

Transfer Contacts between Outlook and Google Gmail

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Export your contacts from Outlook to Google Gmail

Before you export contacts from Outlook, it helps to understand the difference between the Outlook Address Book and Outlook Contacts. Both are part of Outlook. However, the Address Book is a compilation of the different address lists you might store in Outlook, such as LDAP Internet directories, the Global Address List (GAL), or other third-party address books. Contacts is just one of the address lists included in an Address Book. Only contacts can be exported directly from Outlook to Google Gmail.

1. In Outlook, on the **File** menu, click **Import and Export**.
2. Click **Export to a file**, and then click **Next**.
3. Click **Comma Separated Value (DOS)**, and then click **Next**.
4. In the folder list, click the contacts folder you want to export, and then click **Next**.
5. Choose a location on your computer to temporarily save the file.

Note You can delete this file after your contacts are imported into Google Gmail.

6. Type a name for the exported file, and then click **OK**.
7. Click **Next**.
8. To add or remove fields to determine the way the contact information is saved in the new imported file, click **Map Custom Fields**.

Note The **Map Custom Fields** button in the **Export to a File** dialog box might not be available when you try to import data from another program or file. In the **The following actions will be performed** box, select the **Export** check box, and then the **Map Custom Fields** button is available.

Additional help on mapping custom fields

- a. In the **From** box, drag the field that you want to convert onto the Outlook field that is listed in the **To** box.

Note The **Name** field doesn't appear in the **To** box, because Outlook reserves the first row of a named range or field names. If the range that you import does not contain field names, the first row of data will be interpreted as field names

and will not be imported as data. To make sure that all of the data in the named range is imported, use the first row for field names.

- To see additional records in the **From** box, click **Previous** or **Next**.
 - To remove all mapping, click **Clear Map**.
 - To reset the original mapping, click **Default Map**.
- b. To display additional fields in the **To** box, click the plus sign (+) next to the field. For example, to display the **Business Street** and **Business City** fields, click the plus sign (+) next to **Business Address**.

9. Click **Finish**.
10. Log on to your Google Gmail account.
11. In the left column, click **Contacts**.
12. On the right side of your screen, above the message count, click **Import**.
13. Under **Import Contacts**, click **Browse**.
14. Select the file you exported in step 9.
15. Click **Open**.
16. Click **Import Contacts**.

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