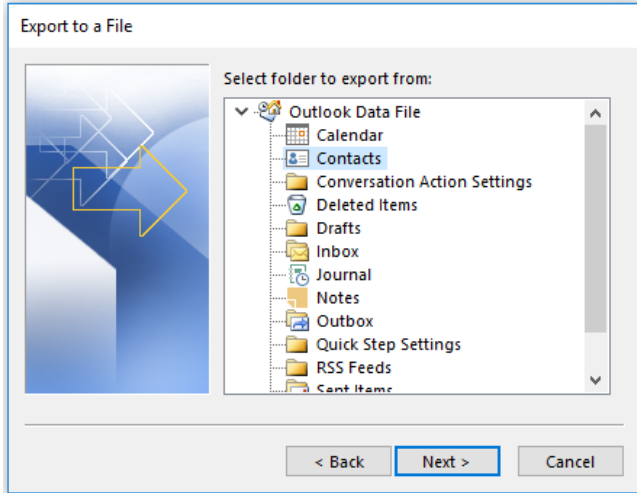


# Migrate Outlook Local Contacts into Gmail

1. In Outlook, click File > Open & Export.
2. From the "Open" menu, click on Import/Export.
3. In the "Import and Export Wizard", click on "Export to a file" and then click Next.
4. Create a file type of "Comma Separated Values" and click Next.
5. Select the contacts folder you want to export from, then click Next (Individual contacts of your address book will be included in the export but your groups will not.)



6. Click Browse and select the location where you want to save the file.
7. Enter a name for the file (e.g., contacts\_backup), then click OK.
8. In the Export to a File window, click Finish.
9. Navigate to [contacts.google.com](https://contacts.google.com) (make sure you are signed in to your App State Google account.)
10. Click the "Import Contacts" link.
11. Click "Select file".
12. Navigate to and choose the CSV file you saved earlier then click "Open".
13. In your browser, click "Import" and your contacts will now be in your Gmail contacts list.

If you have any questions, submit a support request at [support.appstate.edu](https://support.appstate.edu), or call the Help Desk at 828-262-6266.

## Related Articles

- [Allowing Less Secure Apps in Google Workspace](#)
- [E-Mail Attachment Limits](#)
- [E-Mail Disappears from Inbox After Sending a Reply](#)
- [Gmail](#)
- [Gmail Sending Limits](#)
- [How to Delegate \(share\) the Inbox of an App State Email Account.](#)
- [How to Obtain Headers from Email](#)
- [How to request a Generic Appstate Email Account](#)
- [I am being redirected when I try to log into my gmail account.](#)
- [Migrate Outlook Local Contacts into Gmail](#)
- [Retirees](#)
- [Security and Google Apps](#)
- [Sender Policy Framework Record](#)
- [Sending Mail from a Different Address in Gmail](#)
- [Setting Gmail to be the Default Email Handler](#)
- [Setting up Gmail & Calendar on Android](#)
- [Setting up Google Apps in Apple Mail, Contacts & Calendars on Mac OS 10.11](#)
- [Setting up Mail Delegation in Gmail](#)
- [Should I Forward Email Outside Gmail](#)
- [View multiple @appstate Gmail Accounts in the Same Browser](#)

## Search Knowledge Base

[Submit a Service Request](#)