# **Export App State Contacts to another Gmail Account**



## Step 1: Export existing Gmail contacts

- 1. In your browser navigate to <u>contacts.google.com</u> and log in with your App State credentials.
- 2. Click the three-line main menu button in the top left corner of your screen to open the main menu sidebar.



- 3. Click the export icon in the top right corner to initiate the export process.
- 4. Next, use the "contacts" drop-down menu to select the group of contacts you want to export.
- Next, choose to export as a Google CSV (used to export to another Google account), Outlook CSV (used to export to an Outlook account), or a vCard (used to export iOS Contacts).
- 6. Click, "Export".
- 7. Once the download is complete. You can find your CSV file in your downloads folder.

# Step 2: Import the file

- 1. In your browser, navigate to contacts.google.com and either log into your second account or switch accounts if you are already logged in.
- 2. Click the three-line main menu button in the top left corner of your screen to open the main menu sidebar.
- 3. Click the "Import" in the sidebar menu.
- 4. Click "Select file".
- 5. Highlight the contacts.csv file in your downloads folder and click "Open".
- 6. Click "Import" in your browser.
- 7. Your contacts have now been imported to your second account.

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