

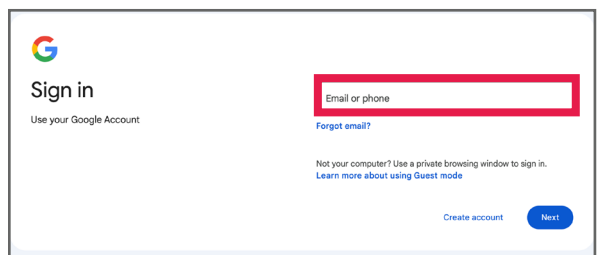
Introduction


Before access to your Gmail contacts goes away on September 1, 2024, you will need to export your contacts from Gmail before importing them into the Outlook Web App. Let's review this process from start to finish!

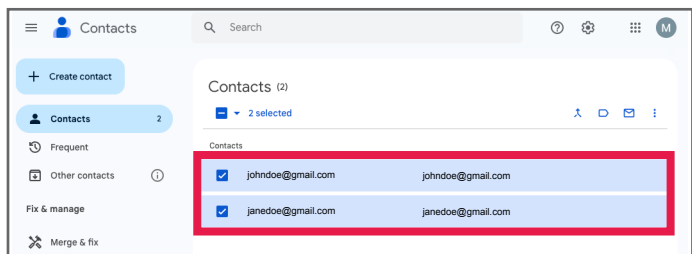
Exporting Contacts from Gmail


To add your contacts to another email account, first download them as a **CSV**. To clear up storage, export and then delete contacts you don't need.

1. Navigate to [Google Contacts](#).
2. Enter your **CSH email address** before clicking the **Next** button.

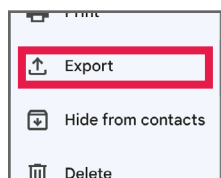


3. Select **All contacts** by clicking the box () next to a contact or select the **Selection Actions** > **All**.



4. Click the **More actions** () before selecting the **Export** option.

5. To initiate the export of your contacts, select **Outlook CSV**.



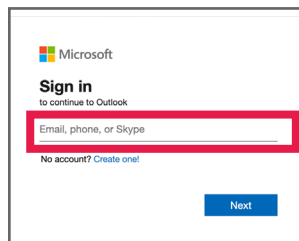
6. Click the **Export** button to export your Gmail contacts as an Outlook CSV.

Importing Contacts into Microsoft Outlook

With your Gmail Contacts successfully exported, let's review the process for importing them into Microsoft Outlook.


1. Navigate to [Microsoft Outlook](#) and select the **Sign in** button.

2. Enter your **UCSF email address** before clicking the **Next** button.



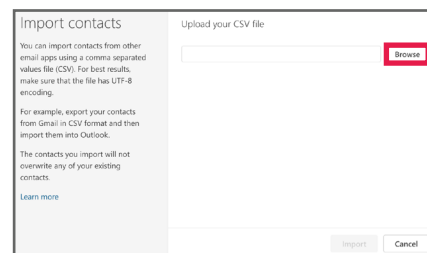
3. Enter your **UCSF email address** and **password** then select the **Next** button.



4. Select the  to be taken to the **People** section of Outlook.

5. Select the **Manage contacts** menu then click the **Import contacts** option.

6. Select **Browse** option, navigate to the **CSV file** exported from Gmail, and then click **Open** .



7. Click the **Import** button to successfully import your contacts into Outlook Web App.