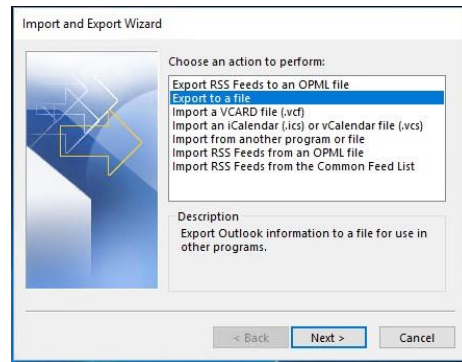
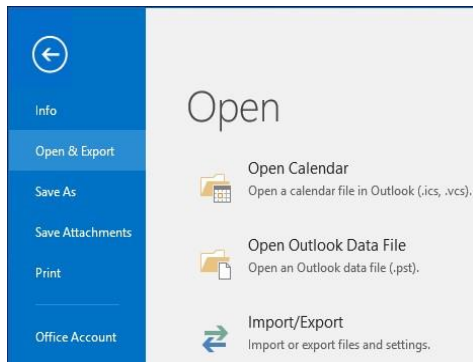


# Contacts Import-Export

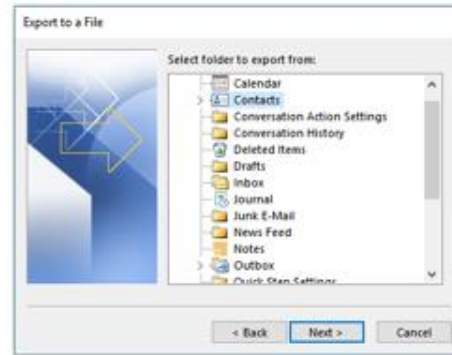
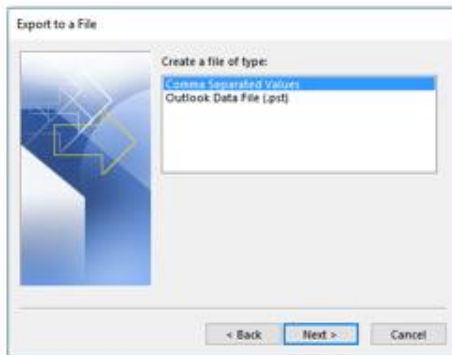
Using the Outlook Desktop client

## ○ Export:

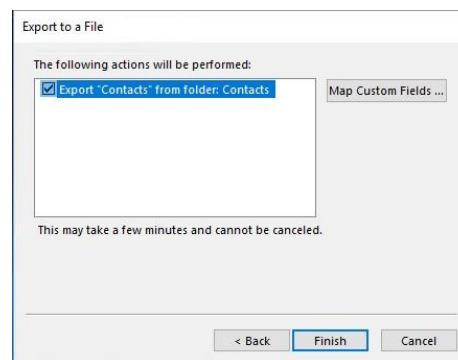
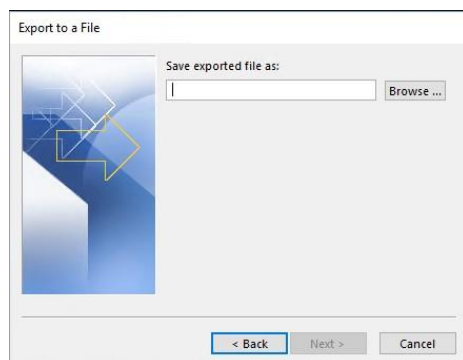
- 1) Select “File” from the toolbar
- 2) Select “Open & Export”, then the “Import/Export” option
- 3) Select “Export to a file” > Next



- 4) Select “Comma Separated Values” > Next
- 5) Select the “Contacts” folder > Next



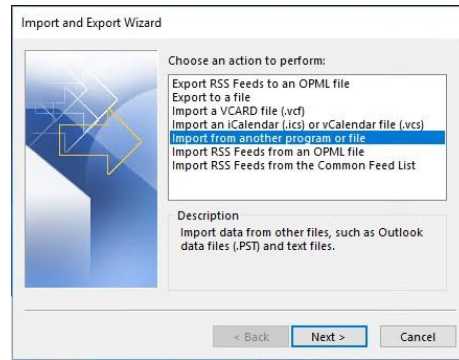
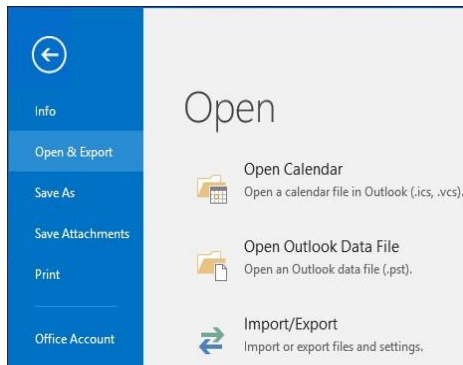
- 6) Click “Browse” and specify desired name and location for the saved file > Next
- 7) Select “Finish”



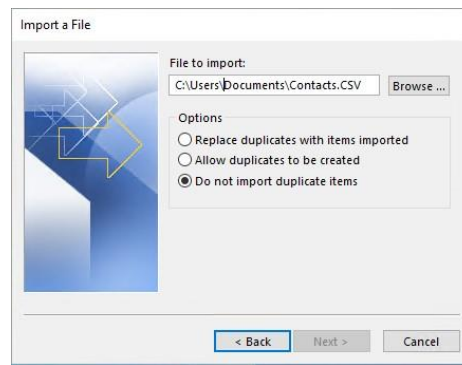
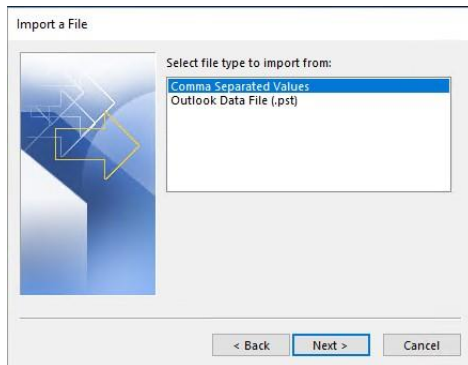
# Contacts Import-Export

## ○ Import:

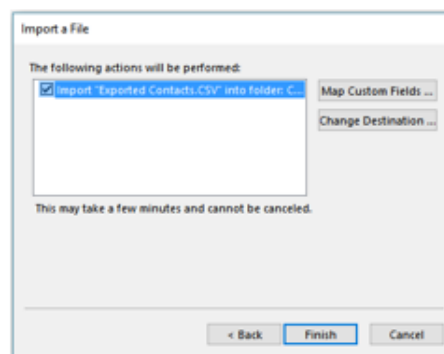
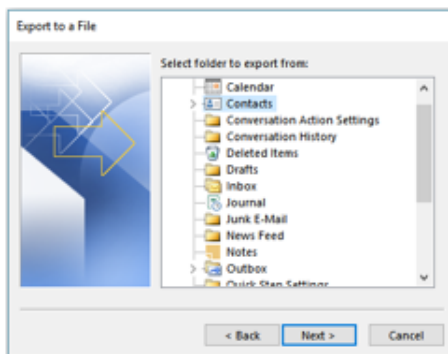
- 1) Select "File" from the toolbar
- 2) Select "Open & Export", then the "Import/Export" option
- 3) Select "Import from another program or file > Next



- 4) Select "Comma Separated Values" > Next
- 5) Click "Browse" and select your saved contacts file > Next ○  
Options: Choose the "Do not import duplicate items"



- 6) Select the "Contacts" folder > Next
- 7) Select "Finish"



# Contacts Import-Export

Using the O365 Web Client

## ○ Export:

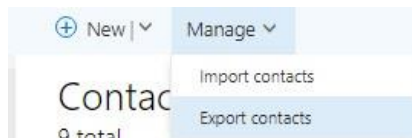
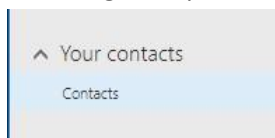
- 1) Select the “People” icon on the bottom left of the screen



- 2) The O365 Web Client has 2 different view options • Default View:

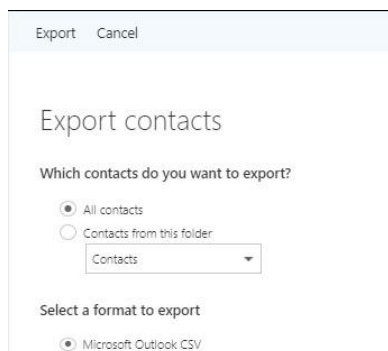
○ Select “Your contacts > Contacts” from the left-menu ○

Select “Manage > Export contacts”



- Select “All contacts” and “Export”

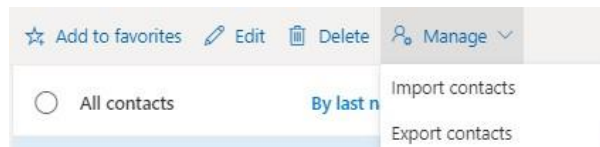
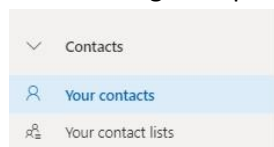
- ✦ Export file is automatically saved to your Documents folder with the name “contacts.csv”



## • New View:

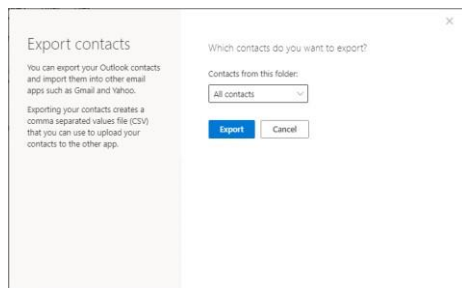
- Select “Your contacts” from the left-menu ○

Select “Manage > Export contacts”



- Select “All contacts” and “Export”

- ✦ Export file is automatically saved to your Documents folder with the name “contacts.csv”



# Contacts Import-Export

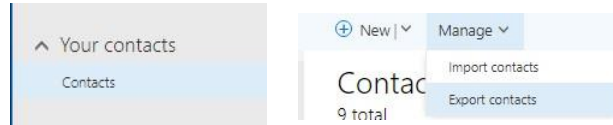
## ○ Import:

- 1) Select the “People” icon on the bottom left of the screen



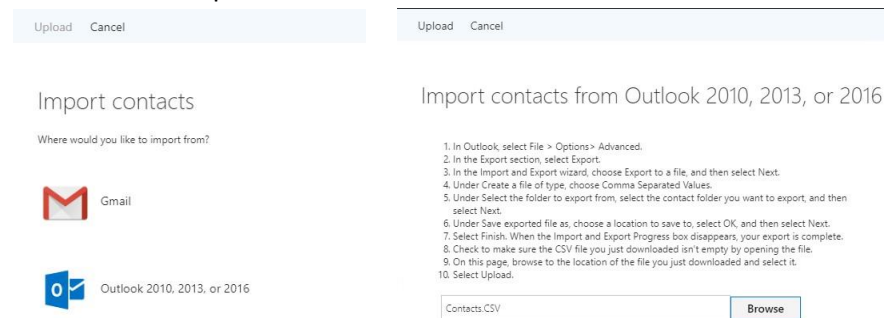
- 2) The O365 Web Client has 2 different view options • Default view:

- Select “Your contacts > Contacts” from the left-menu
- Select “Manage > Import contacts”



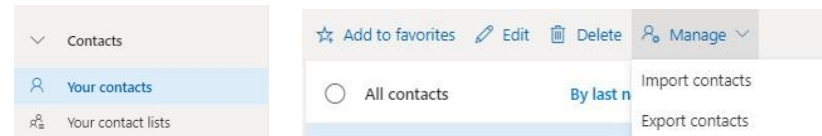
- Select import from “Outlook 2010, 2013, 2016”
- Click “Browse” and select your saved contacts file

✦ Select “Upload”



## • New view:

- Select “Your contacts” from the left-menu
- Select “Manage > Import contacts”



- Click “Browse” and select your saved contacts file

✦ Select “Import”

