

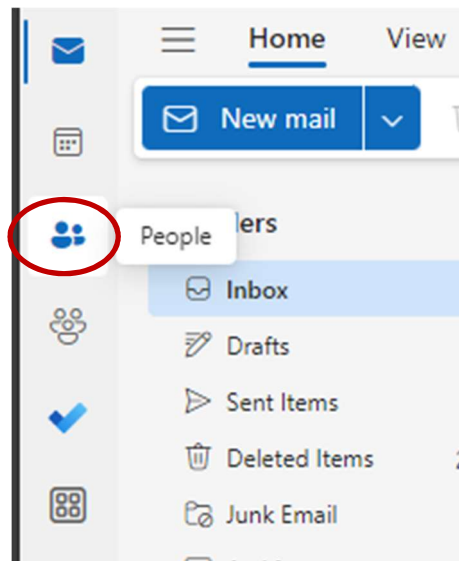


How to Export/Import Contacts in Outlook Web

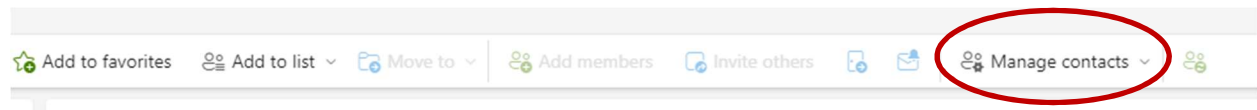
Contact lists cannot be shared in Outlook Web. To share a contact list with someone else, users can export their contacts as a .csv file, and share it with another user, who can then import it.

To Export Contacts

1. In Outlook Web, click on the **People** icon.



2. On the menu bar, click on **Manage Contacts**.



3. Select **Export Contacts**.

Select the folder in which you want to export. Depending on your contact folders, your folder list may look different.





How to Export/Import Contacts in Outlook Web

The screenshot shows the 'Export contacts' dialog box in Outlook Web. On the left, there is a grey panel with the title 'Export contacts' and two paragraphs of text. The first paragraph states: 'You can export your Outlook contacts and import them into other email apps such as Gmail and Yahoo.' The second paragraph states: 'Exporting your contacts creates a comma separated values file (CSV) that you can use to upload your contacts to the other app.' On the right, the dialog asks 'Which contacts do you want to export?' and shows a dropdown menu titled 'Contacts from this folder:'. The dropdown is open, showing four options: 'All contacts' (selected), 'All contacts', 'Contacts', and 'Personal'. At the bottom right, there are two buttons: 'Export' (highlighted with a red circle) and 'Cancel'. A close button (X) is in the top right corner of the dialog.

***Note – Any contact lists (and their members) within these folders can not be exported.**

4. Once selected, click **Export**.

The file will be downloaded to your computer's **Downloads** folder.



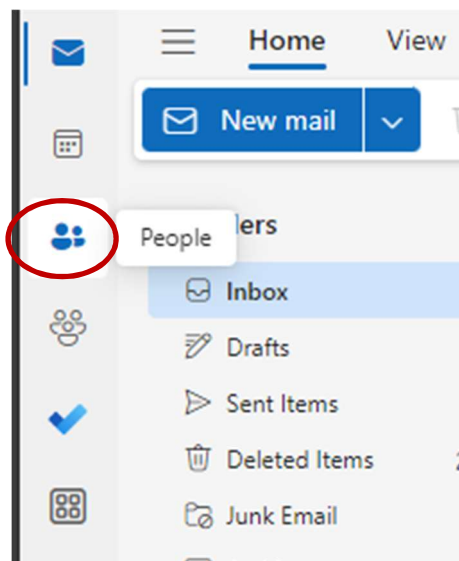


How to Export/Import Contacts in Outlook Web

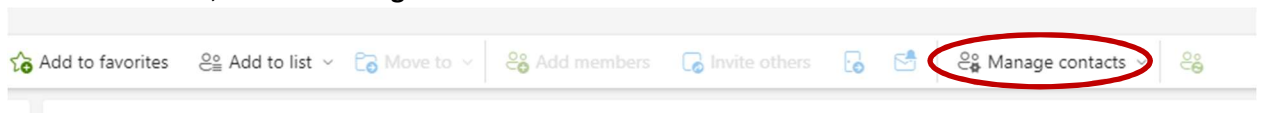
How to Import Contacts

Contacts can be imported using a .csv file.

1. In Outlook Web, click on the **People** icon.



2. On the menu bar, click on **Manage Contacts**.



3. Select **Import Contacts**.



How to Export/Import Contacts in Outlook Web

Import contacts

You can import contacts from other email apps using a comma separated values file (CSV). For best results, make sure that the file has UTF-8 encoding.

For example, export your contacts from Gmail in CSV format and then import them into Outlook.

The contacts you import will not overwrite any of your existing contacts.

[Learn more](#)

Upload your CSV file

Browse

Import **Cancel**

4. Click **Browse** and select the contact file you wish to import. The file must be in CSV format.
5. Click **Import**.
6. NOTE: The individual contacts will be imported to the **Contacts** folder. Users will have to manage these contacts on their own, if required (ie update contacts, add to contact list, etc)

