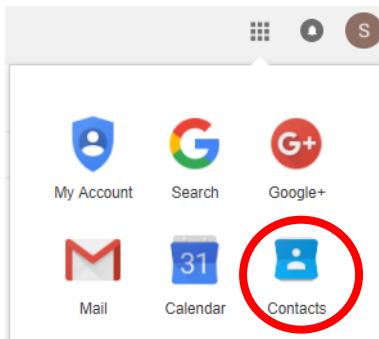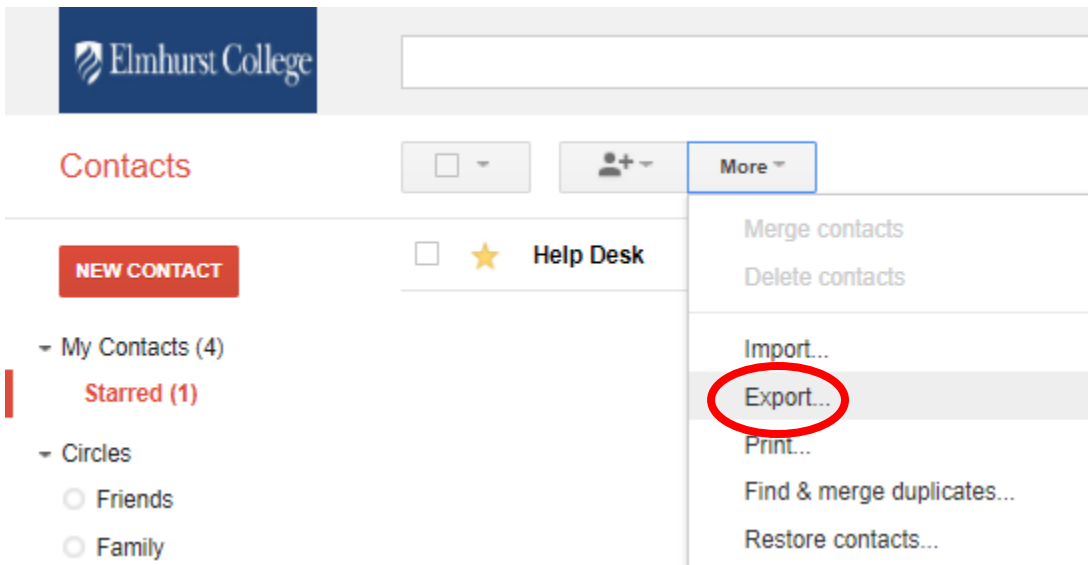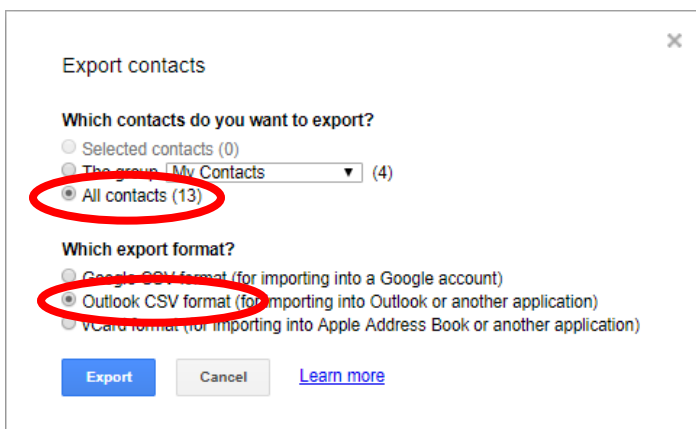**Import Google Apps Contacts into Office 365**

1. Open a web browser and navigate to gmail.com.
2. Log in with your Google Apps account, click on the tiles icon on the top-right corner, and select **Contacts**.
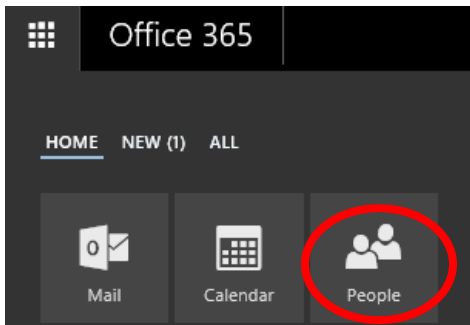

3. Click on More, then select Import.

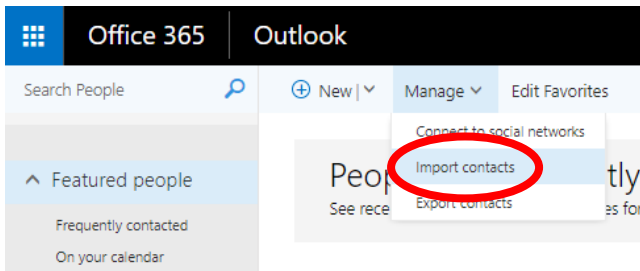4. Select **All contacts**, then **Outlook CSV format**.

5. A .csv file will begin downloading to the default location of downloaded files.
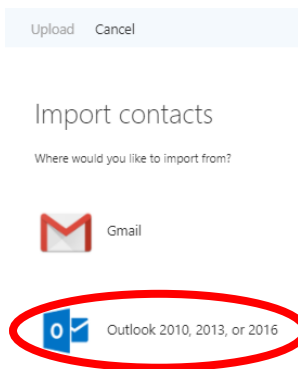
6. Open a web browser and navigate to http://outlook.office365.com/.
7. Log in with your Office 365 account, click on the tiles icon, and select the **People** tile.
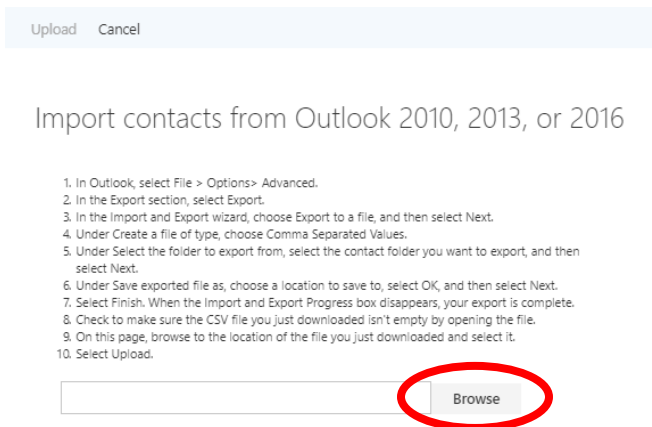

8. Click on **Manage** and select **Import Contacts**.

9. On the right side, select **Outlook 2010, 2013, or 2016**.

10. Select **Browse** to locate the .csv file from your computer.

11. Once selected, click on **Upload** and wait until the contacts are imported. Once the process completes, a successful message will be displayed.