

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.		5	Ø	?	5	Û	AR
Select Import Contacts.					۶,	Manag	le \sim
				Import Export	t contact	ts :s	
Import contacts from other email apps using a comma separated values file (CSV). For best results, make sure that the file has UTF-8 encoding. For example, export your contacts from Gmail in CSV format and then import them into Outlook. The contacts you import will not overwrite any of your existing contacts.	Uploa	d your CSV :	file		Bro	wse	×
	Imp	ort Ca	ancel				

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".

Import contacts	Upload your CSV file	×
You can import contacts from other email apps using a comma separated values file (CSV). For best results, make sure that the file has UTF-8 encoding.	Contacts_11_21_2019.csv Browse	
For example, export your contacts from Gmail in CSV format and then import them into Outlook.		
The contacts you import will not overwrite any of your existing contacts.		
Learn more		
	Import	

Click **Import** to begin the process.

	×
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The contacts you import will not	LOOKING GOOD:
overwrite any of your existing contacts.	5 contacts were imported.
Learn more	Close

Once the process is completed, click the $\ensuremath{\textbf{Close}}$ button.

Sample contact below.

Contact Email R	Principal Test-Account ⊠ Send email □ Start chat	
Contact Email	Files Linkedin	
Contact informatio	n	🖉 Edit contact
Email test.principal@archmil	Mobile 123-456-7890	
Notes		
Contact Imported: Type : 0 Display Name : test.pri	incipal	

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.

Contact Email Files LinkedIn	
Contact information	🖉 Edit contact
Notes 	rg"" hil.org>; ""Holy "" 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**.



New contact list Create a list of email addresses to send email to many people at a time. Note: The email addresses in a	Contact list name Test Group	×
contact list are not connected to your saved contacts.	Add email addresses st t 2 Add SP St. Test Parish sttest@archmil.org 3 St Mary Parish	
	Add a description Create Discard	

- I. 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.



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