OUTLOOK: IMPORT CONTACTS

1. In the main OUTLOOK Window: Find and Click on the "People" application icon

> The People Application will open



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4. In Outlook 2010, 2013, or 2016:

Click "Browse" > A system window will appear

Upload Cancel
Import contacts from Outlook 2010, 2013, or 2016
 In Outlook, select File > Options> Advanced. In the Export section, select Export. In the Import and Export wizard, choose Export to a file, and then select Next. Under Create a file of type, choose Comma Separated Values. Under Select the folder to export from, select the contact folder you want to export, and then select Next.
 Under Save exported life as, choose a location to save to, select OK, and then select Next. Select Finish. When the Import and Export Progress box disappears, your export is complete. Check to make sure the CSV file you just downloaded isn't empty by opening the file. On this page, browse to the location of the file you just downloaded and select it. Select Upload.
Browse

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"

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6. In Outlook 2010, 2013, or 2016:

Click "Upload" > Outlook will import your contacts

Upload Cancel		
Import contacts from Outlook 2010, 20	13, or 2016	
 In Outlook, select File > Options> Advanced. In the Export section, select Export. In the Import and Export wizard, choose Export to a file, and then select Nex Under Create a file of type, choose Comma Separated Values. Under Select the folder to export from, select the contact folder you want to select Next. 	xport, and then	Import successful Your contacts were successfully imported from "gaggle.csv" into your contact list. Total contacts imported: 1
6. Under Save exported file as, choose a location to save to, select OK, and ther 7. Select Finish. When the Import and Export Progress box disappears, your exp 8. Check to make sure the CSV file you just downloaded isn't empty by opening 9. On this page, browse to the location of the file you just downloaded and sel 10. Select Upload.	select Next. rt is complete. he file. t it.	
gaggle.csv Brows		

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Your Contacts:

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

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Search People									
 Featured people Frequently contacted 	Your contacts						By first name 👻		
On your calendar	Full name	Email address				Title			
Favorites For follow-up	j.doe@lagunaed.net	j.doe@lagunaed.net					(Emp		
✓ Your contacts									
✓ Directory									

LDOE Directory:

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

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	✓ Your contacts		АН	Alicia Hooper	a.ho	ooper@	laguna	ied.net	
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