

Importing your Archmil contacts into a Gmail account Sign into Gmail

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- I. Select the **Google Apps** icon in the upper right corner of the window.
- 2. Then, select the **Contacts** icon.

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- I. In the left column, select **Import**
- 2. Then, click the **Select File** button and locate the CSV file that you exported from your Archmil account (see next page) Note: Make sure "E mail address" column heading is corrected to "E-mail address".



Import contacts	S 🕞 No Label					
To import contacts, select a CSV or vCard file. Learn more						
Select file	Contacts_11_25_2020.csv					
No CSV or vCard f	ile? Create Multiple Contacts instead.					

You will see this dialog box.

Click **Import** to begin the process.

Once the process is completed, click the **Close** button.

Archmil Groups will import into Gmail Contacts

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Your Groups (distribution lists) will appear in your contacts **but** the name will not appear correctly.

Click the **Edit** icon.

Edit contact D Imported on 11/25							
9	First name	Last name]			
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	Email archmil.webmaster'''' <archmil.webmas< th=""><th>Other</th><th></th><th>Ð</th></archmil.webmas<>	Other		Ð			
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Edit the Name fields and Save.

If you want to use the same group name as before, you can copy and paste it from the Notes section of the card to the First and Last Name fields. (See image above)