

Export your contacts from Outlook to Google Gmail

This procedure will export your Contacts from Outlook and import them into Gmail. Contacts are just the entries that you've manually entered into the Outlook client, not your autofill entries.

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Export to a file**, and then click **Next**.
3. Click **Comma Separated Value (DOS)**, and then click **Next**.
4. In the folder list, click the contacts folder you want to export, and then click **Next**.
5. Choose a location on your computer to temporarily save the file.

NOTE You can delete this file after your contacts are imported into Google Gmail.
6. Type a name for the exported file, and then click **OK**.
7. Click **Next**.
8. Click **Finish**.
9. Log on to your Google Gmail account.
10. In the left column, click **Contacts**.
11. On the right side of your screen, above the message count, click **Import**.
12. Under **Import Contacts**, click **Browse**.
13. Select the file you exported in step 9.
14. Click **Open**.
15. Click **Import Contacts**.