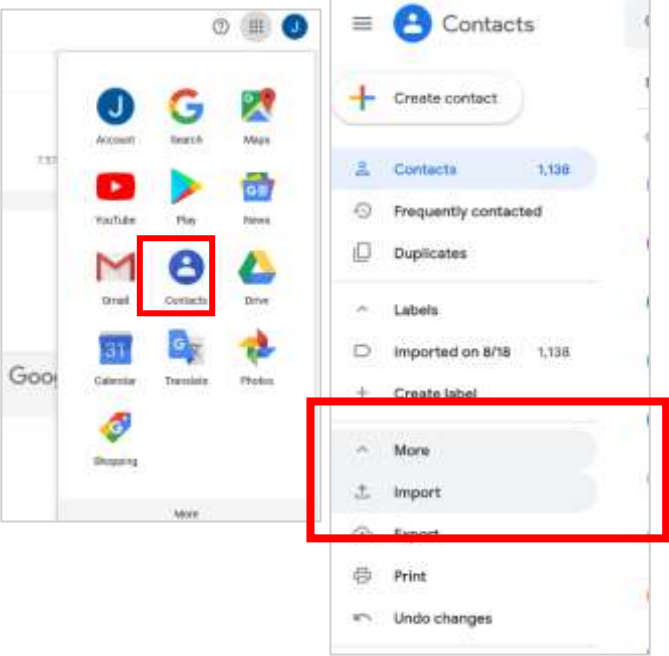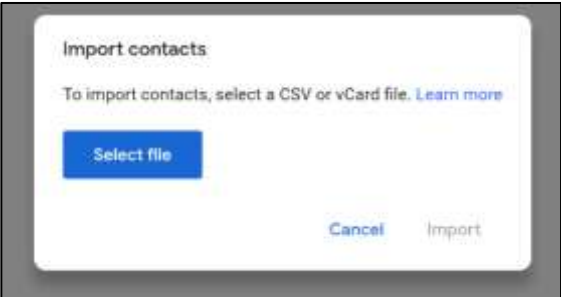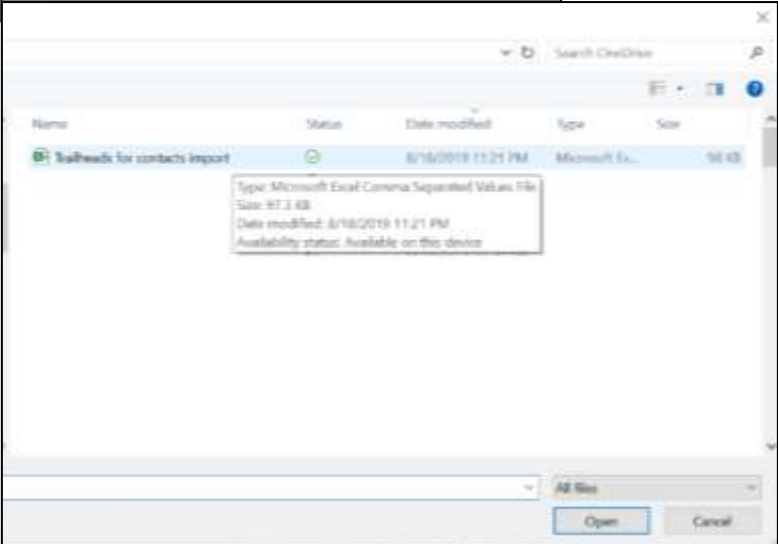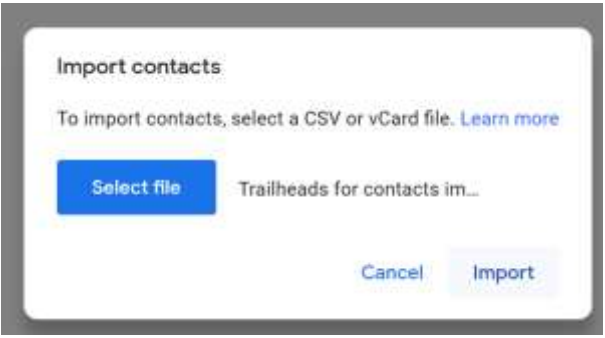| Instructions for uploaded the Trailheads .csv file into Google Contacts and Outlook/Hotmail/Live |
|---|

To get started in Google:
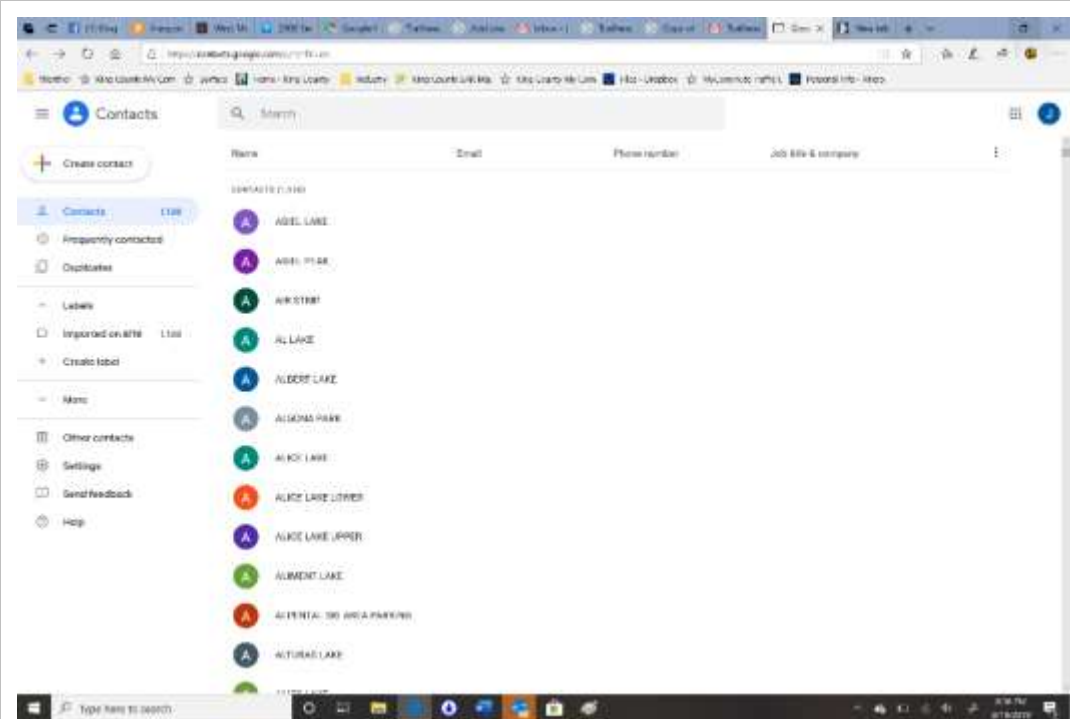1. You will need to do this from your computer, this can't be done on your phone.
2. Download the CSV from http://kcesar.org/trailheads.html
3. If you already have a Google account:
    a. Awesome! Log into it from your browser.
If not, create one at https://myaccount.google.com/intro.

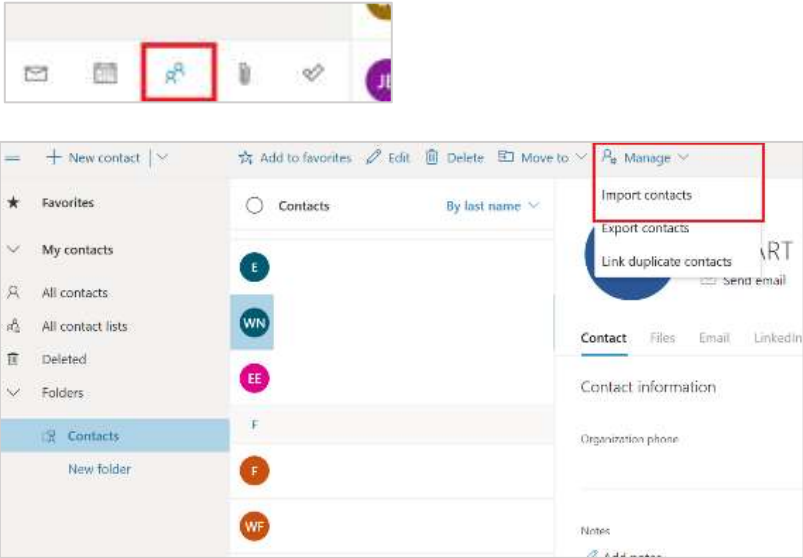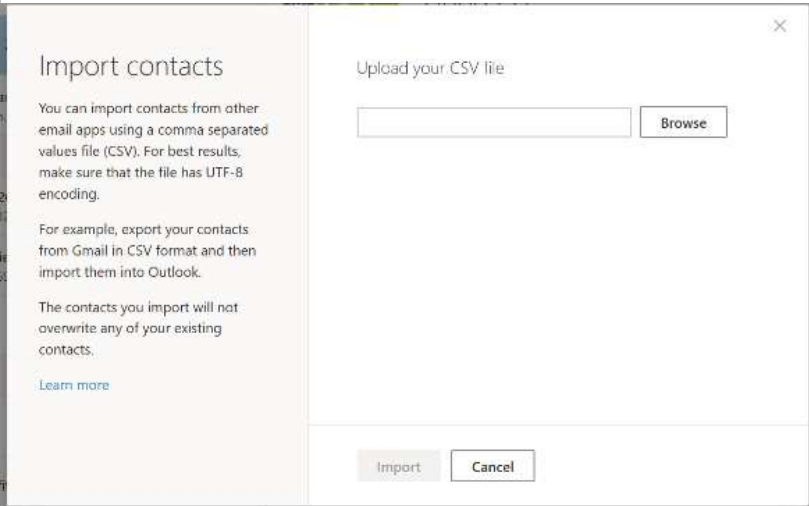| Screen	Description
	In your Google account 1. Select Contacts 2. Click "More" 3. Click "Import"
	When the file dialogue box appears: Browse to the .CSV file you downloaded onto your hard drive.

Import contacts To import contacts, select a CSV or vCard file. Learn more **Select file** Trailheads for contacts im... Cancel Import	Click "Import"
	Done!

To get started in Outlook/Hotmail/Live:
1. You will need to do this from your computer browser,
    a. This can't be done on your phone and it's easier to do it in the browser than the Outlook application.
2. Download the CSV from http://kcesar.org/trailheads.html
3. If you already have a Hotmail/Outlook/Live account:
    a. Awesome! Log into it from your browser.
    b. If not go to https://signup.live.com/signup and complete the process.

Screen	Description
	From your email Inbox, at the bottom of the folder list pane, Select Contacts. In contacts: Click "Manage" Click "Import contacts"
	When the file dialogue box appears: 1. Browse to the .CSV file you downloaded onto your hard drive. 2. Click file 3. Click "Open" 4. Click "Import" Done!

Import contacts

You can import contacts from other email apps using a comma separated values file (CSV). For best results, make sure that the file has UTF-8 encoding.

For example, export your contacts from Gmail in CSV format and then import them into Outlook.

The contacts you import will not overwrite any of your existing contacts.

Learn more

Upload your CSV file

Trailheads for contacts import.csv   Browse

Import   Cancel