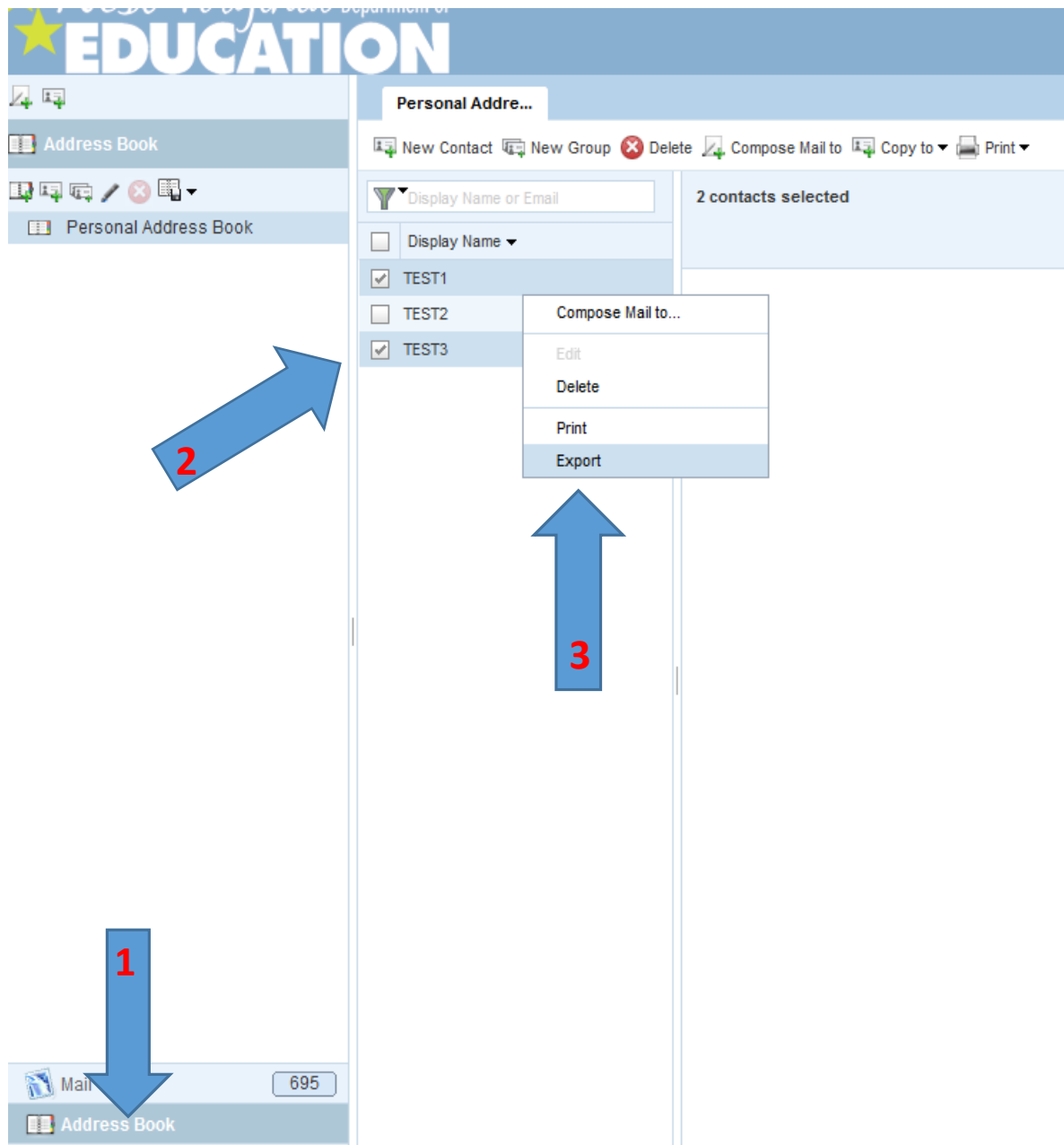


# EXPORTING CONTACTS FROM WEBMAIL INTO 365

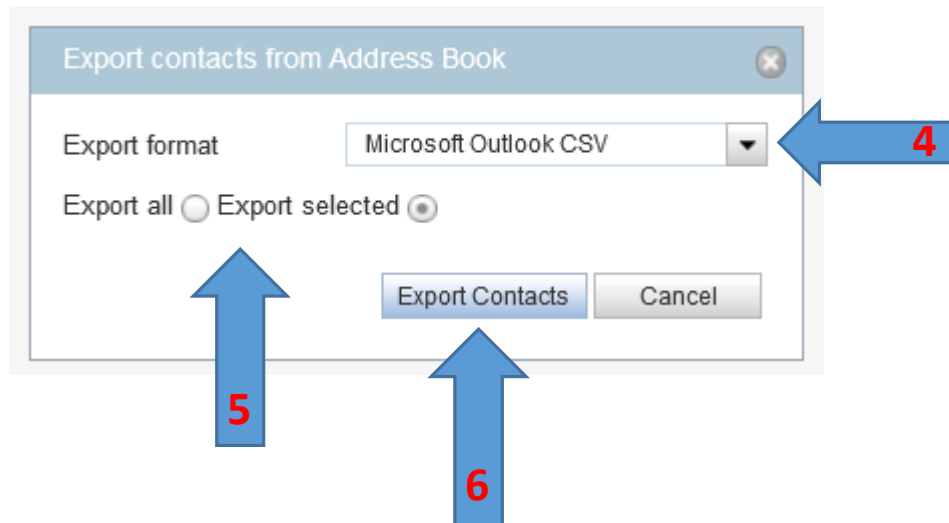
1. Click on **ADDRESS BOOK** in the bottom Left corner.
2. Select the Contacts you want to export in the middle pane.

NOTE: You may not want to export your current access contacts because they are already in the Global Address List in 365 and their address will be changing.

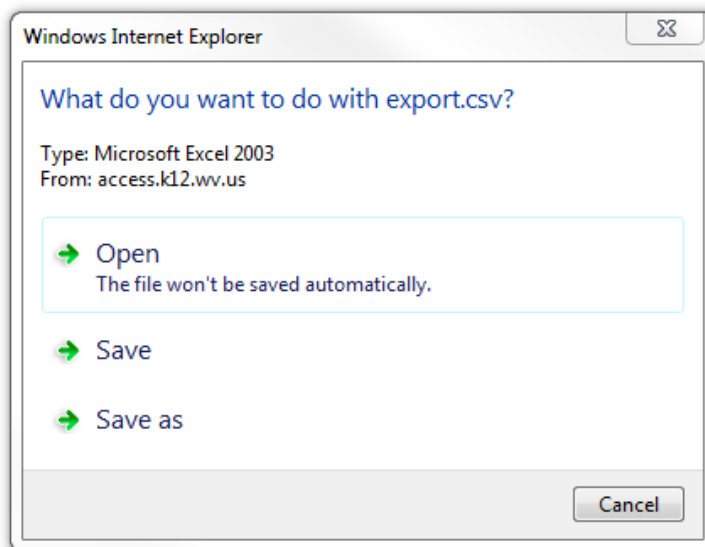
3. Right click and choose **EXPORT**.



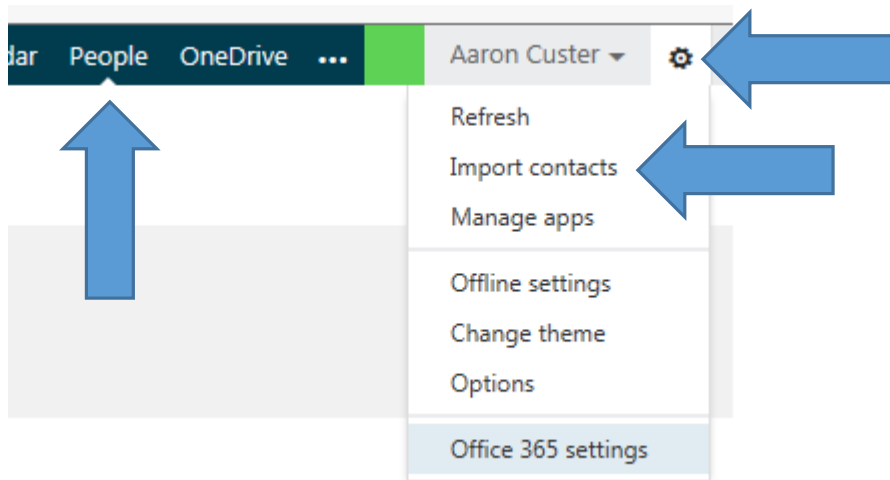
4. Choose **Microsoft Outlook CSV** from the dropdown box.
5. Choose **Export selected** if you are only exporting some of your contacts. Choose **Export all** if you are doing all of them.
6. Click **EXPORT CONTACTS**.



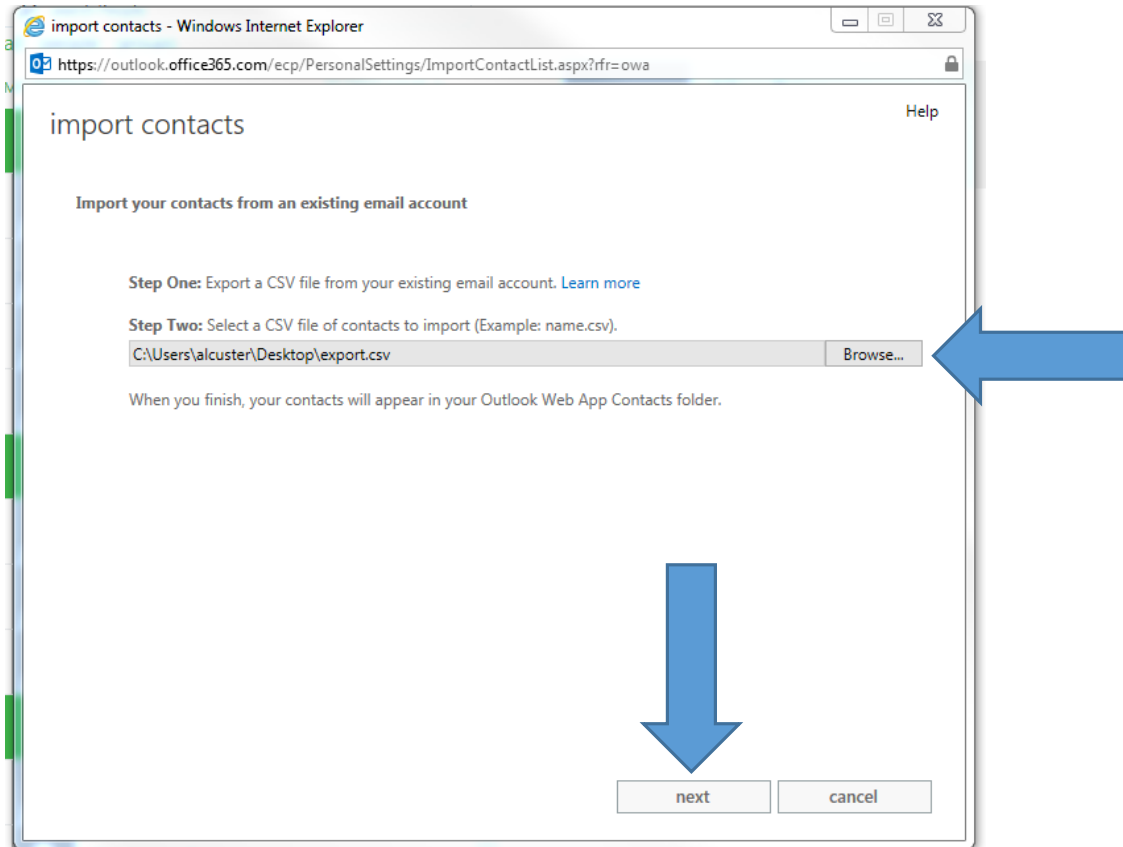
7. Click **Save As** when this box pops up and save it somewhere you can find it later. It may be a bar at the bottom of the page, it all depends on your version of Internet Explorer.



8. Login to Office 365 at <http://portal.microsoftonline.com> and click on the **PEOPLE** tab in the upper right corner. Click on the gear icon and choose **Import Contacts**.



9. Another window will popup. Click **Browse** and choose the export file you saved from Step 7. Click **Next** at the bottom of the window.



10. A window will now popup and tell you how many contacts were imported successfully. Click **Finish** at the bottom.

