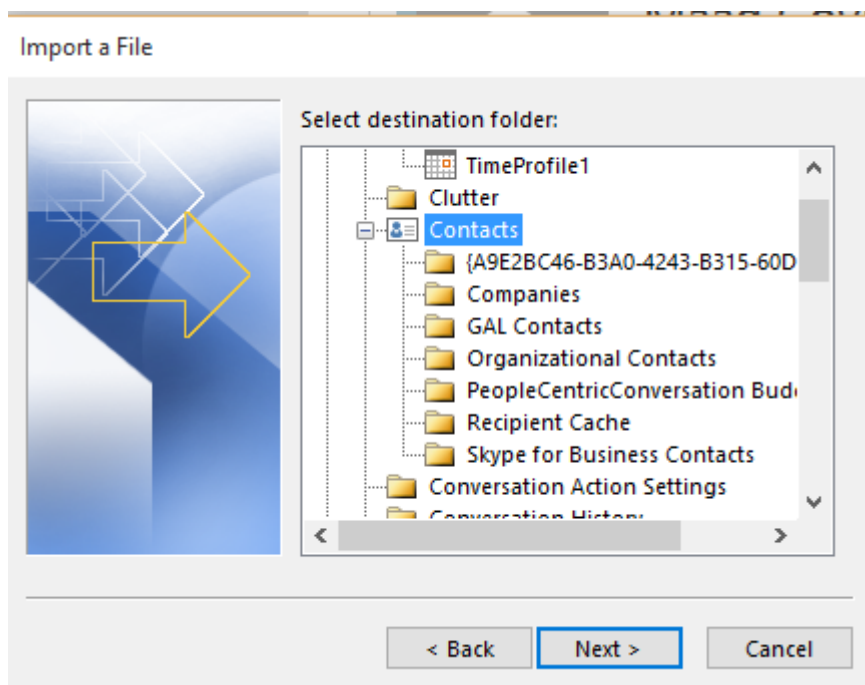
3. Select **Comma Separated Values**. Click **Next**.



4. In the **Import a File** box, browse to and select the .csv file you saved your Gmail contacts to.
5. Select **Replace duplicates with items imported**, **Allow duplicates to be created**, or **Do not import duplicate items**. Click **Next**.



6. In the folder list, select the contacts folder where you want to import your contacts to, and click **Next**.



7. Click **Finish**.

