

Migrate Old Contacts to Google Apps

NOTE: The following steps only needs to be done if you want to migrate your contacts from MSOE to Google Apps

NOTE: These directions assume that you already have Outlook installed and configured.

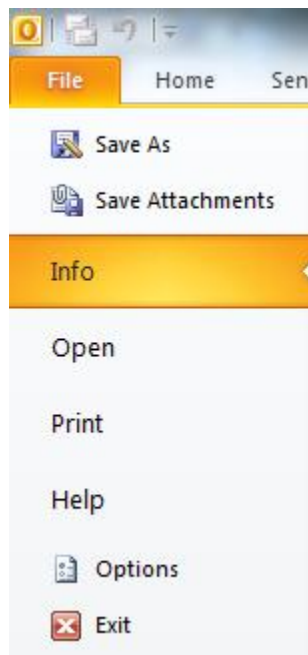
NOTE: These directions will only allow migration of custom contacts. The MSOE Global Address book will NOT be migrated.

Migrate Your Contacts – Outlook 2010

1. Open Outlook
2. In the top left, click File




3. On the left, click on Options




4. In the window, click Advanced on the left then on the right, click Export


General
Mail
Calendar
Contacts
Tasks
Notes and Journal
Search
Mobile
Language
Advanced
Customize Ribbon
Quick Access Toolbar
Add-Ins
Trust Center

 Options for working with Outlook.


Outlook panes

 Customize Outlook panes.


Outlook start and exit

 Start Outlook in this folder:
 Empty Deleted Items folders when exiting Outlook


AutoArchive

 Reduce mailbox size by deleting or moving old items to an archive data file.


Reminders

 Show reminders
 Play reminder sound:

Export

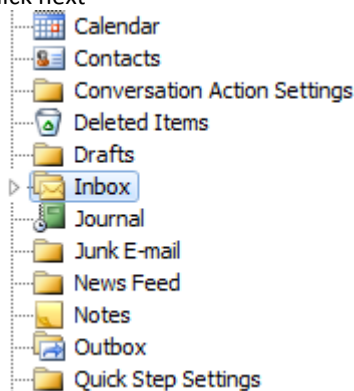
 Export Outlook information to a file for use in other programs.

RSS Feeds

 Any RSS Feed item that is updated appears as new
 Synchronize RSS Feeds to the Common Feed List (CFL) in Windows

Send and receive

5. Select "Export to a file" and click next
6. Select "Comma Separated Values (Windows)" and click next
7. In the list, click Contacts, and click next



8. Click Browse, find a location and name the file that you will export
9. Click finish
10. Close Outlook
11. Go to <http://mail.google.com/a/alumni.msoe.edu> and login
12. Once logged in, click Mail on the upper left just under the MSOE logo, and click on Contacts



Contacts ▾

NEW CONTACT

My Contacts

Most Contacted

Other Contacts

New Group...

Import Contacts...

13. Click "Import Contacts..." on the left

14. Click "Choose File"

Import contacts

We support importing CSV files from Outlook, Outlook Express, Yahoo! Mail, Hotmail, Eudora and some other apps. We also support importing vCard from apps like Apple Address Book. [Learn more](#)

Please select a CSV or vCard file to upload:

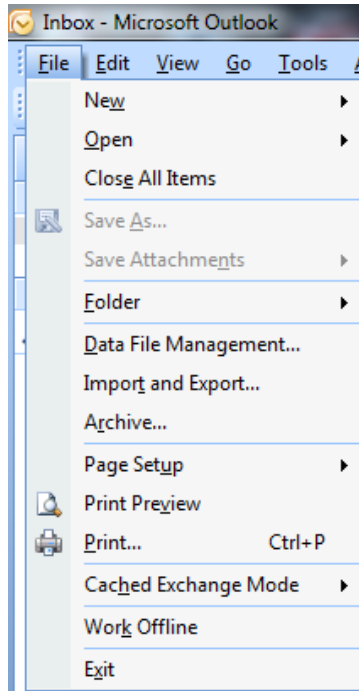
No file chosen

15. Find the file that you saved earlier and click Import

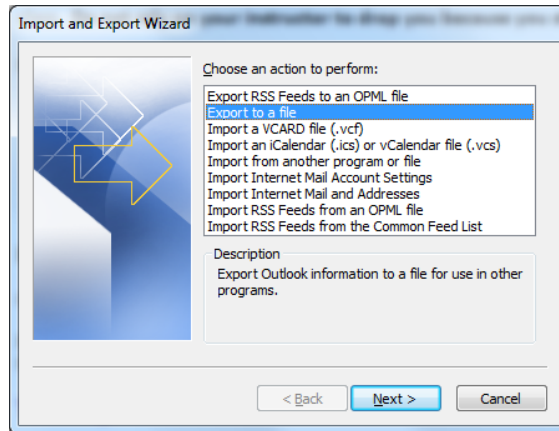
16. After the import is complete, you will see the contacts appear if you click "My Contacts" on the left

Migrate Your Contacts – Outlook 2007

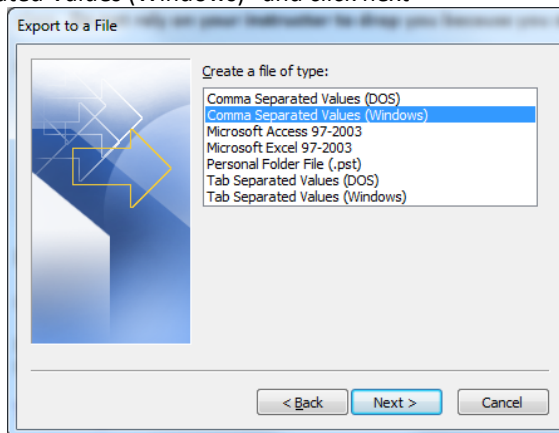
1. Open Outlook
2. On the top left, click File and then click Import and Export



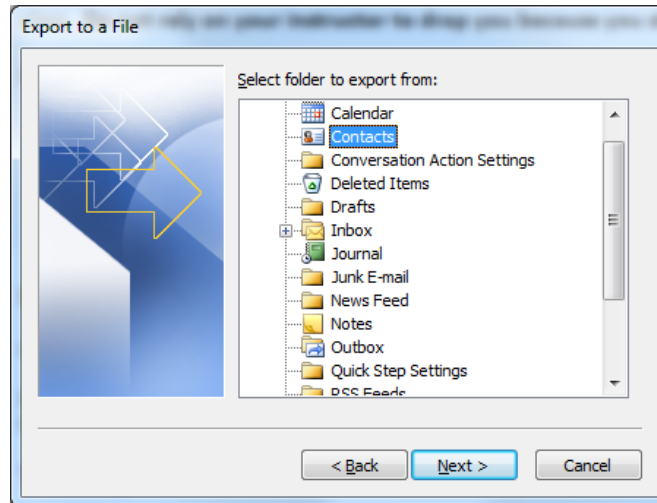
3. Select "Export to a file" and click next



4. Select "Comma Separated Values (Windows)" and click next



5. In the list, click Contacts, and click next



6. Click Browse, find a location and name the file that you will export
7. Click finish
8. Close Outlook
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Please select a CSV or vCard file to upload:

No file chosen

13. Find the file that you saved earlier and click Import
14. After the import is complete, you will see the contacts appear if you click "My Contacts" on the left