Two steps to export your contacts from Outlook to Google Gmail

Step 1: Save your Outlook Contacts

1. In Outlook, click File > Options > Advanced



2. Under Export, click Export.



3. In the **Import and Export Wizard**, click **Export to a file**, and then click **Next**.

Import and Export Wizard

(.vcs)
List
use in

4. Click Comma Separated Value (DOS), and then click Next.

Export to a File	Create a file of type: Comma Separated Values Outlook Data File (.pst)	
	< Back Next > Cancel	

5. In the folder list, click the contacts folder you want to export, and then click Next.

IN	> - III Calendar	^
	- Contacts	
	Deleted Items	
	Drafts	
	Junk Email	
	Outbox	
	Quick Step Settings	
	RSS Feeds	1313
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6. Choose a location on your computer to temporarily save the file.



7. Type a name for the exported file, and then click **Next**.

Save exported file as:	
<u> </u>	Browse

8. Click Finish.



Step 2: Import your contacts into Google Gmail

- 1. Log on to your Google Gmail account.
- 2. In the dial pad, click Contacts.



3. On the left side of your screen, click Import Contacts.



4. Under Import Contacts, click Browse.

Import contacts

We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book. Learn more



- 5. Select the file you exported in step 10, and then click Open.
- 6. Click Import.

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