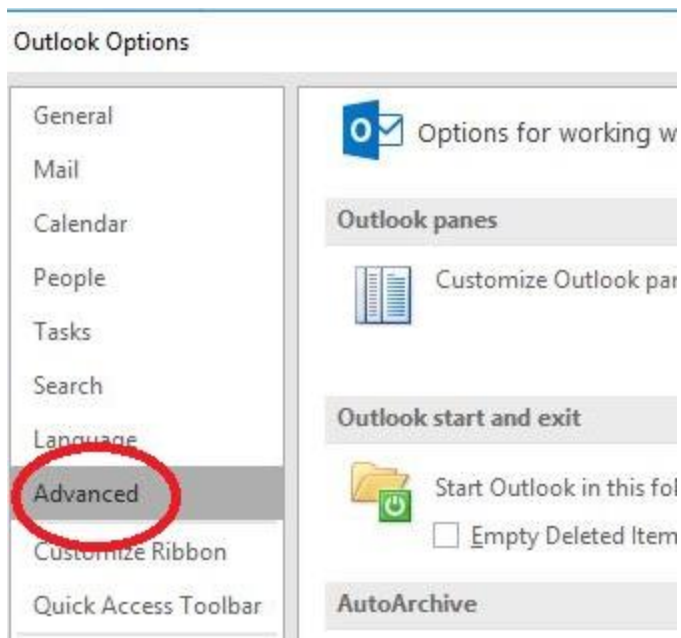


# Two steps to export your contacts from Outlook to Google Gmail

## Step 1: Save your Outlook Contacts

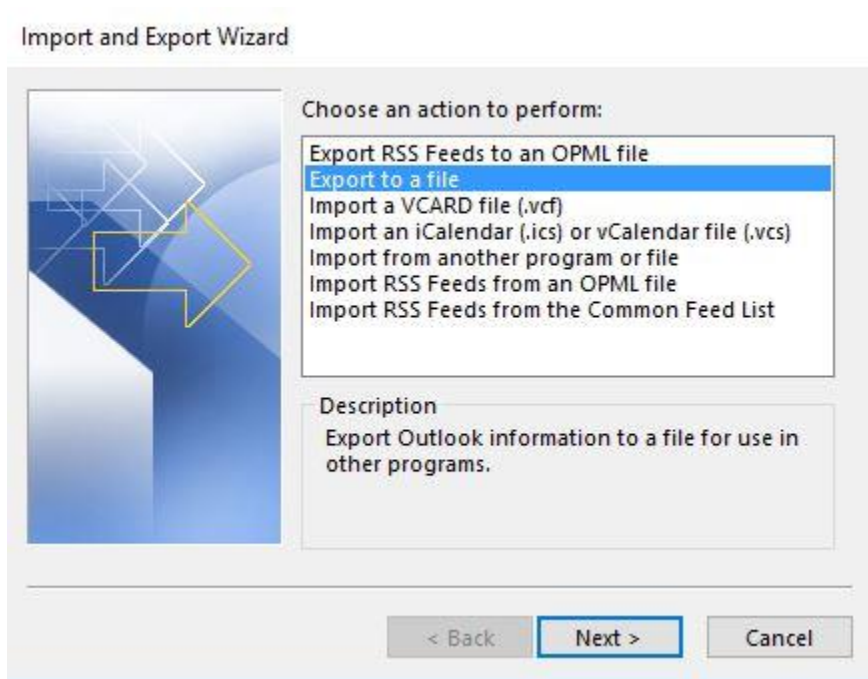
1. In Outlook, click **File > Options > Advanced**



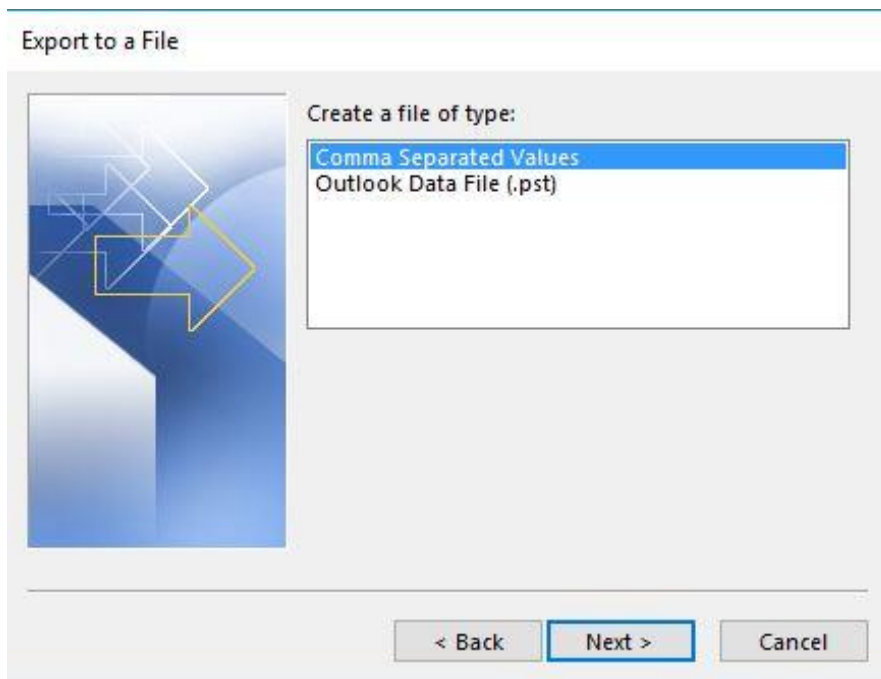
2. Under **Export**, click **Export**.



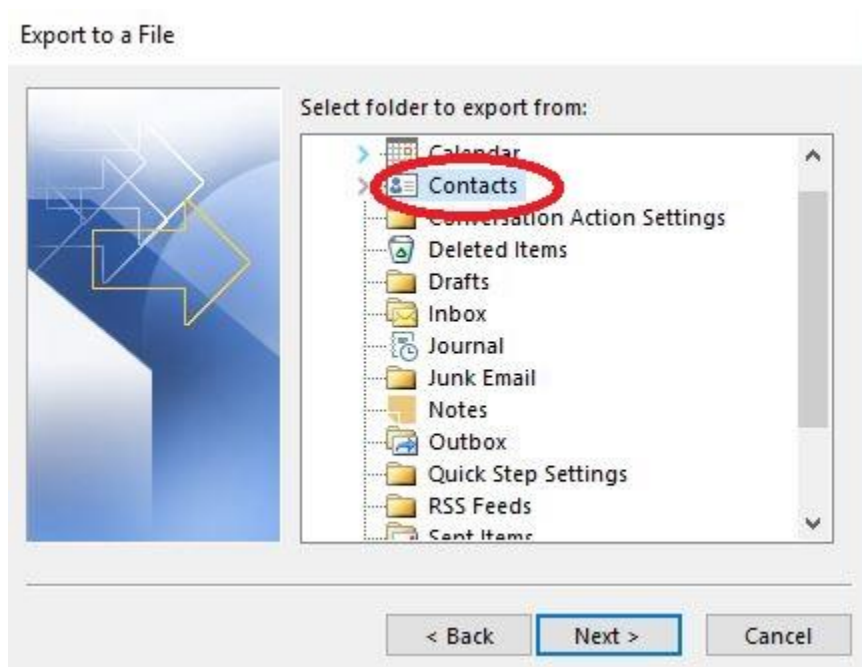
3. In the **Import and Export Wizard**, click **Export to a file**, and then click **Next**.



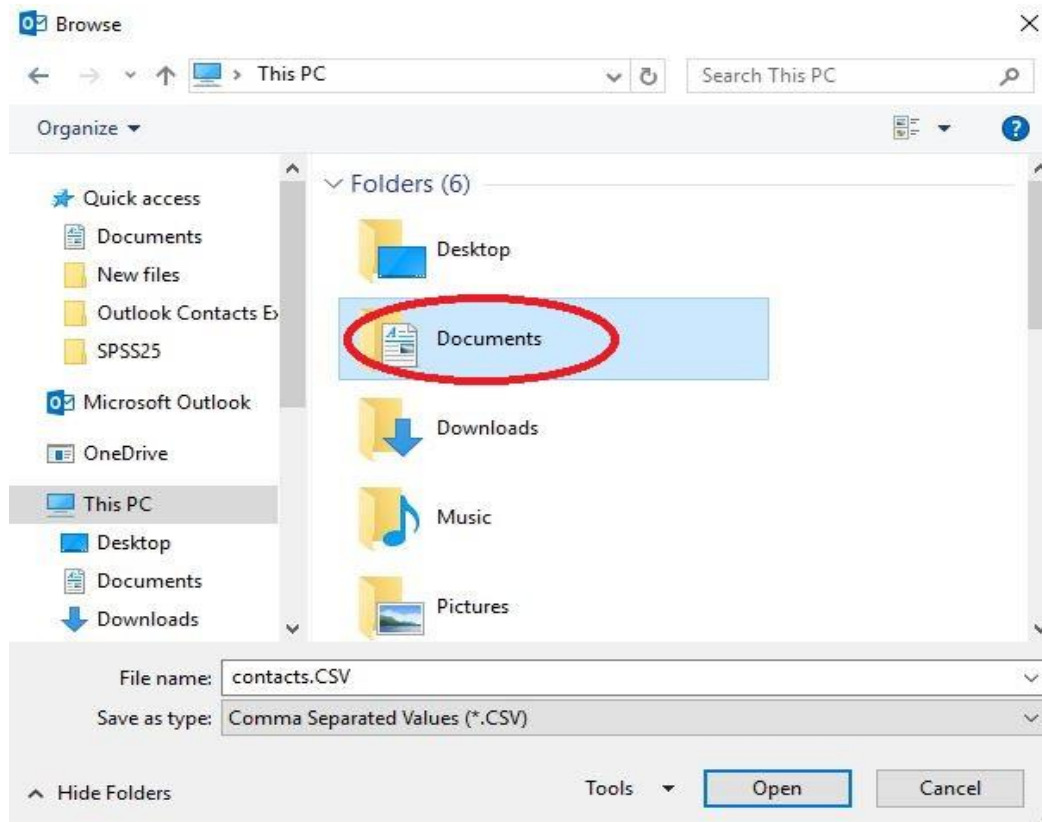
4. Click **Comma Separated Value (DOS)**, and then click **Next**.



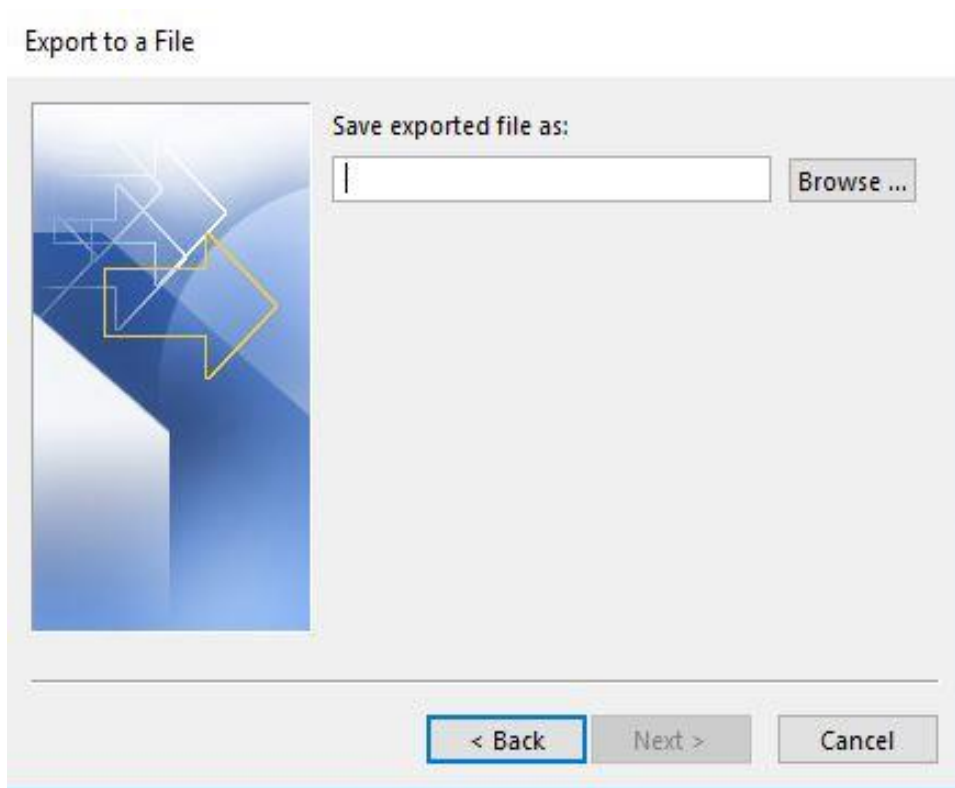
5. In the folder list, click the contacts folder you want to export, and then click **Next**.



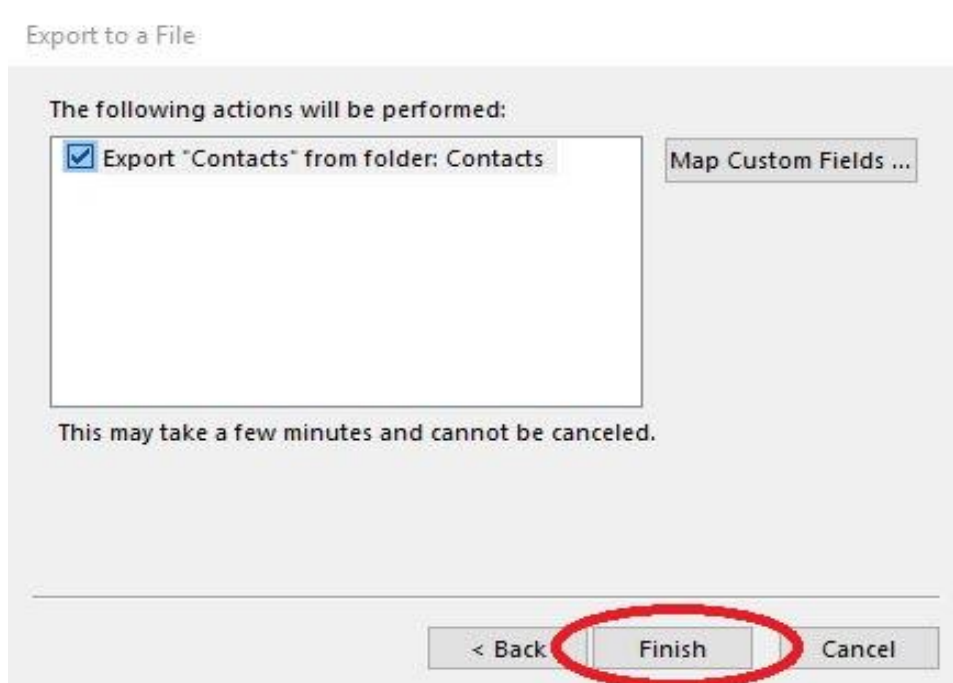
6. Choose a location on your computer to temporarily save the file.



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

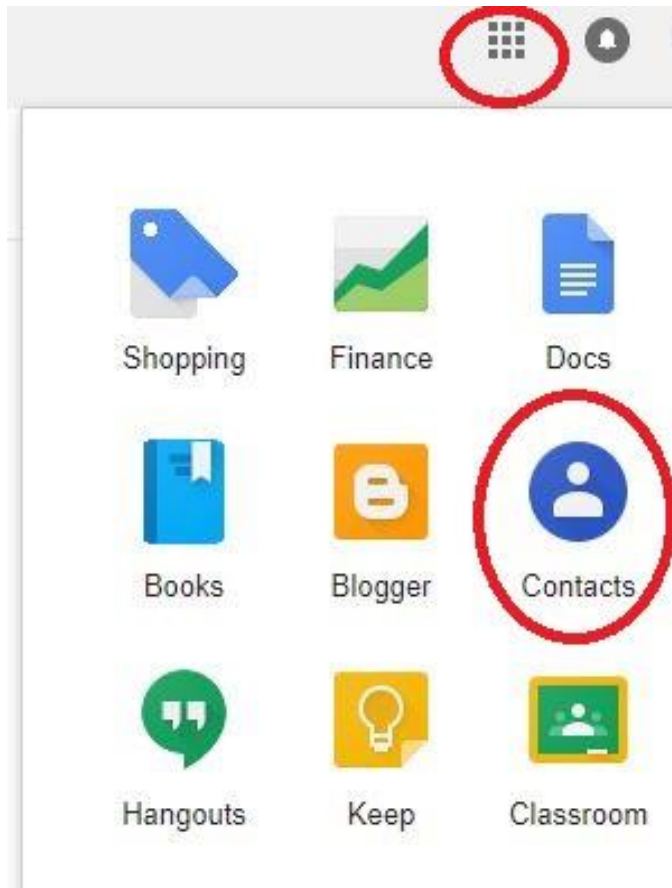


8. Click **Finish**.

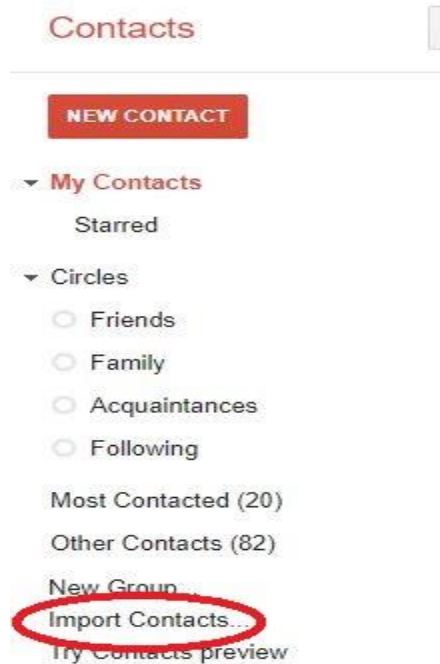


## Step 2: Import your contacts into Google Gmail

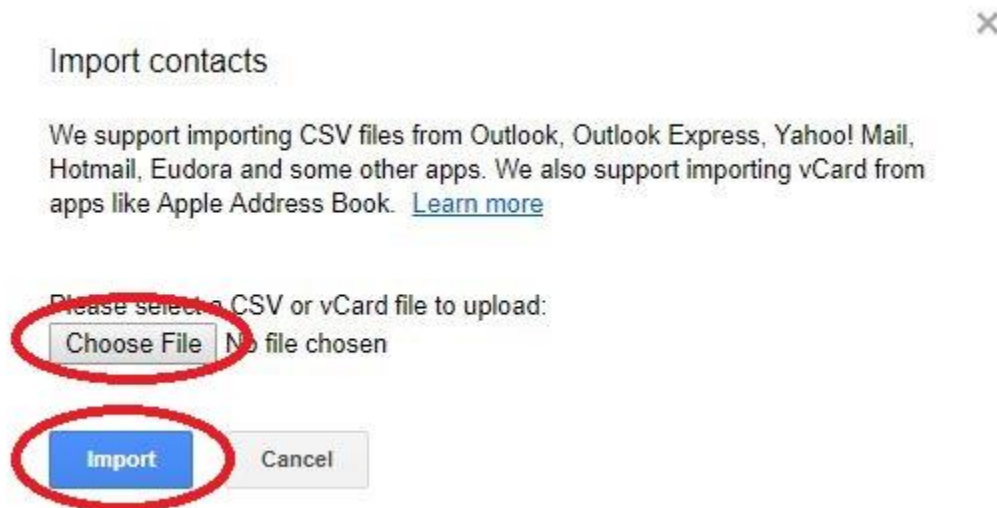
1. Log on to your Google Gmail account.
2. In the dial pad, click Contacts.



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



4. Under Import Contacts, click Browse.



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