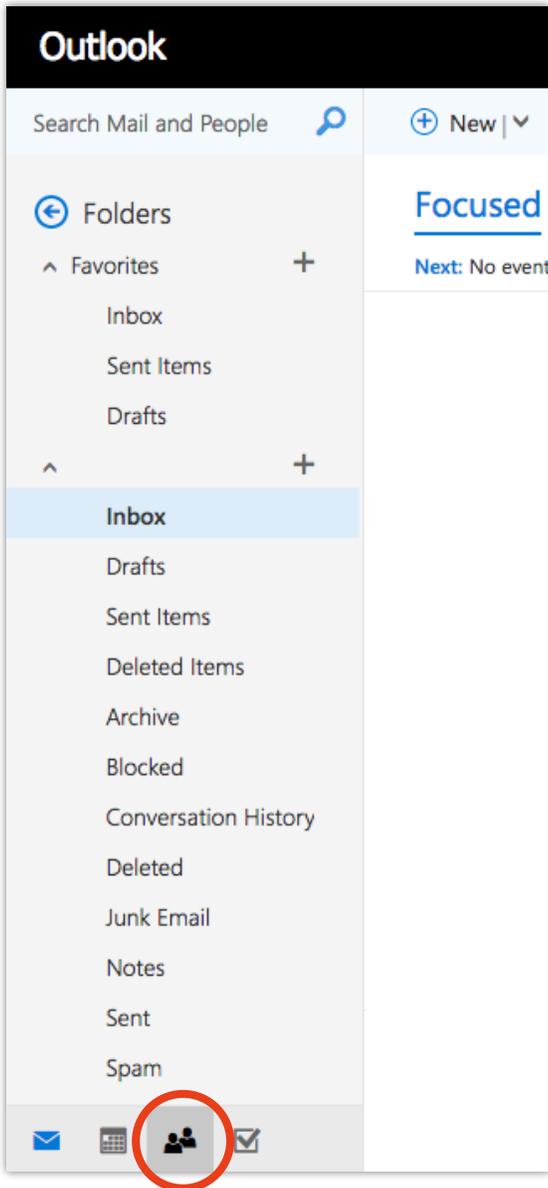
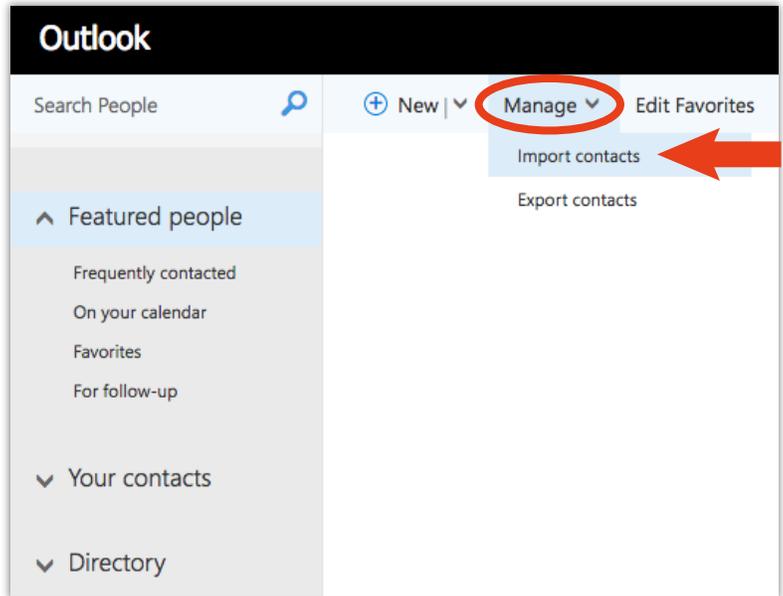


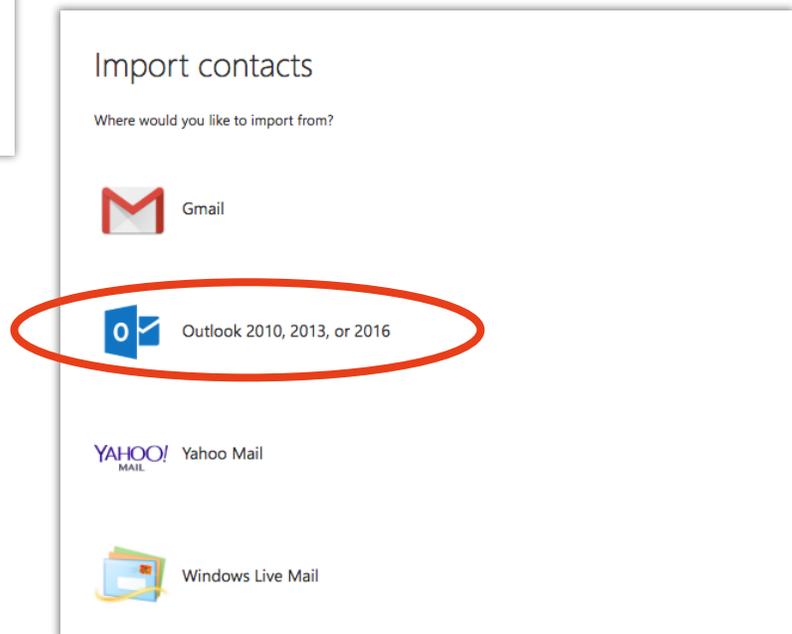
1. In the main OUTLOOK Window: Find and Click on the "People" application icon
> The People Application will open



2. In PEOPLE:
Click "Manage" then click "Import Contacts"
> Import Contacts will load

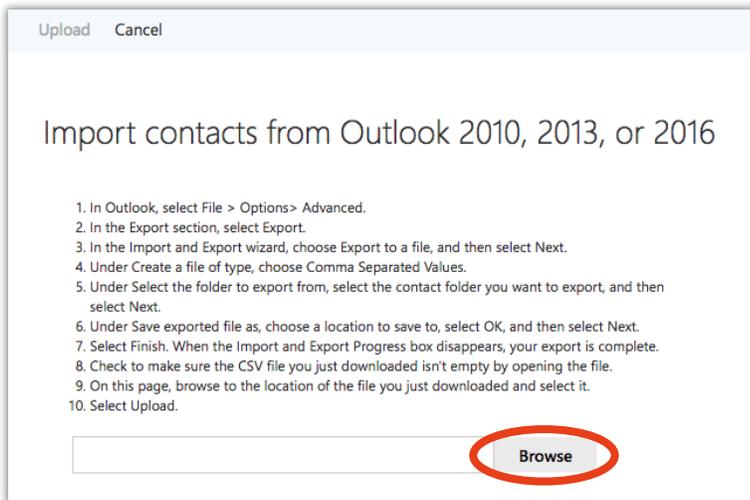


3. In Import Contacts:
Click "Outlook 2010, 2013, or 2016"
> "Outlook 2010, 2013, or 2016" will appear



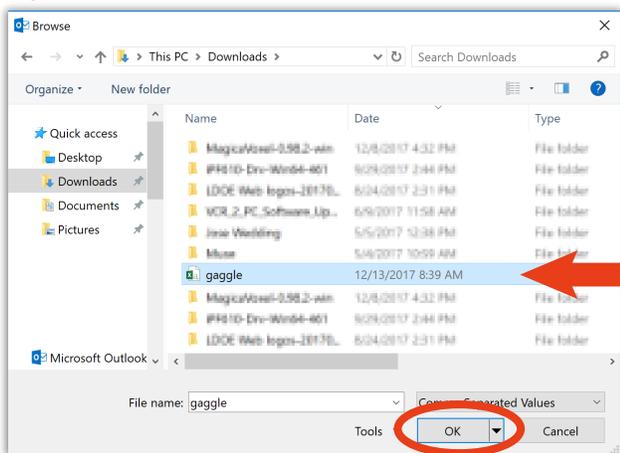
OUTLOOK: IMPORT CONTACTS

4. In Outlook 2010, 2013, or 2016:
Click "Browse" > A system window will appear

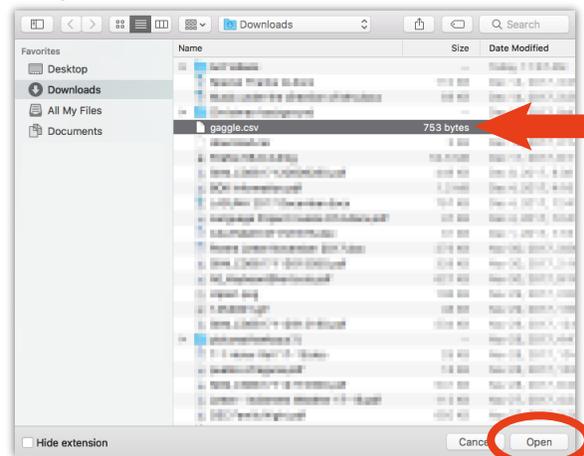


5. In your system window: Navigate to the location where you saved the exported "gaggle.csv" file
> Select the "Gaggle.csv" file > PC: Click "Ok" • Mac: Click "Open" > "Outlook 2010, 2013, or 2016"

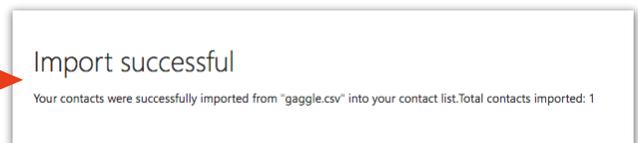
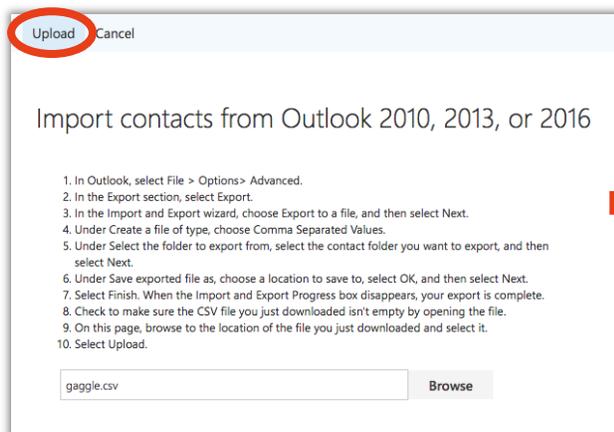
PC



MAC

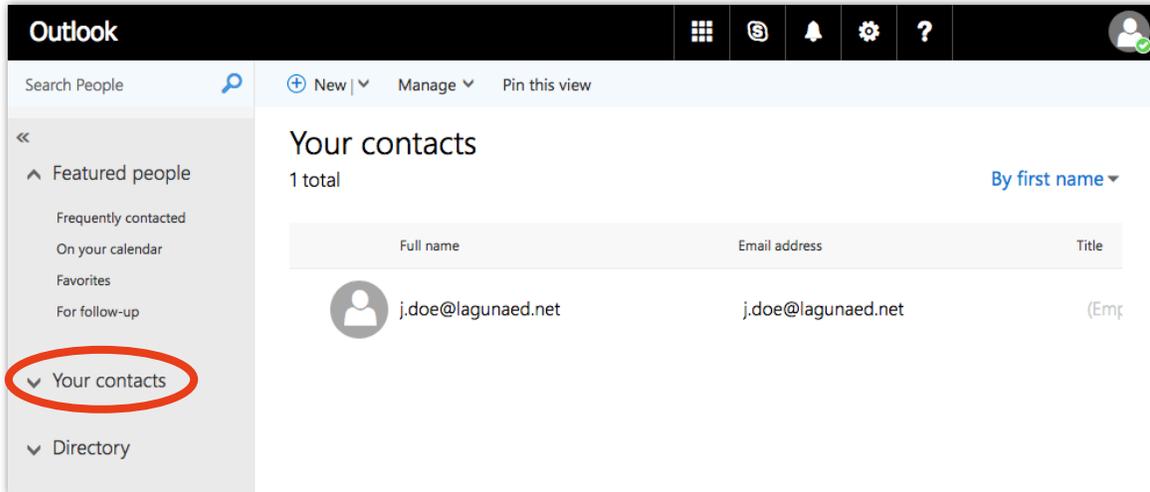


6. In Outlook 2010, 2013, or 2016:
Click "Upload" > Outlook will import your contacts



Your Contacts:

The contacts from Gaggle that you just imported are now accessible by clicking "Your contacts" on the sidebar.



LDOE Directory:

The email addresses in the LDOE directory are accessible by clicking "Directory" on the sidebar.

