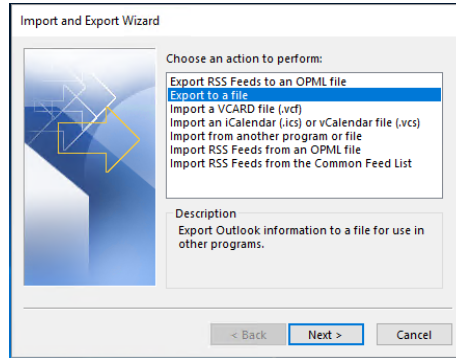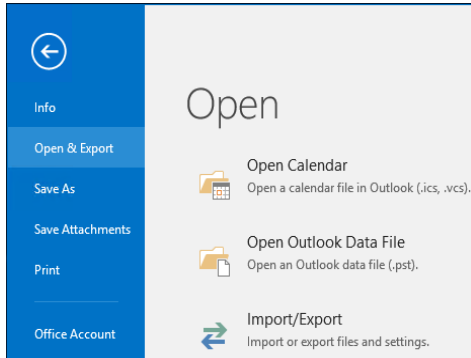# Contacts Export-Import
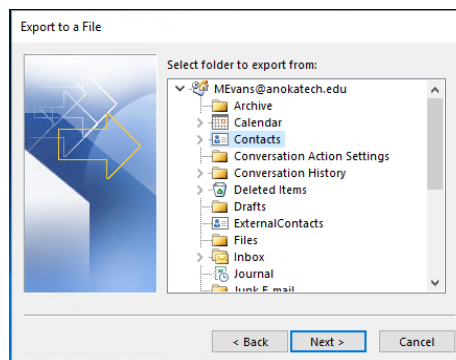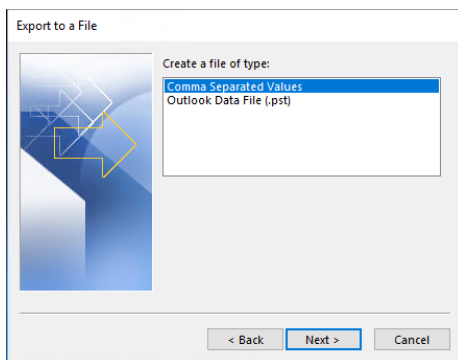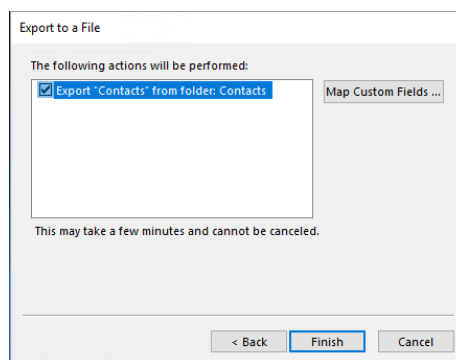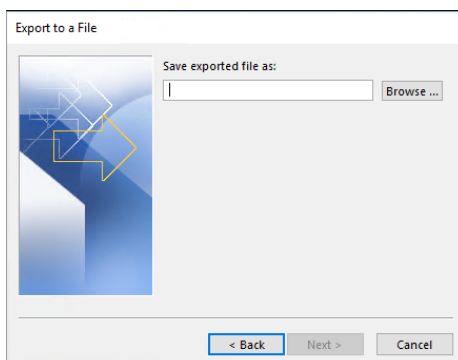
Using the Outlook Desktop client

- **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
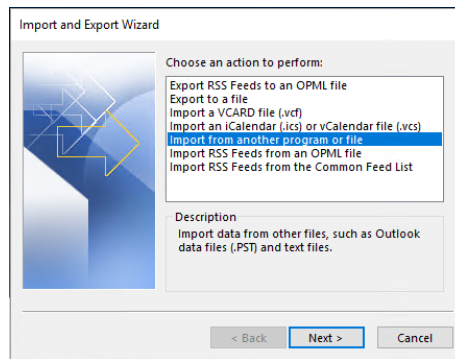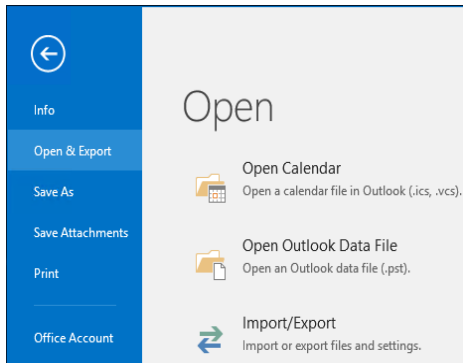 5) Select the "Contacts" folder > Next

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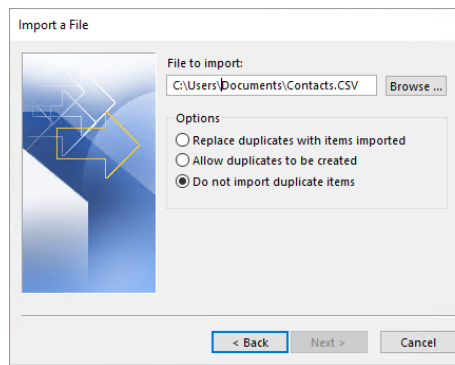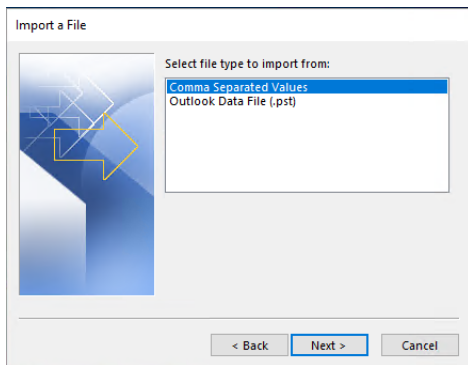 7) Select "Finish"

Contacts Export-Import

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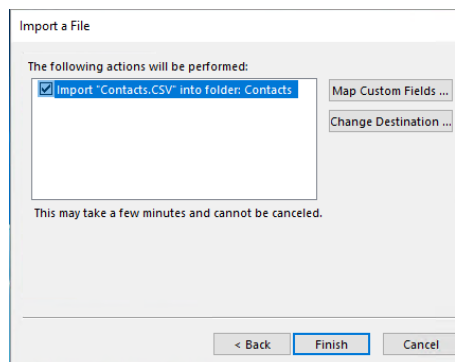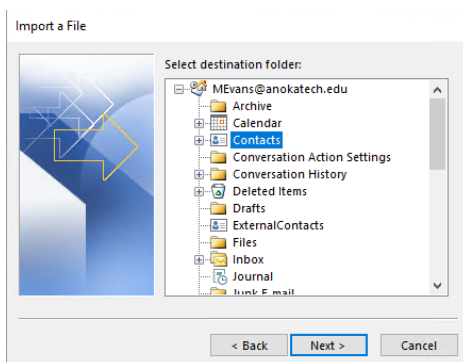1) Select "File" from the toolbar
2) Select "Open & Export", then the "Import/Export" option
3) Select "Import from another program or file > Next

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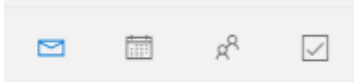
6) Select the "Contacts" folder > Next
7) Select "Finish"

Contacts Export-Import

Using the O365 Web Client
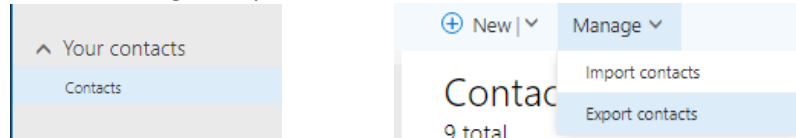- ➢ **Export:**
  1. Select the "People" icon on the bottom left of the screen

  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 Export-Import

➢ **Import:**
  1. Select the "People" icon on the bottom left of the screen
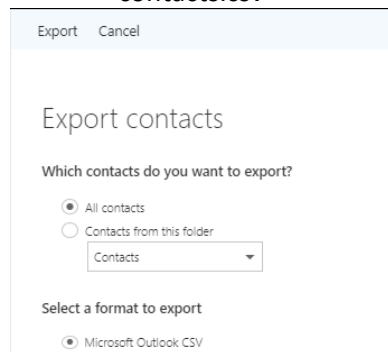
  2. The O365 Web Client has 2 different view options
     - Default view:
       - ○ Select "Your contacts > Contacts" from the left-menu
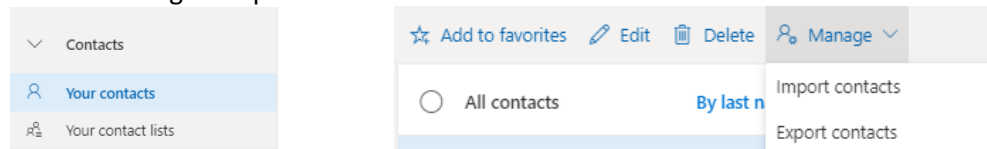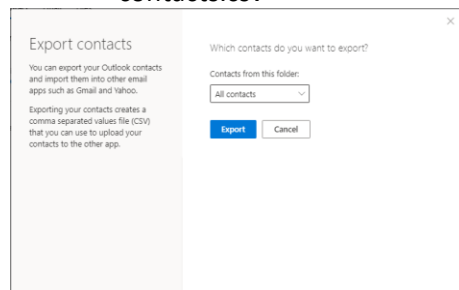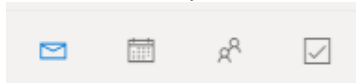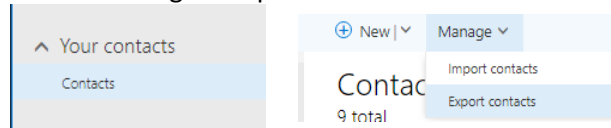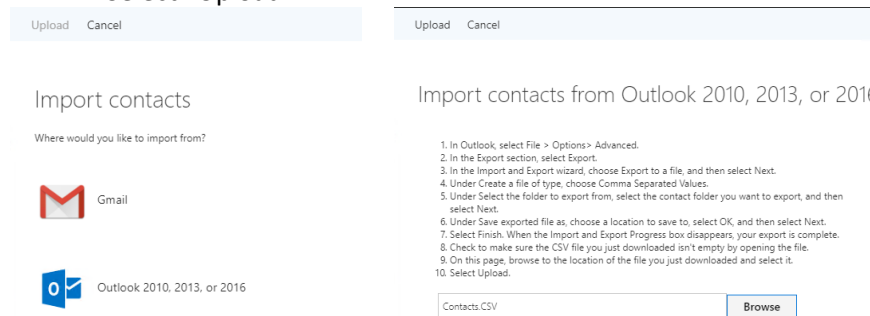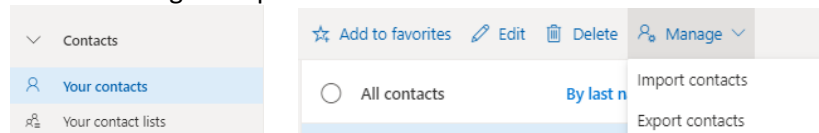   - ○ Select "Manage > Import contacts"

       - ○ 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"