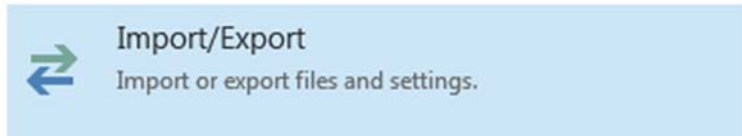
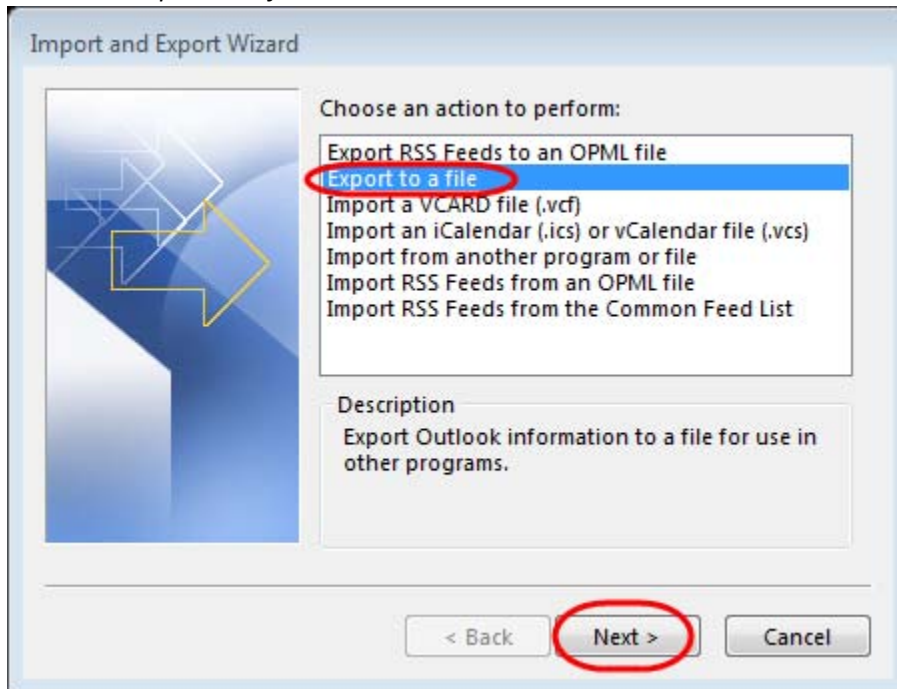


Transfer Your Address Book from Outlook to Office 365

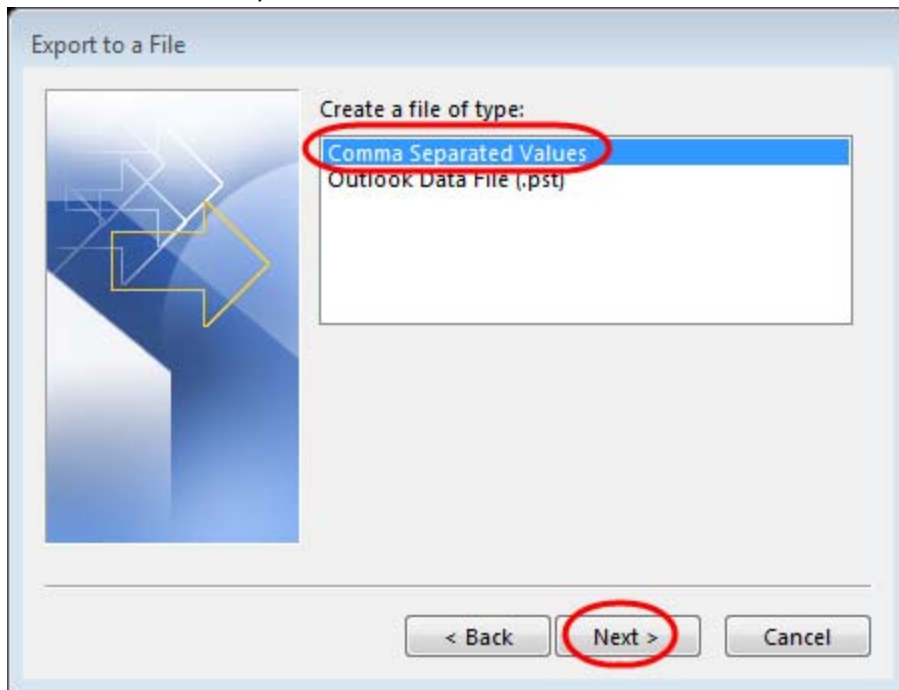
- In your Outlook client, click on the *File* tab and select *Open & Export*.
- Select the *Import/Export* option.



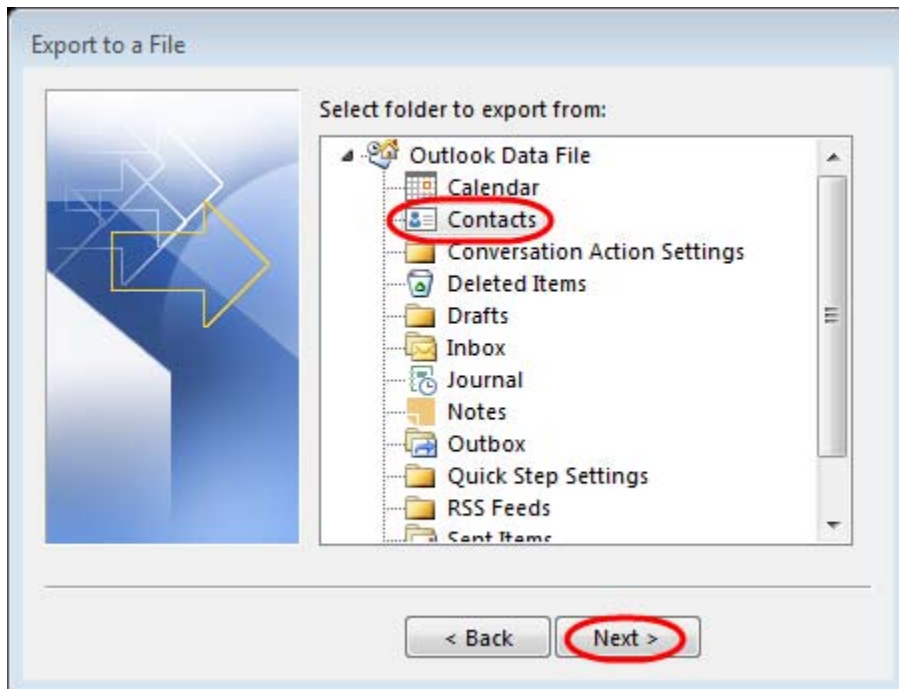
- Select *Export to a file*. Click **Next**.



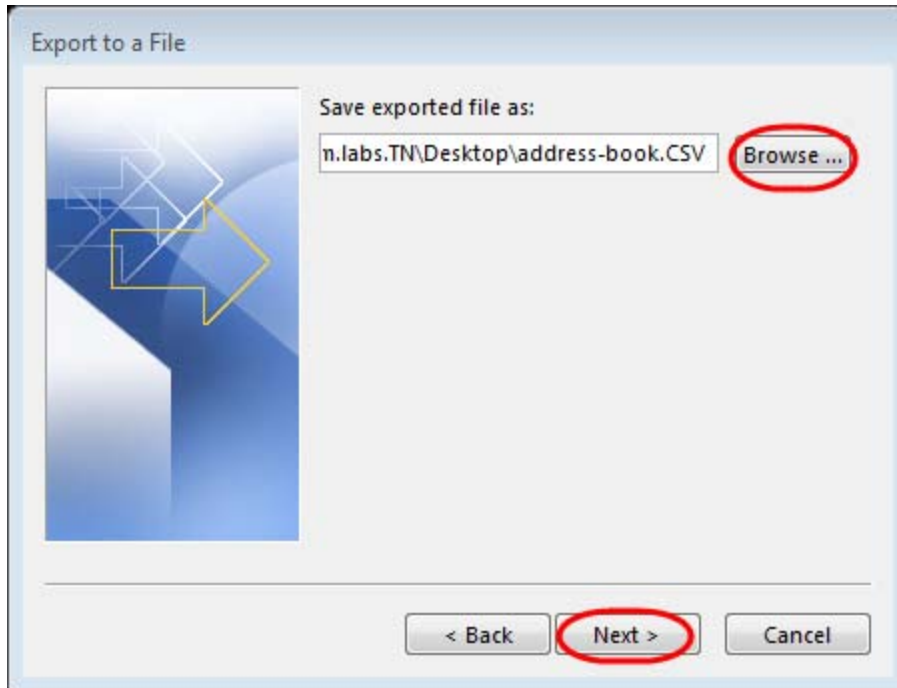
- Select *Comma Separated Values*. Click **Next**.



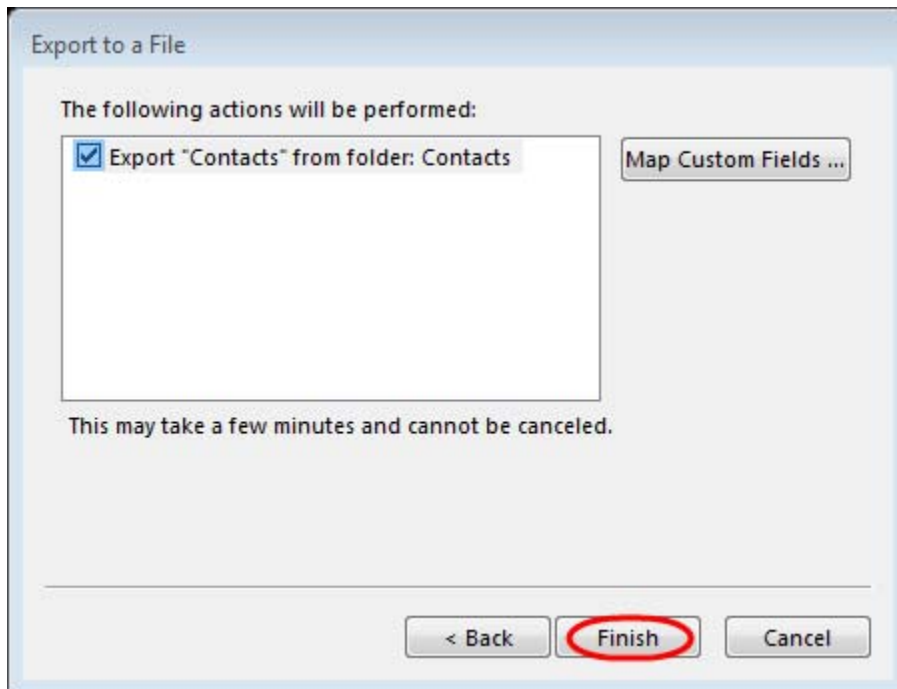
- Select *Contacts*. Click **Next**.



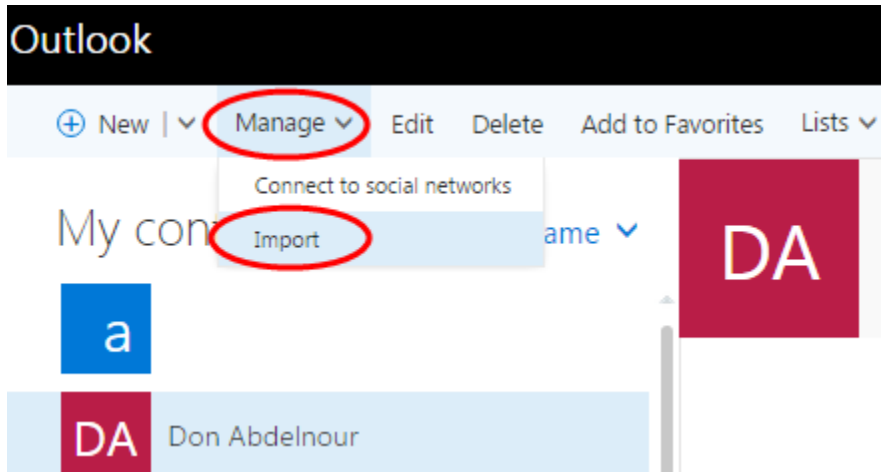
- Click *Browse* to choose a location and name for your export. Click **Next**.



- Click **Finish**.



- Log in to the [Outlook web app](#). In the People (Address Book) app, click on **Manage and Import**.



- Browse to locate the file export from Outlook. Next, click the **Import** button.

Import contacts

Follow these steps to import your contacts from an existing email account.

[Learn more](#)

Step 1: Export a CSV file from your existing email account. [Learn more](#)

Step 2: Select a CSV file of contacts to import (Example: filename.csv).

Step 3: Click Import to import your file. If you don't want to continue, click Cancel.