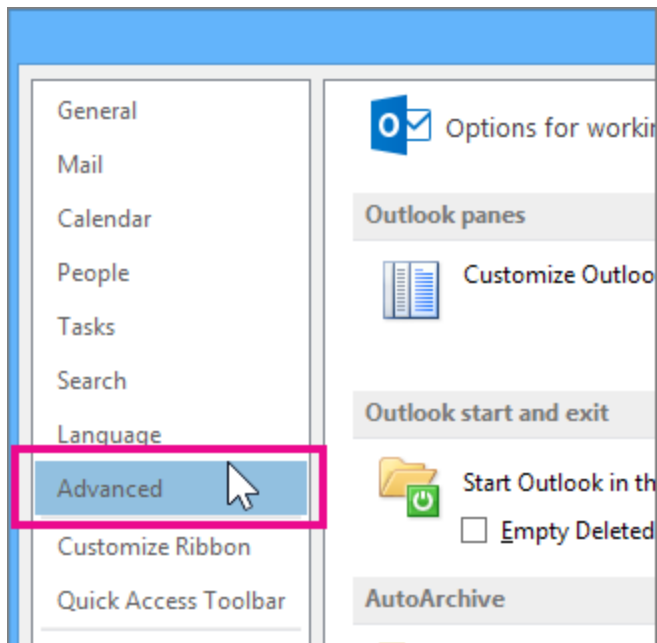


Migrating Contacts

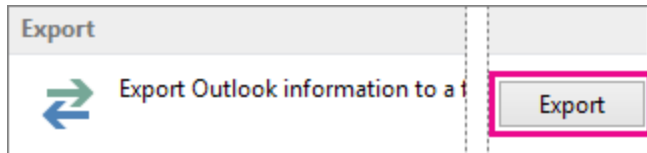
From Outlook to G Suite

Exporting:

1. In Outlook, click **File > Options > Advanced**.



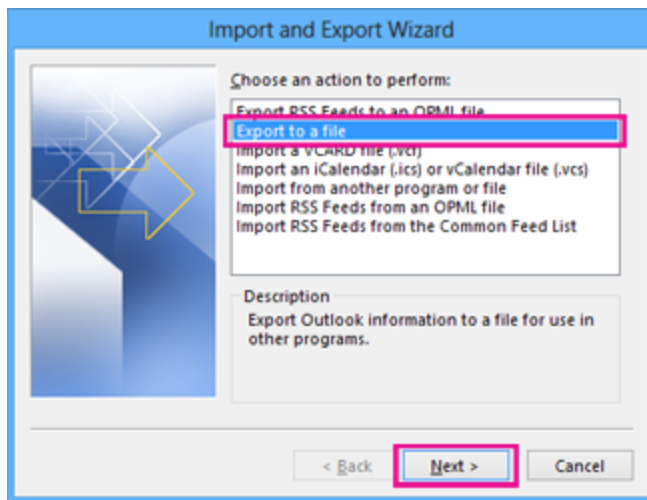
2. Under **Export**, click **Export**.



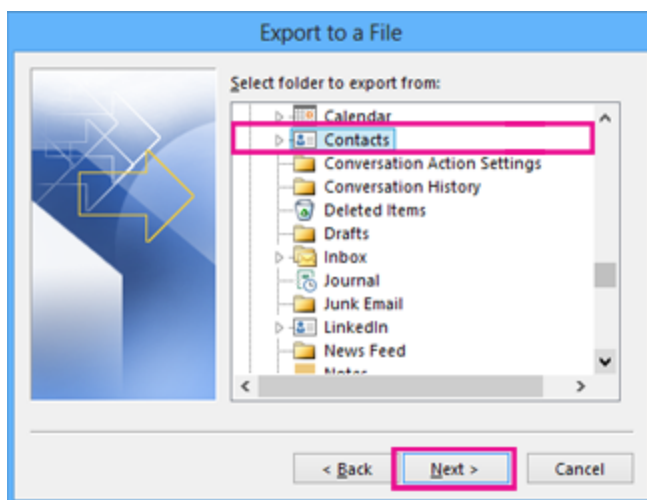
3. On the first page of the **Import and Export Wizard**, click **Export to a file**, and then click **Next**.

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From Outlook to G Suite



4. Click **Comma Separated Values**, and then click **Next**.
5. In the folder list, click the contacts folder you want to export, and then click **Next**.



6. Choose a location on your computer to temporarily save the file, either use the default name or type a custom name for the exported file, and then click **Next**.
7. If you want to change how contact information is saved in the file, click **Map Custom Fields**. *If the **Map Custom Fields** button isn't available, under **The following actions will be performed**, make sure the **Import** box is checked
8. Click **Finish**.

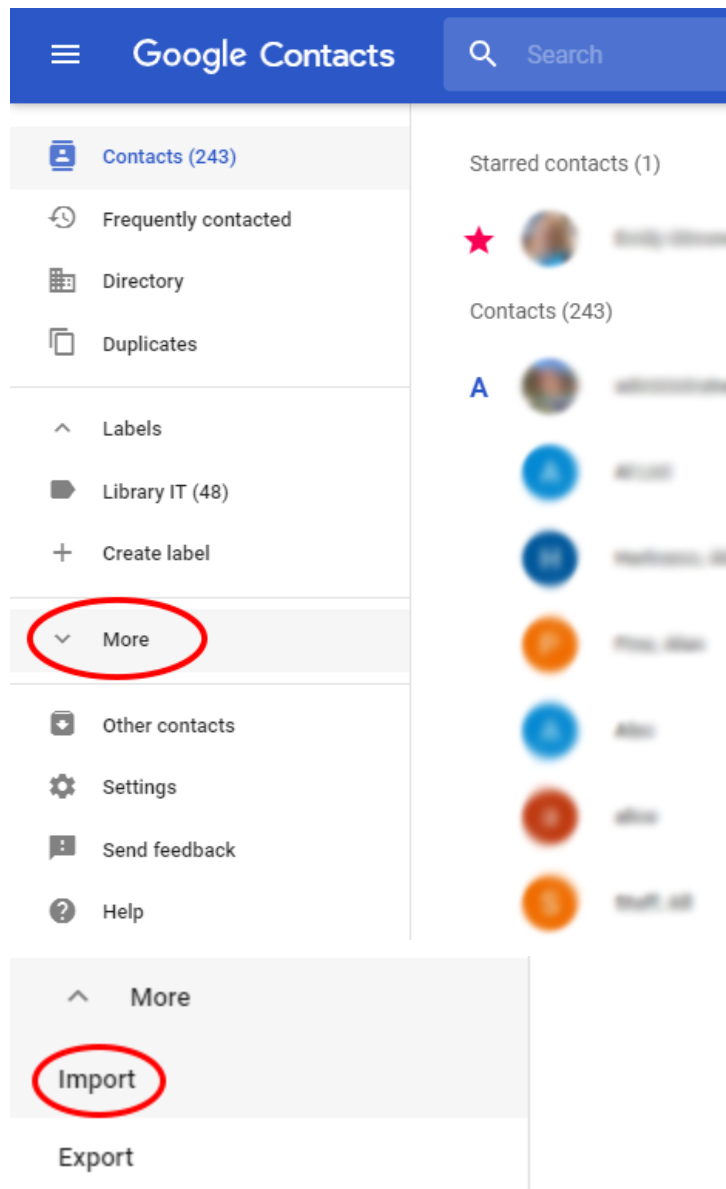
Migrating Contacts

From Outlook to G Suite

Importing:

At this point we are now ready to import contacts.

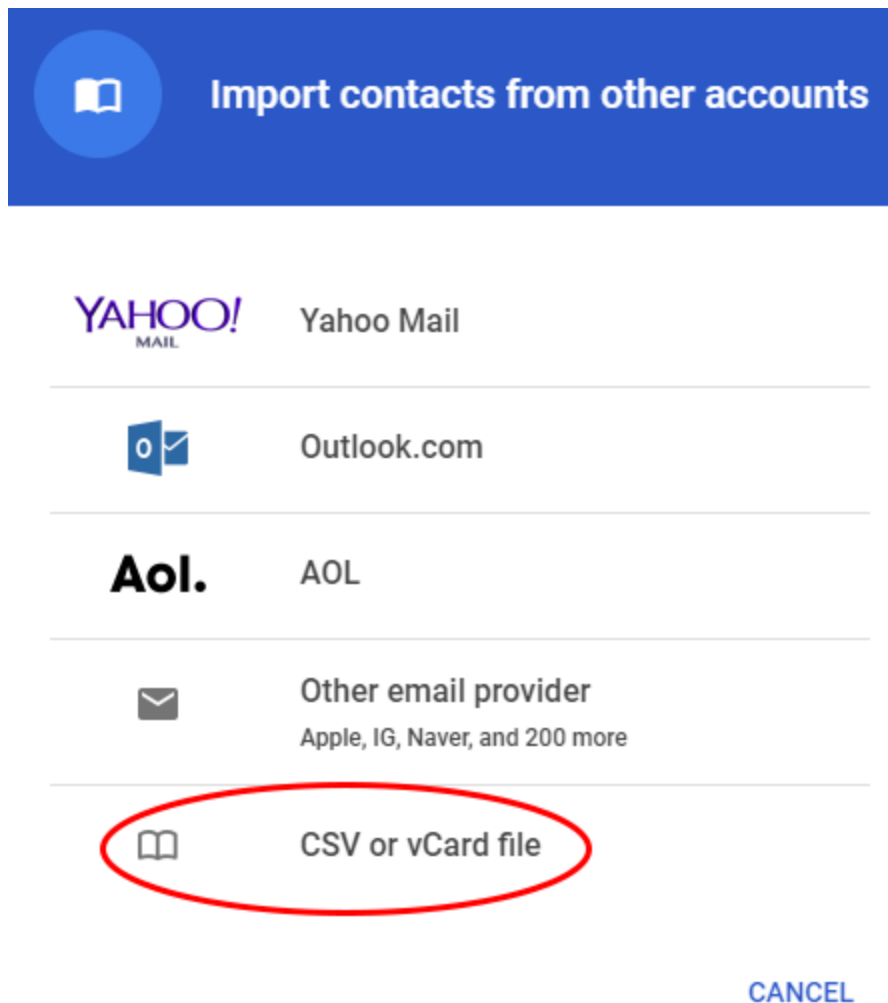
1. Log into <https://contacts.google.com> and make sure you are logged into your work account.
2. Once you are in your Contacts, click the “More” drop-down and select “Import”.



3. Select “CSV or vCard file”.

Migrating Contacts

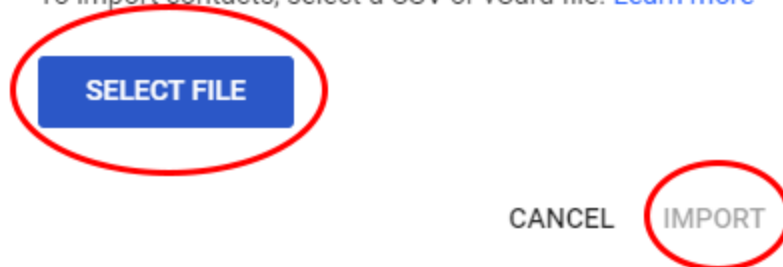
From Outlook to G Suite



4. Click the “Select File” button and navigate to the folder where you stored your Contact CSV file (e.g. “Downloads”) and select the CSV file. Then click “Import”.

Import contacts

To import contacts, select a CSV or vCard file. [Learn more](#)



5. If all works well the contacts will simply be imported into the “My Contacts” group. At the

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same time, the contacts will be placed into a “Group” called “Imported m/d/y”. This is so that you can easily see them in case you have other contacts already in the system.

Finding and merging duplicate contacts

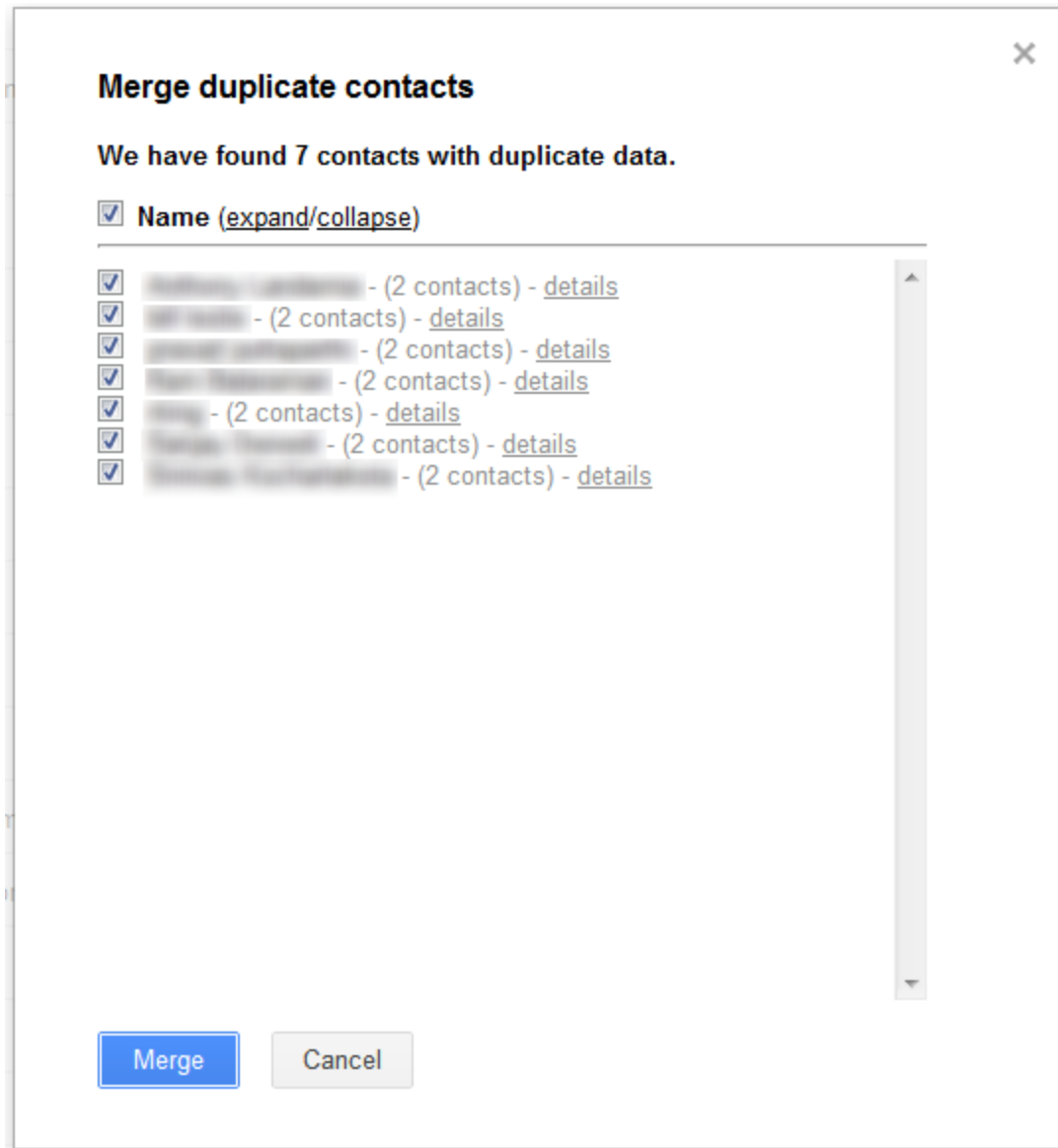
1. You may wish to have the system “Find and Merge Duplicates” at this point. Simply go into the group labeled “Imported m/d/y”.

[illegible]

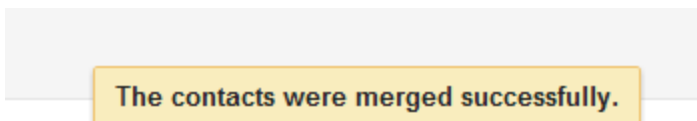
2. Click “Find & merge duplicates”.

Migrating Contacts

From Outlook to G Suite



3. At this point you will be presented with a list of suspected duplicates. Click the "Details" link to view the individual contacts. If any are incorrect simply "uncheck" the box. Click "Merge".

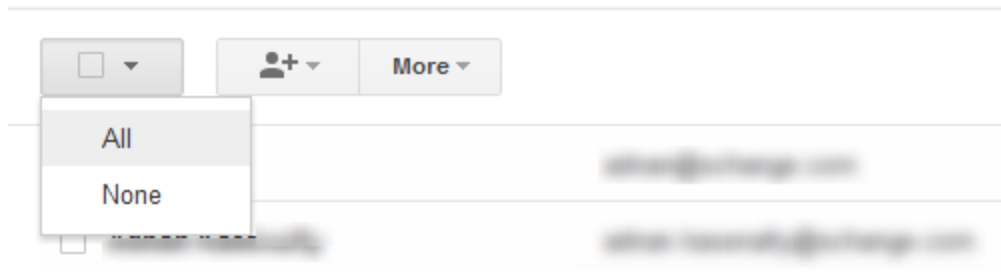


4. Next, you can remove the "Imported m/d/y" group from the contacts. Click the "Select" box

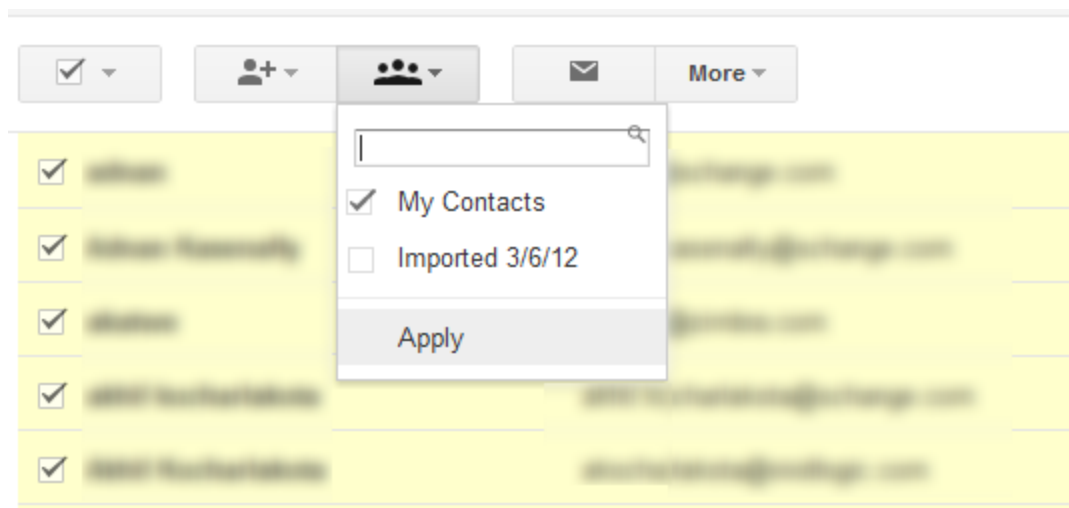
Migrating Contacts

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and select “All”.



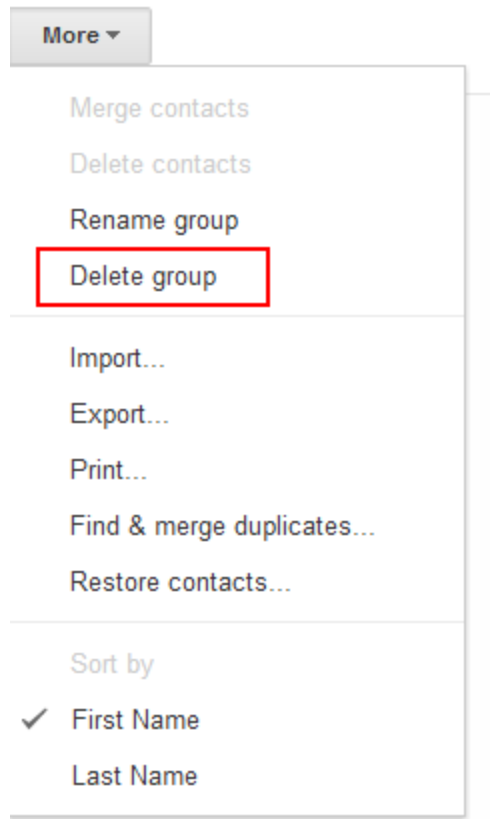
5. Next click on the “Groups” icon and uncheck / deselect the Group called “Imported m/d/y”. Then click Apply.



6. At this point all of the contacts will be removed from the group. The last step is to click the More button and select Delete Group to remove the group.

Migrating Contacts

From Outlook to G Suite



7. You have now finished importing your contacts into G Suite.