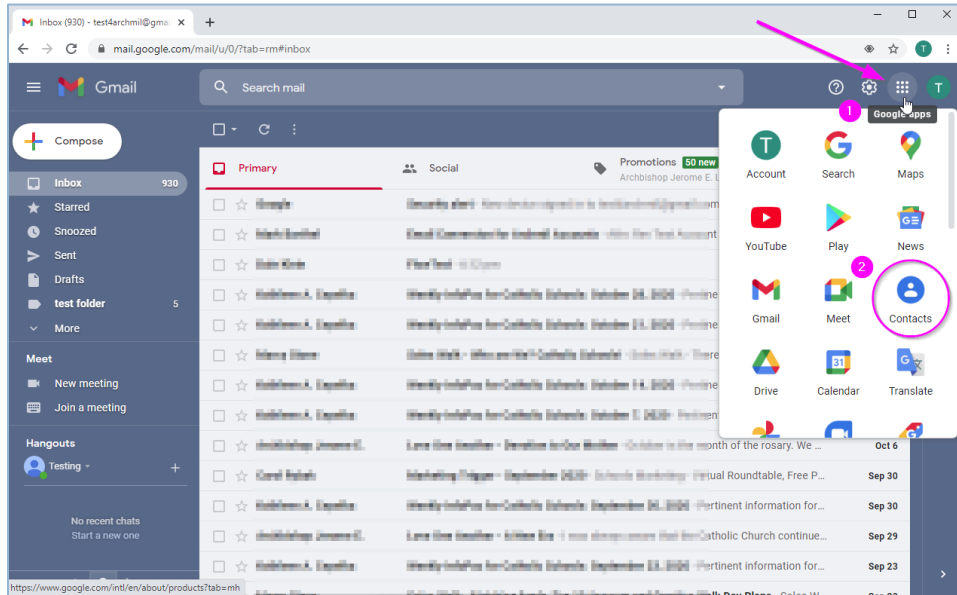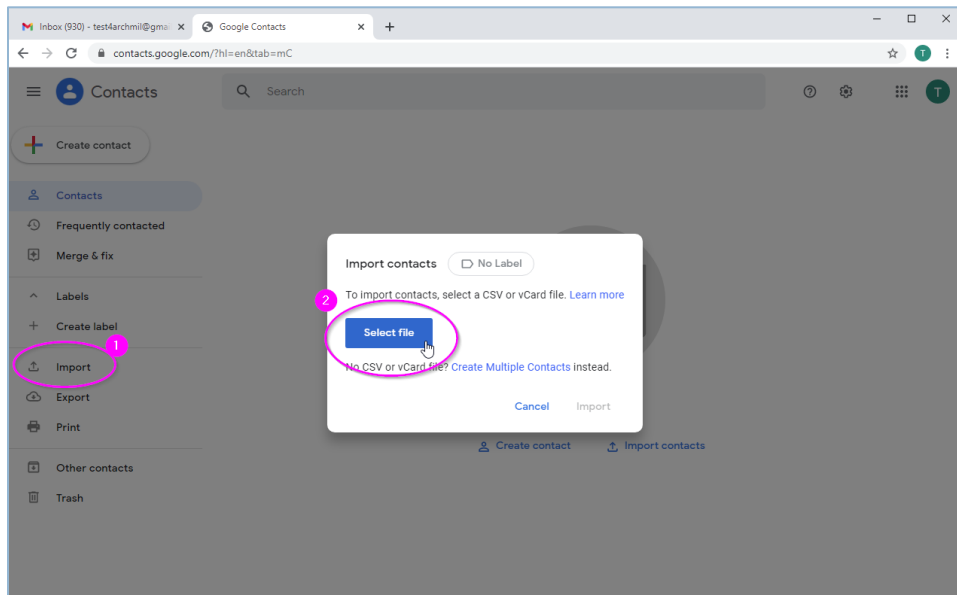# Importing your Archmil contacts into a Gmail account

Sign into Gmail

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

1. 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".*
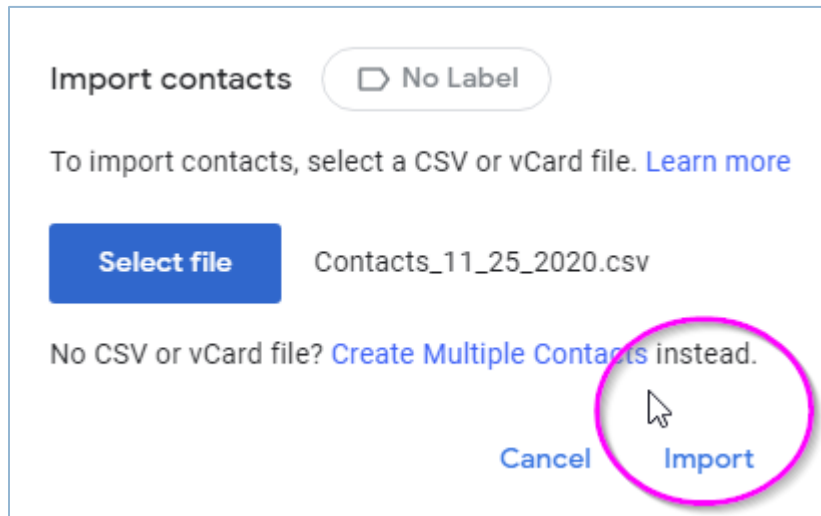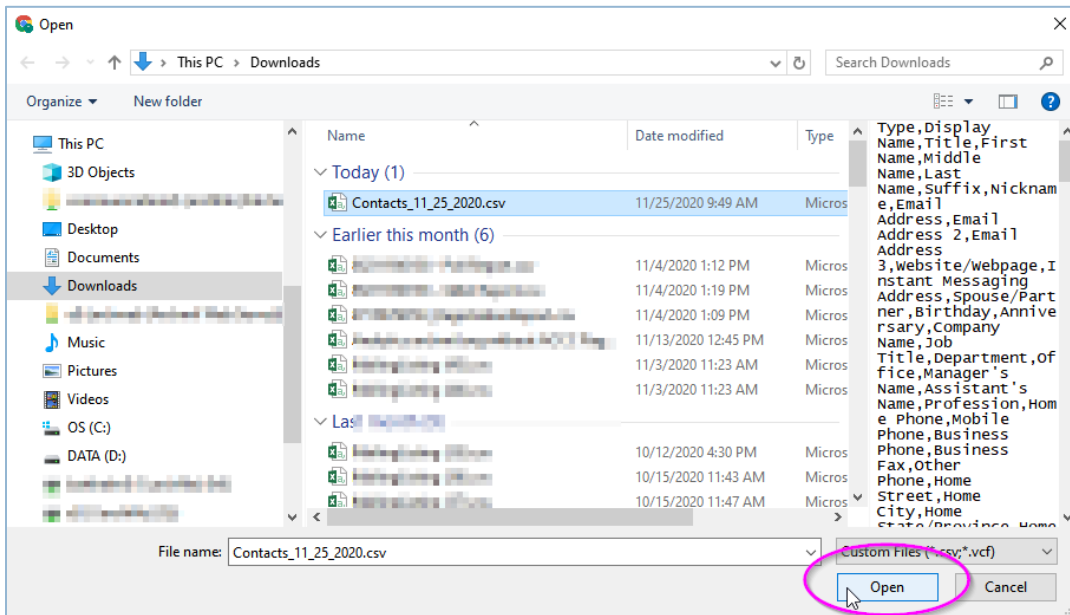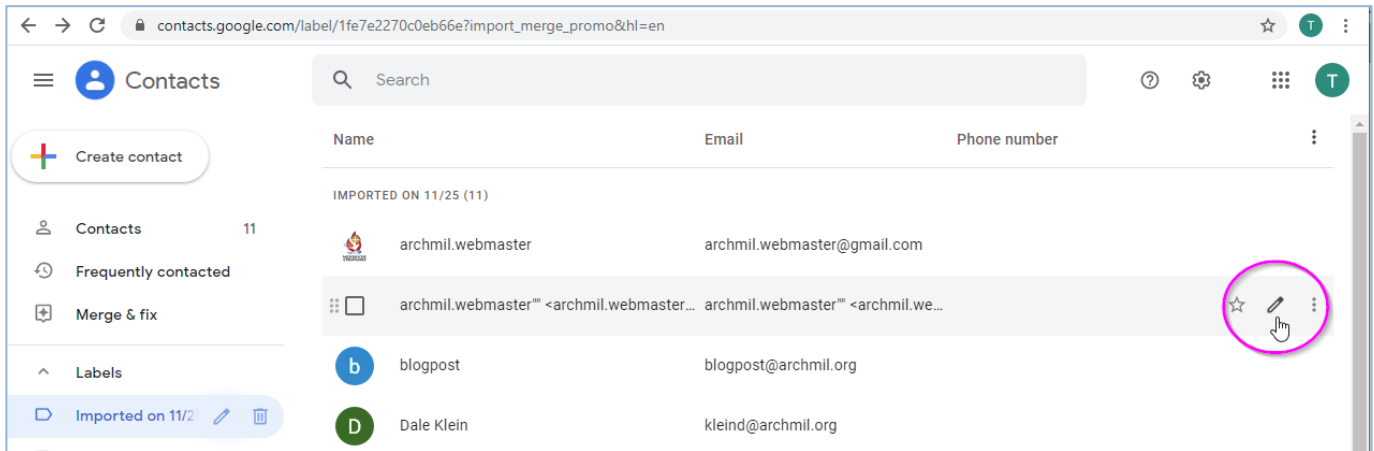
You will see this dialog box.

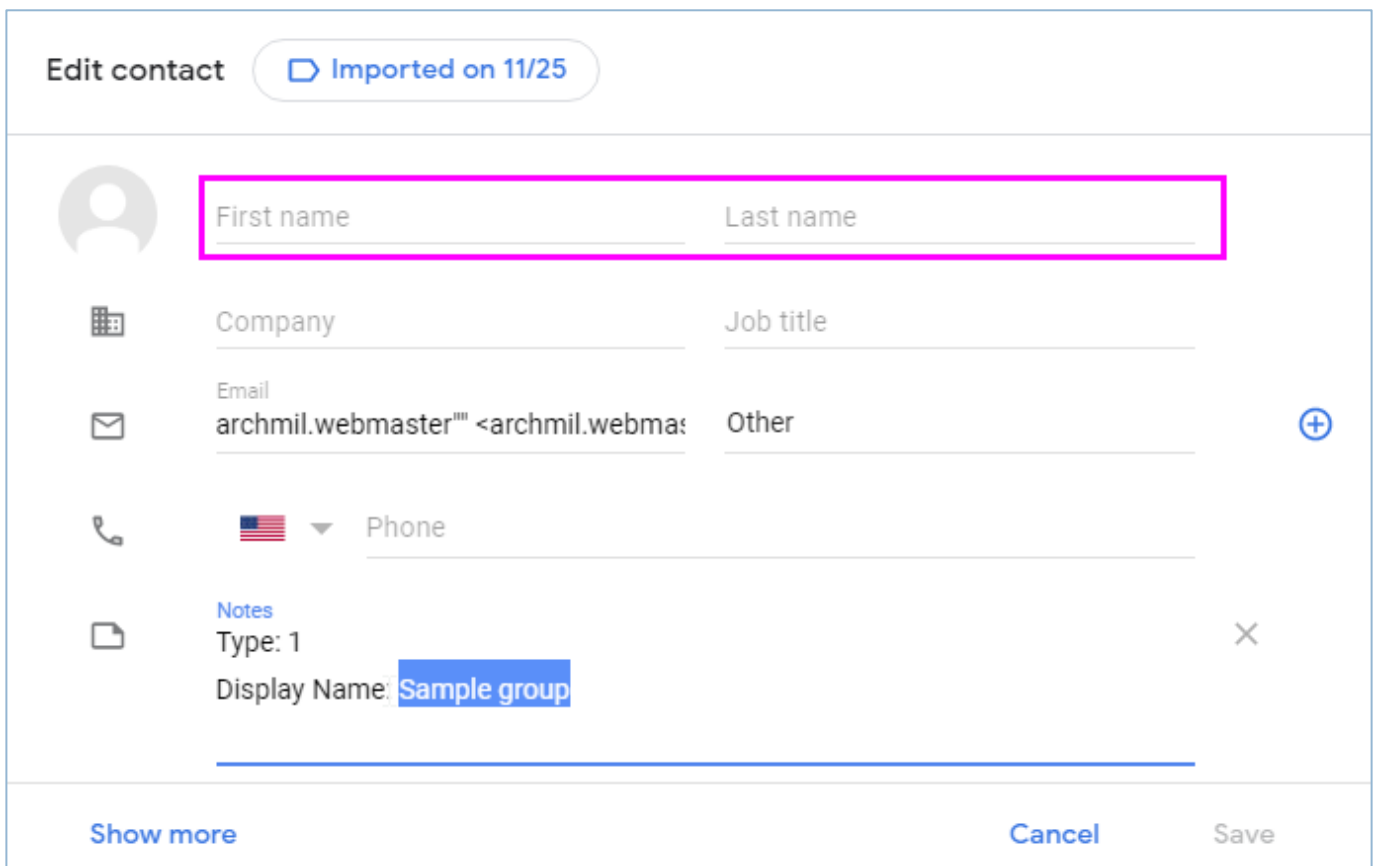Click **Import** to begin the process.

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

Archmil Groups will import into Gmail Contacts

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

Click the **Edit** icon.

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)