Transferring Contacts in Outlook

Exporting Contacts to a CSV file

1. Open up outlook
2. Click on contacts
3. Click File
4. Choose Import and Export
5. A window will pop up, choose export to a file
6. Choose Comma Seperated Values (Windows)
7. Select the location of your contacts to export from and choose next
8. Choose browse and select where you would like to save the file
9. Choose next, files will save as a CSV file to the specified location

Importing Contacts to Outlook

1. Open up outlook
2. Click on contacts
3. Click File
4. Choose Import and Export
5. A window will pop up, choose import from another program or file
6. Choose Comma Separated Values (Windows)
7. Choose browse and find your CSV file
8. Select the location of where you would like to put your contacts
9. Choose next, files will import

Importing to Office 365 online

1. Login to your email account
2. Choose people
3. At the top click manage
4. From the drop down menu choose import contacts
5. Import contacts from outlook
6. Click browse and find your CSV file.
7. Choose import