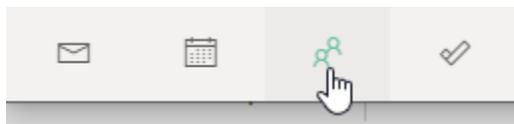




Importing your Archmil contacts into O365 or Outlook.com

Sign into O365 or Outlook.com

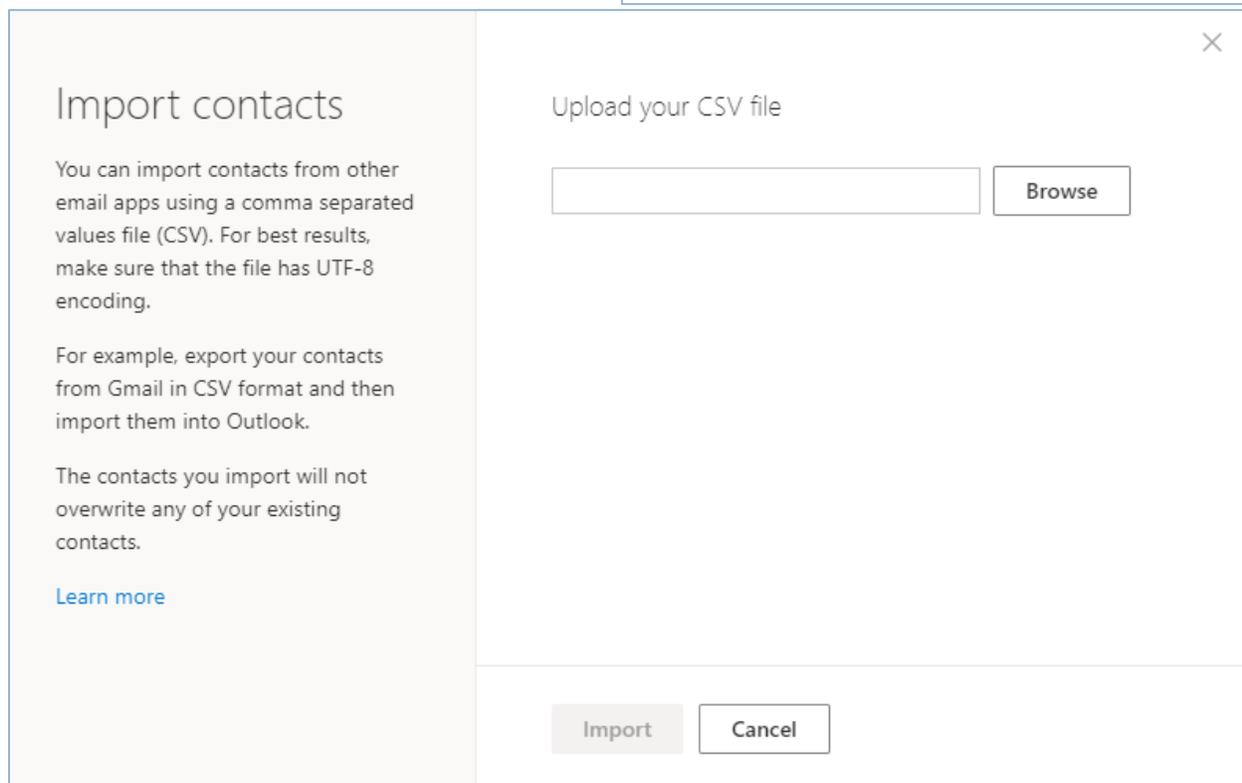
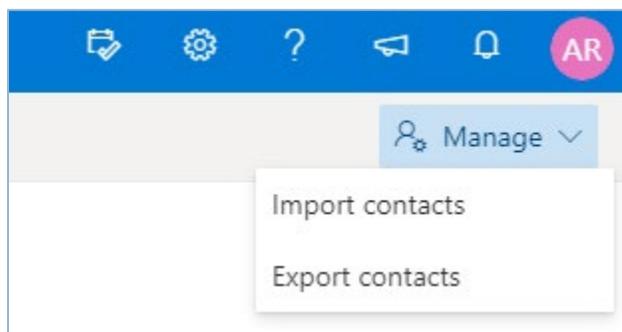
At the bottom of the left column, select the **Contacts** (People) tab.



Look to the far upper-right of the contacts area to import.

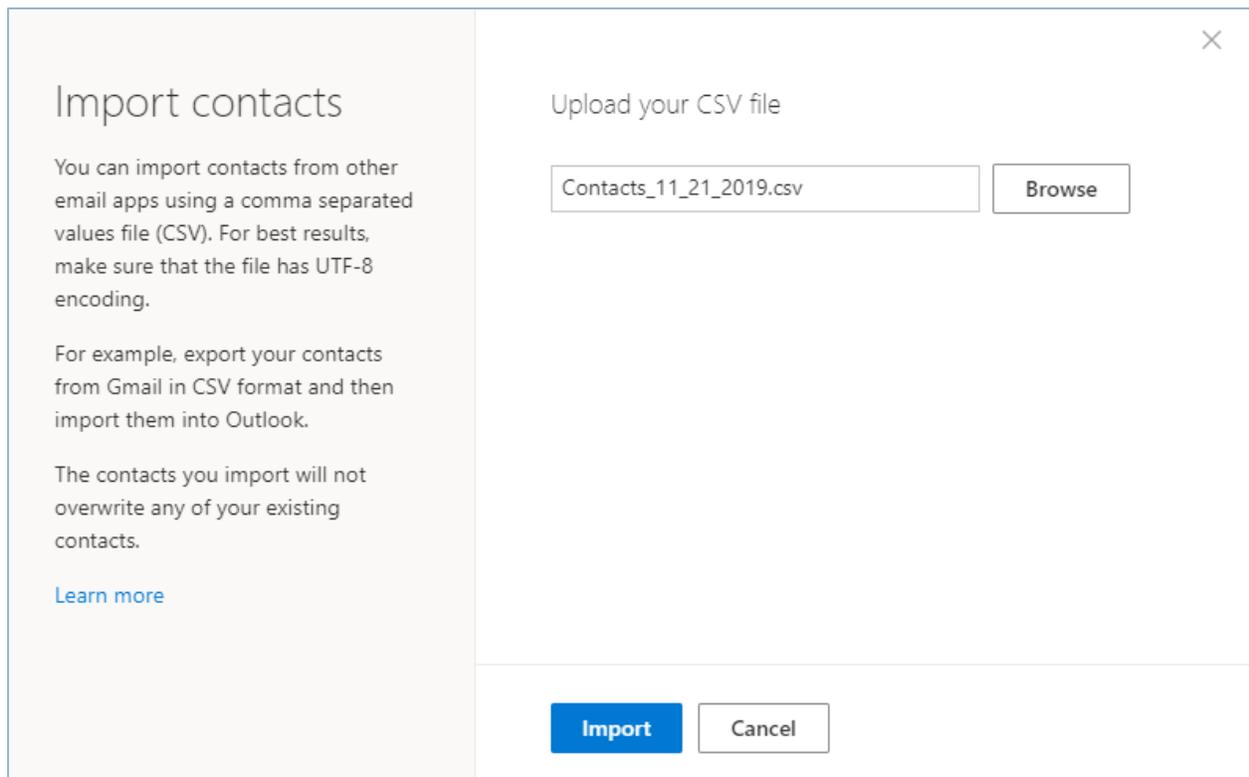
You'll get this dialog box.

Select **Import Contacts**.

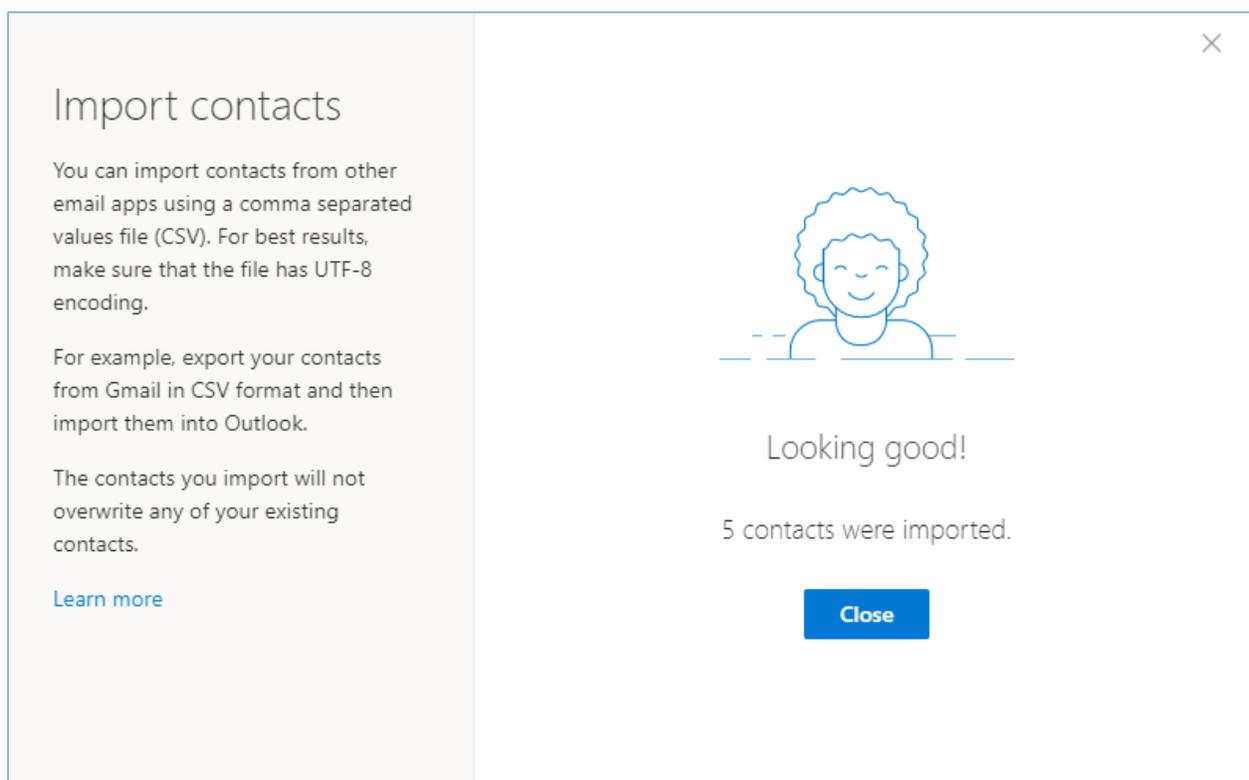


Click the **Browse** button to upload the CSV file that you saved from the export process.

Note: Make sure "E mail address" column heading was corrected to "E-mail address".



Click **Import** to begin the process.



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

Sample contact below.



Principal Test-Account
Send email Start chat

Contact Email Files LinkedIn

Contact information [Edit contact](#)

Email test.principal@archmil.org	Mobile 123-456-7890
---	------------------------

Notes

Contact Imported:
Type : 0
Display Name : test.principal

Groups are not supported

As you can see below, the Group names (distribution lists) are imported but **not useable**. All of the information goes into the Notes field so you can at least see the e-mail addresses, which will help you to recreate your distribution lists in O365.



NA
Send email Start chat

Contact Email Files LinkedIn

Contact information [Edit contact](#)

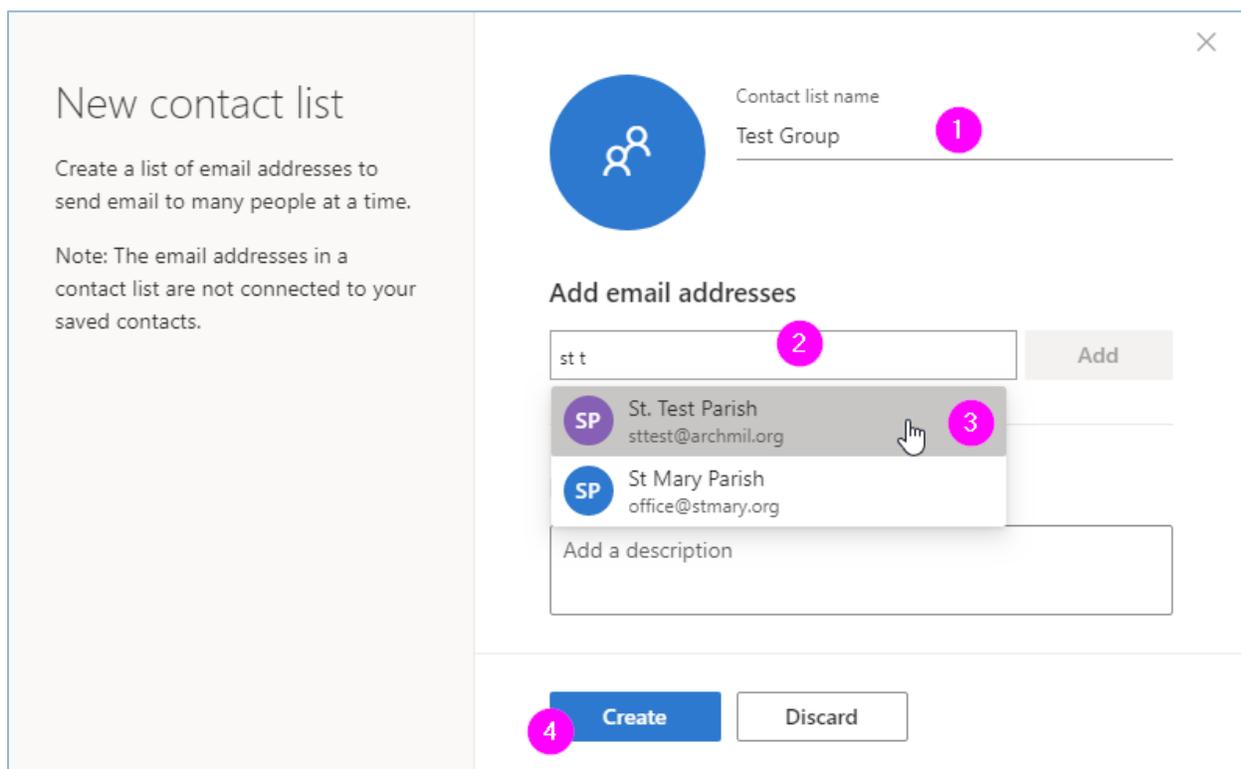
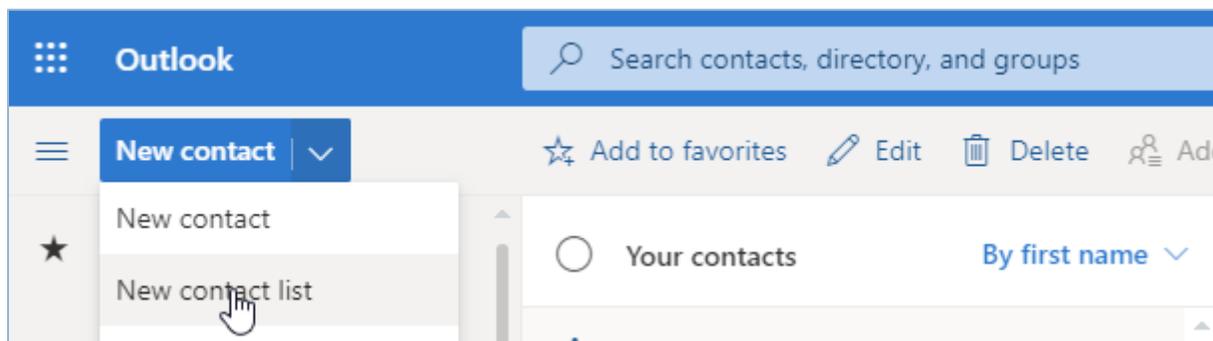
[Add contact information](#)

Notes

Contact Imported:
Type : 1
Display Name : **test group**
E-mail Address : archmil.webmaster"" <archmil.webmaster@gmail.com>; ""barthelm@archmil.org"" <barthelm@archmil.org>; ""blogpost"" <blogpost@archmil.org>; ""erhartm"" <erhartm@archmil.org>; ""Holy Smokes Parish"" <hs@holysmokes.org>; ""kleind"" <kleind@archmil.org>; ""St Mary - Anytown"" <office@stmary.org>; ""St Test Parish"" <sttest@archmil.org>; ""test.riosa"" <test.riosa@archmi.org>; ""webmaster"" <webmaster@archmil.org>;

Recreating your Groups

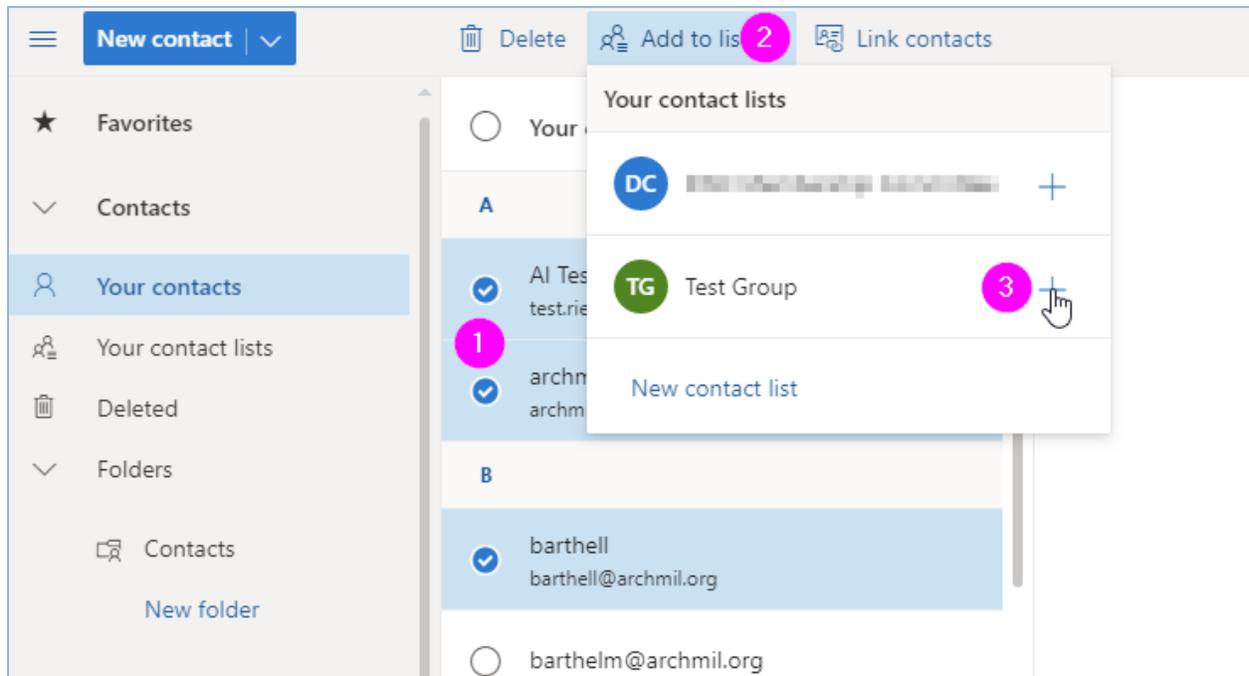
To create your distribution lists, go to the upper left corner of the O365 screen and click the down arrow on the New contact button, then, select **New Contact List**.



1. Create a list name
2. Begin typing a name or an email address
3. Click to select the appropriate contact (repeat as necessary)
4. Click the Create button to save the list.

Alternative process

You can also add email addresses to a list directly from the main contact page.



1. Select one or more contacts
2. Click the Add to list button
3. Click the plus sign (+) next to the list name