

# Export your Gmail Contacts to Outlook


Your contacts in Gmail can be exported and imported into your new university Outlook account. To access your old Gmail account, go to **mail.study.beds.ac.uk**, then log in using your usual username and password.

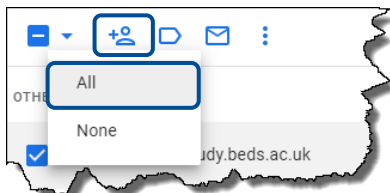
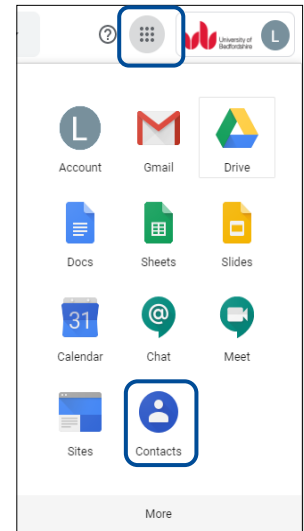
## Export your Gmail contacts

1. Click **Google apps** (located top right of the Gmail window) and click **Contacts**.

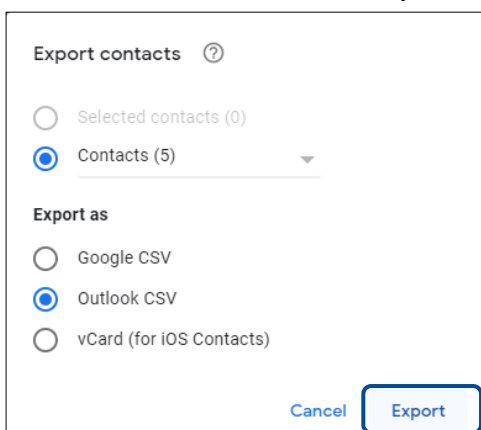
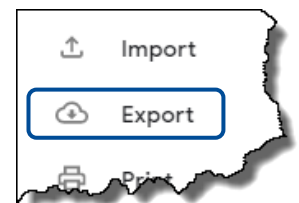
**Important:** your Gmail contacts are held in 2 places: under **Contacts** and **Other contacts**. To include all your contacts, add the contacts listed under **Other contacts** to your main **Contacts**.

### Adding Other contacts to main contacts

- a. Click **Other contacts**, select your first contact, then click **All** (located from the **Selection actions** options).
- b. Click the **Add to contacts** icon . Your other contacts will be moved to your main contacts.



2. Click **Export** from the list of options displayed to the left of the Gmail window. **Note:** if **Export** is not displayed click **More**.
3. Click **Export**, the **Export contacts** dialogue box will be displayed. Click **Outlook CSV**, then click **Export**. Your contacts will download to a CSV file in your **Downloads** folder.

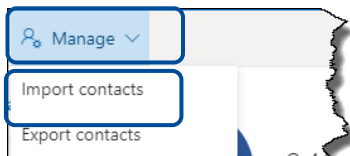


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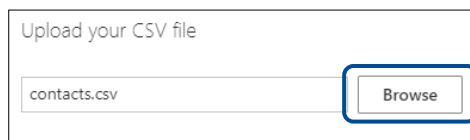
## Export your Gmail Contacts to Outlook

### Import Gmail contacts into Outlook

1. Log into your university Outlook account. To access your university Outlook account, go to **outlook.beds.ac.uk**
2. Go to **People** (located bottom left of the Outlook window) and click **Manage**, then **Import contacts**.



3. Click **Browse**, then locate and double click the **contacts** file in your **Downloads** folder.



4. Click **Import** to upload. Your Gmail contacts are imported and will be available from the **Your Contacts** folder.