

## How to Import Contacts using Outlook on your Desktop

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You can use **Import Contacts** to bring contacts from other accounts into the account you access from Outlook Web App.

There are two ways to get to the Import Contacts wizard:

- Click **Import** on the Contacts toolbar.
- Go to **Options > My Account > Shortcuts to other things you can do**, and then click **Import your contacts from an existing e-mail account**.

### How Do I Get Contacts from My Other Accounts?

Most e-mail clients offer a way to export your contacts.

#### To export contacts from Outlook 2010

1. Open Outlook 2010.
2. Click **File > Open > Import**.
3. Click **Export to a file** and click **Next**.
4. Select **Comma Separated Values (DOS)**, and then click **Next**.
5. Select the **Contacts** folder, and then click **Next**. If there's more than one contacts folder, select the one you want to export.
6. Click **Browse** to choose where to save the file and to name it.
7. Click **Next**.
8. In the next window, click **Map Custom Fields** to customize how your contacts are exported.
9. Click **Finish**.

#### To export contacts from Outlook 2007

1. Open Outlook 2007.
2. Click **File > Import and Export**.
3. Click **Export to a file**, and then click **Next**.
4. Select **Comma Separated Values (DOS)**, and then click **Next**.
5. Select the **Contacts** folder, and then click **Next**. If there's more than one contacts folder, select the one you want to export.
6. Click **Browse** to choose where to save the file and to name it.
7. Click **Finish**.

#### What else do I need to know?

- If the same contact is in your Contacts folder and in the .csv file, a duplicate will be created.
- If you try to import too many contacts, you'll see an error message. Use a program such as Excel to open the file and break it into smaller files, and then import each file.

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### To export contacts from Hotmail

1. Sign in to your Hotmail account.
2. Click **Contacts**.
3. On the toolbar, click **Manage > Export**.
4. Enter the security code, if necessary, and then click **Export**.
5. Click **Save**, and then enter a name for your file in **File Name**. Make a note of where the file is saved.
6. Click **Save** to save your file.

### To export contacts from Gmail

1. Sign in to your Gmail account.
2. Click **Contacts**.
3. Click **Export**.
4. Select what contacts you want to export.
5. Select **Outlook CSV format**.
6. Click **Export**.
7. Click **Save**, and then enter a name for your file in **File Name**. Make a note of where the file is saved.
8. Click **Save** to save your file.

### To export contacts from Yahoo

1. Sign in to your Yahoo account.
2. Click **Contacts**.
3. In the toolbar, click **Tools > Export**.
4. Click the **Export Now** button next to **Microsoft Outlook**.
5. Enter the security code, if necessary, and then click **Export Now**.
6. Click **Save**, and then enter a name for your file in **File Name**. Make a note of where the file is saved.
7. Click **Save** to save your file.

### To export contacts from Windows Live Mail

1. Open Windows Live Mail.
2. Click **Contacts** in the lower corner.
3. From the menu, select **File > Export > Comma separated values (CSV)**.
4. Click **Browse** and navigate to where you want to save your file. Make a note of where you've saved the file.
5. Enter a name for your file in **File Name**, and then click **Save**.
6. Click **Next**.
7. Select the fields you want to include or exclude by selecting or clearing the check boxes. Only selected fields will be included.
8. Click **Finish**.