

Contacts

1. Open Outlook, and click on **Contacts** at the left side of the screen. From the menu bar at the top of the screen select "File" and then "Import and Export."
2. The Import and Export Wizard opens. Select "Export to a file," and then select "Comma Separated Values" (DOS or Windows) as the file type.
3. When you are asked to select a folder to export from, verify that **Contacts** is selected.
4. Give your file a name AND browse to the location you wish to save it in, then click **Next** and then **Finish**.

In Google.....

1. Log into your email interface
2. Click **Contacts** (located below your list of views) on any Gmail page.
3. Click **Import** in the top portion of the Contact Manager.
4. Click the **Browse...** or **Choose File** button and locate the CSV file you'd like to upload.
5. Select the file and click the **Import** button.

Once you've successfully uploaded the document, Gmail will display the number of contacts imported.

A few things to keep in mind:

If some entries aren't included in your Contacts list, Gmail tells you why these entries were left out.

<http://mail.google.com/support/bin/answer.py?answer=14024>