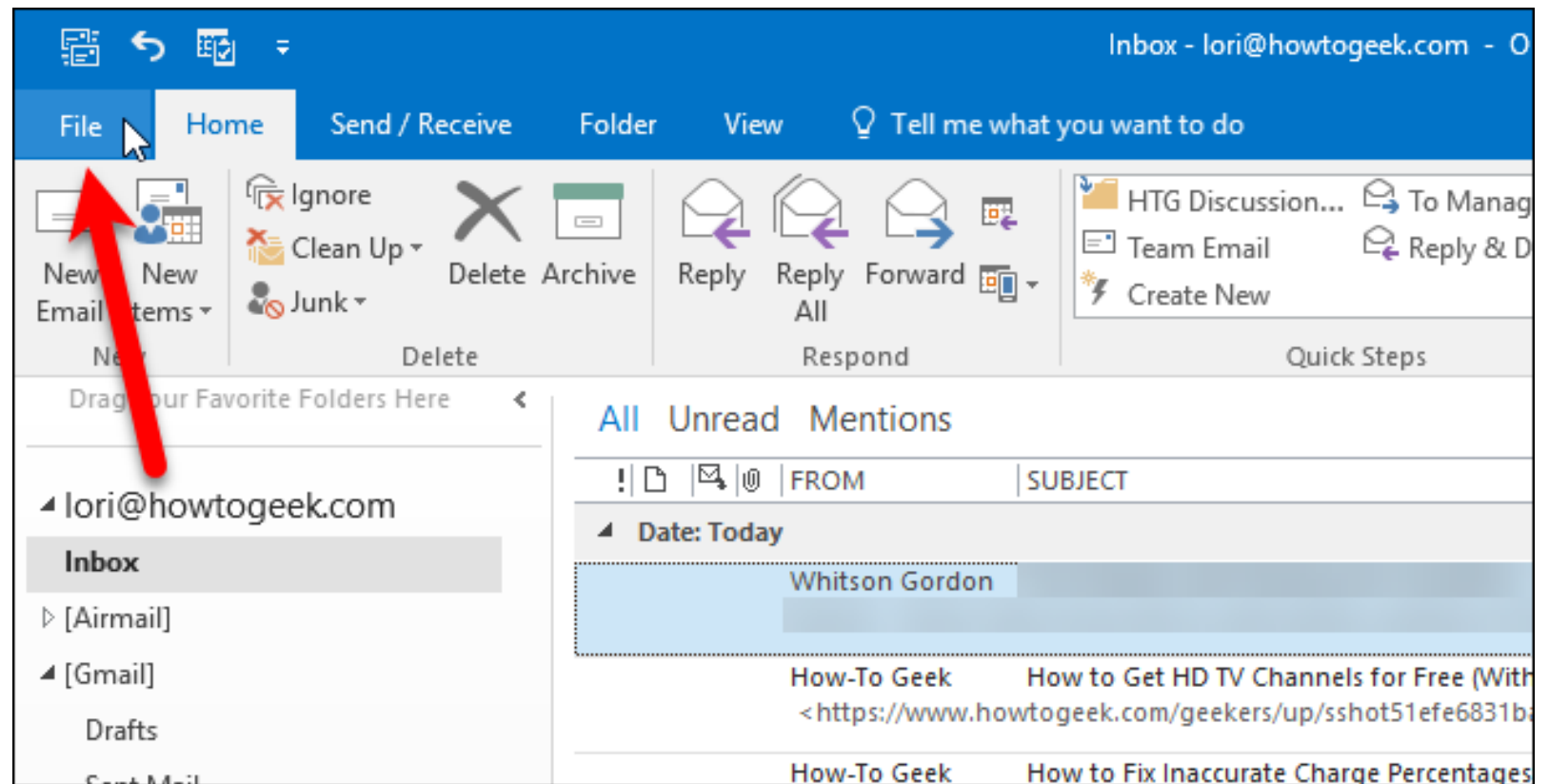


# How to Import contracts Gmail into Outlook

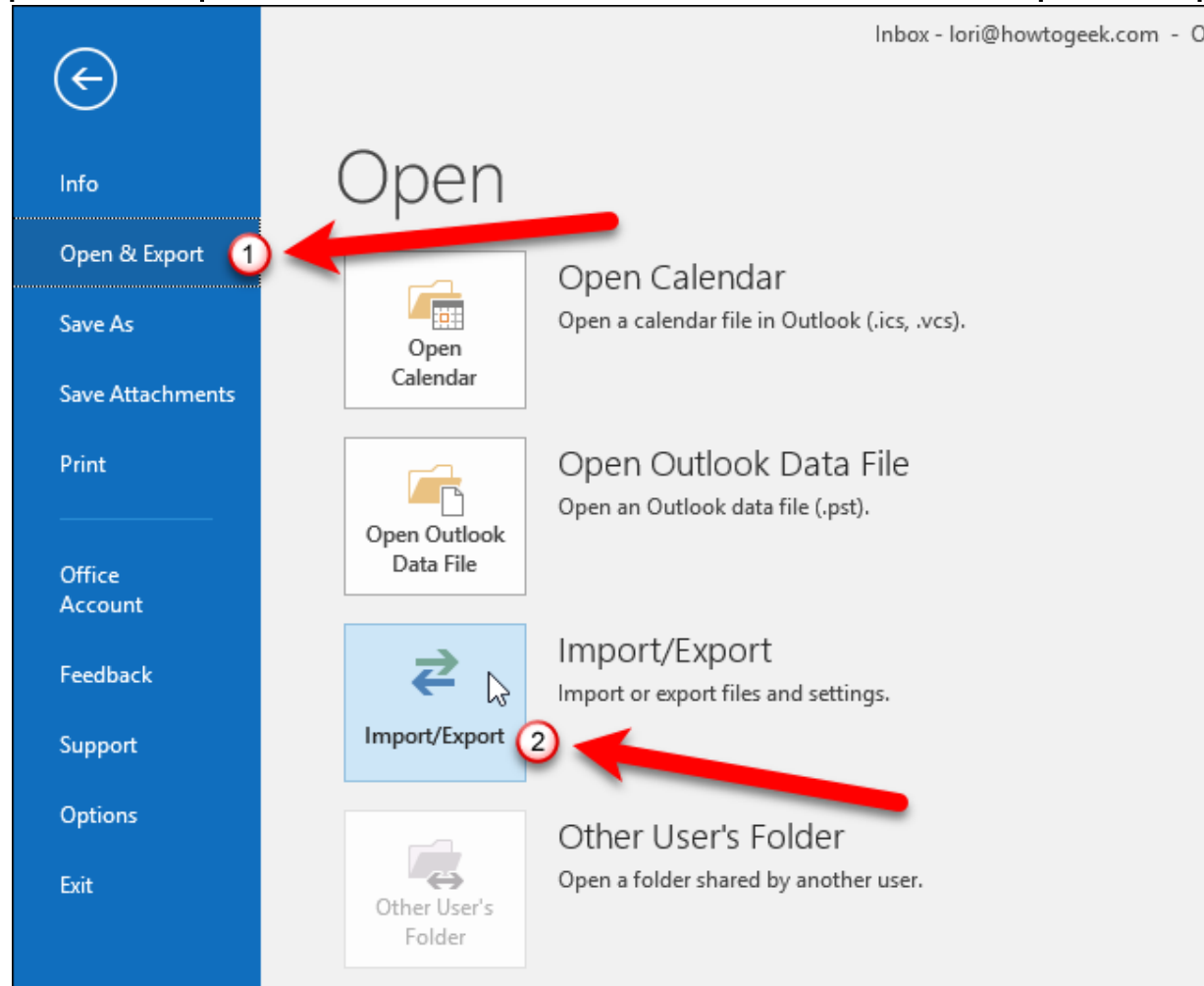
# How to Import contracts Gmail into Outlook

Open Outlook and then click the "File Tab"



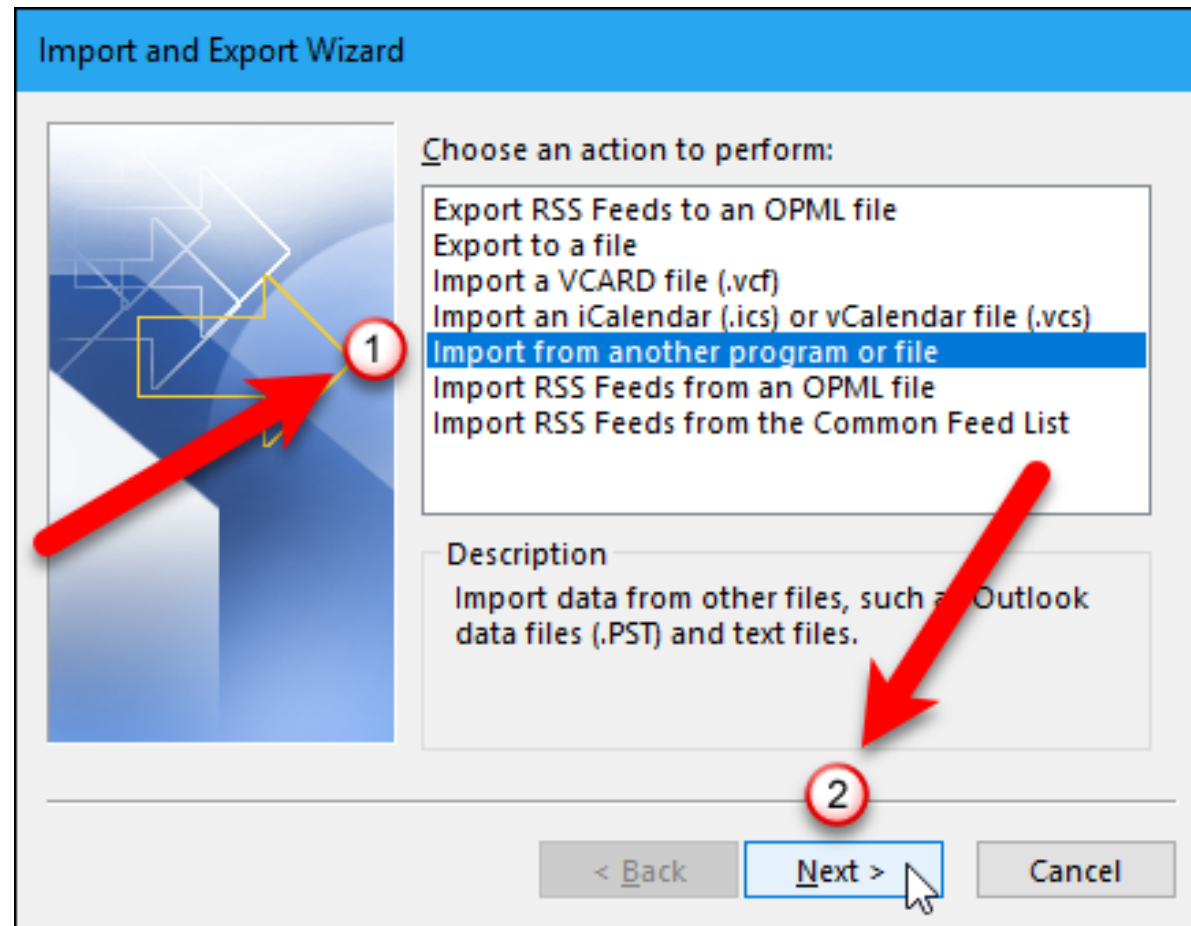
On the  
backstage  
screen

Click "Open & Export" on the left and then Click the "Import/Export" button



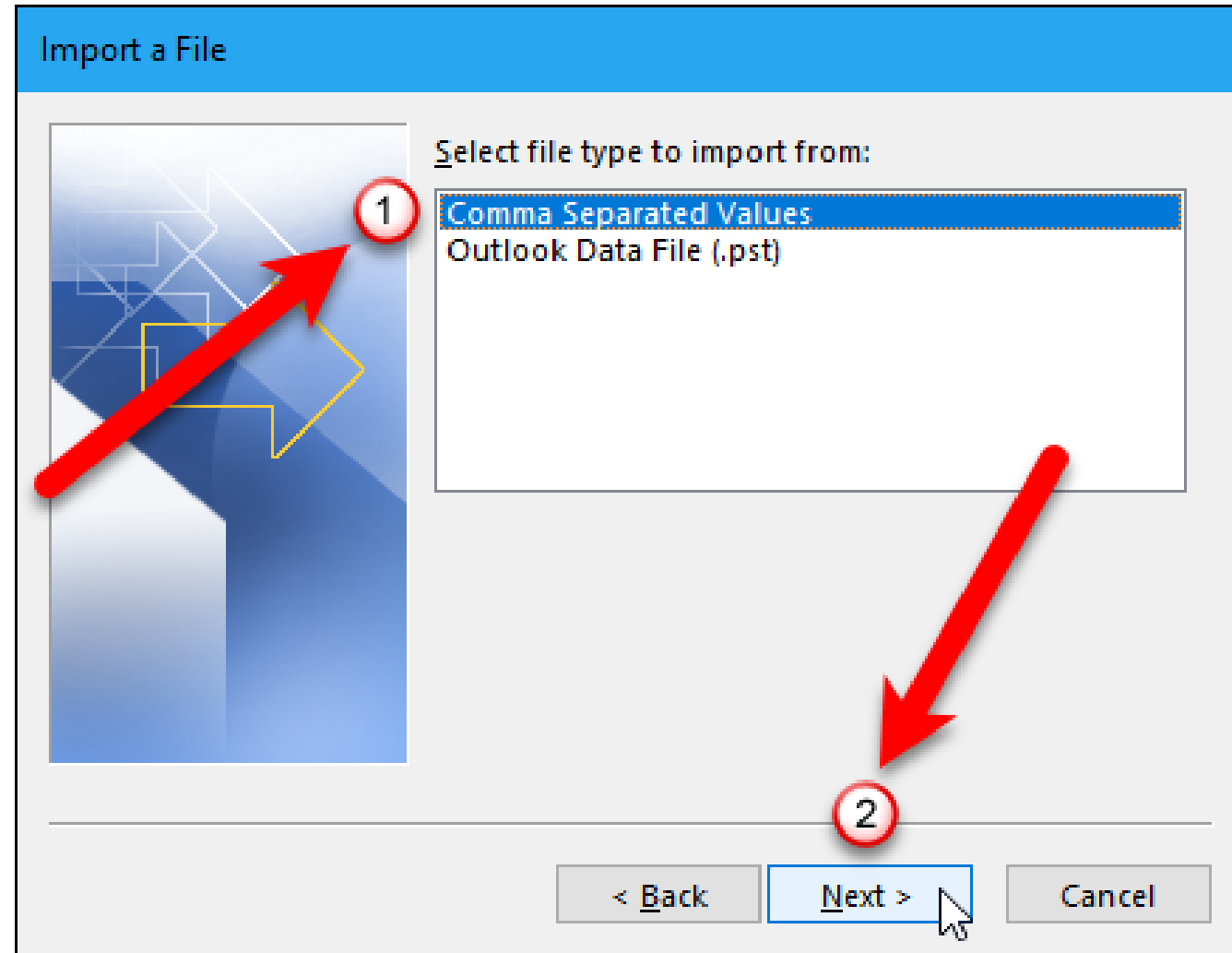
# How to Import contracts Gmail into Outlook

1. The Import and Export Wizard dialog box displays.
2. Select "Import from another program or file" and then click the "Next" button.



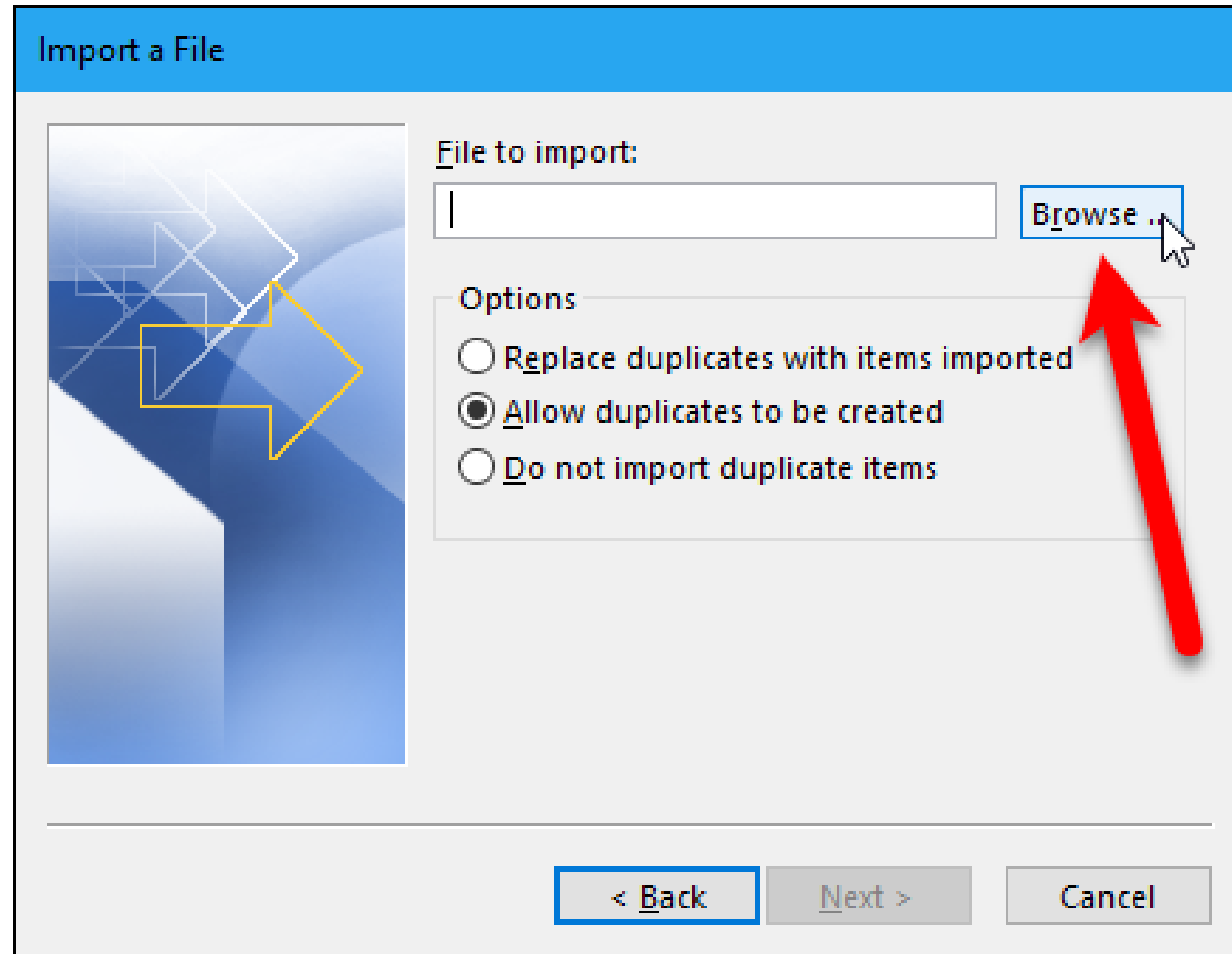
# How to Import contracts Gmail into Outlook

Select "Comma Separated Values" and click the "Next" button.



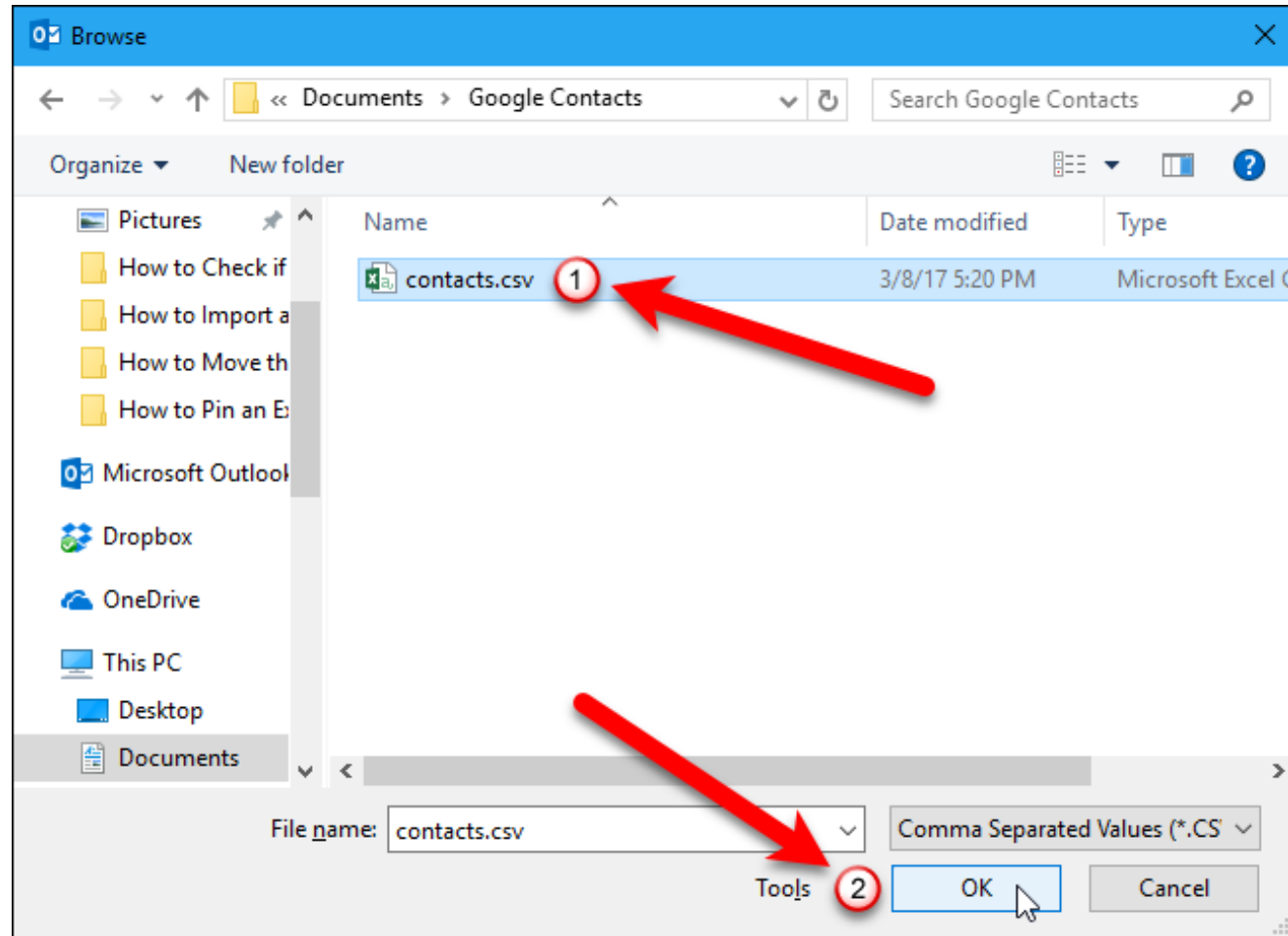
# How to Import contracts Gmail into Outlook

Now, we need to select the file to import, so click the "Browse" button.



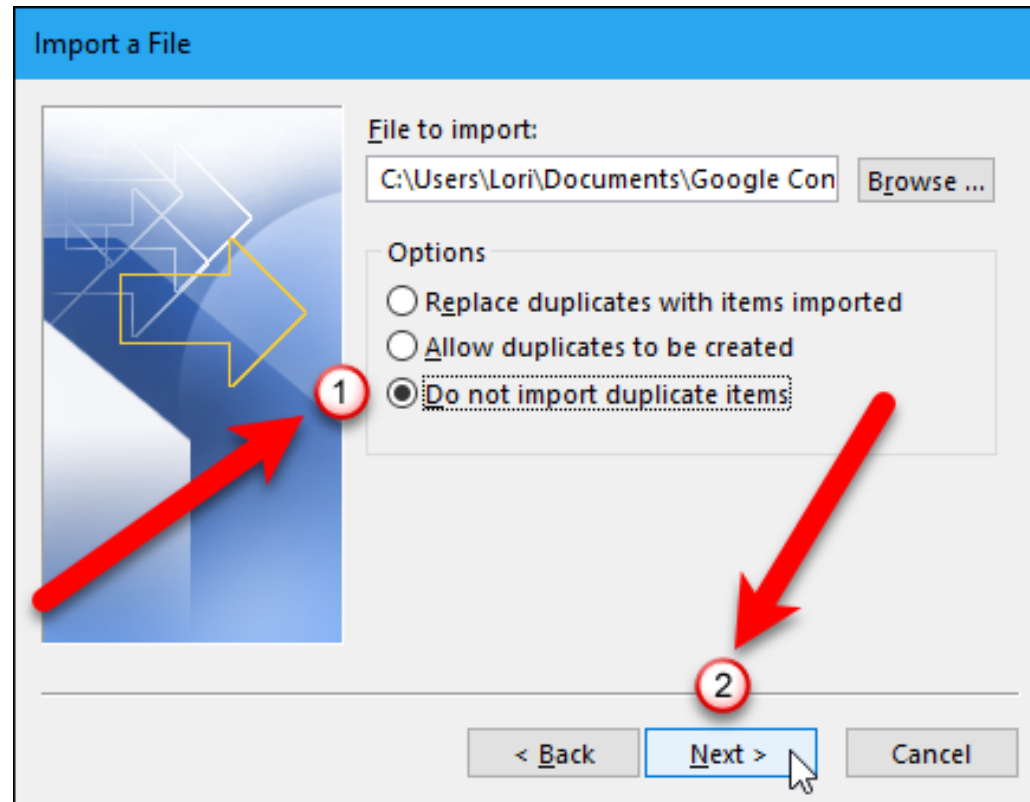
# How to Import contracts Gmail into Outlook

On the Browse dialog box, navigate to the folder where you saved the .csv file, select the file, and then click the "OK" button



# How to Import contracts Gmail into Outlook

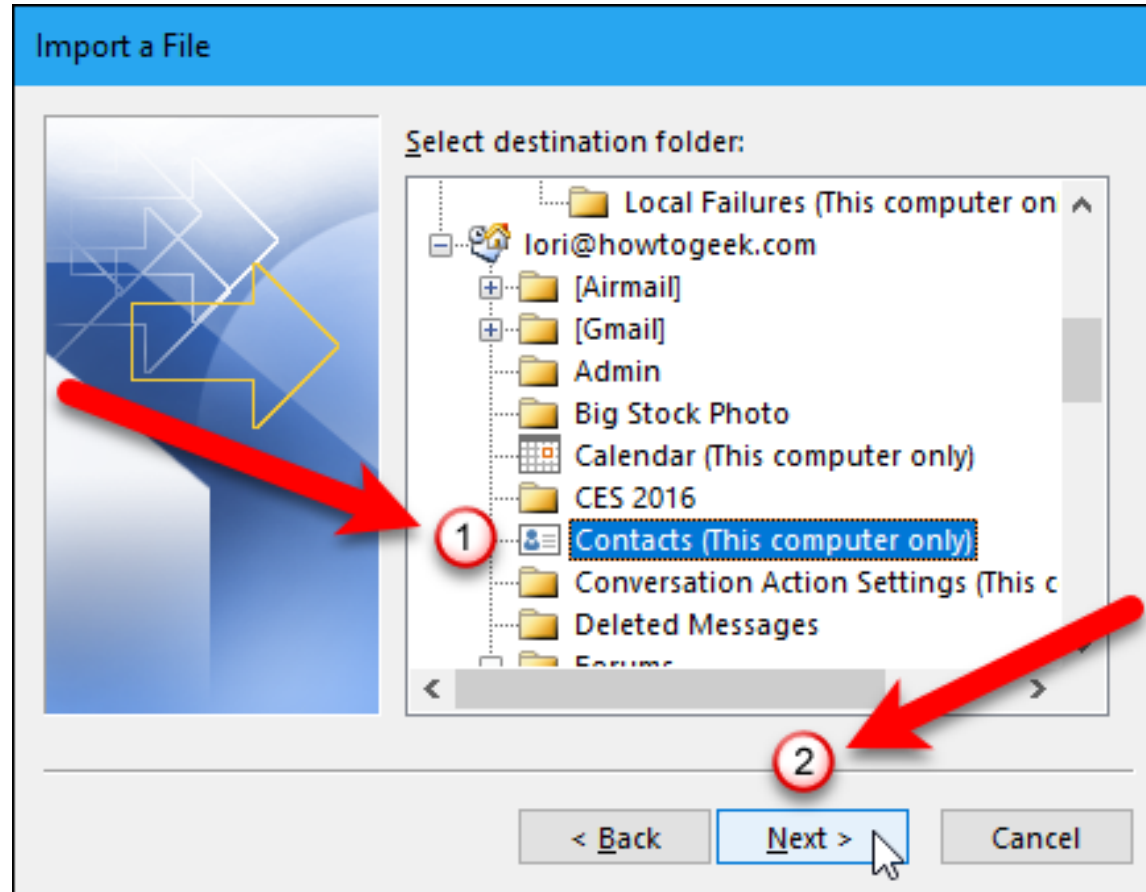
1. Under Options, decide whether or not you want duplicates to be imported.
2. You can save yourself time later by selecting "Do not import duplicate items"
3. Then Click the "Next" button





# How to Import contacts Gmail into Outlook

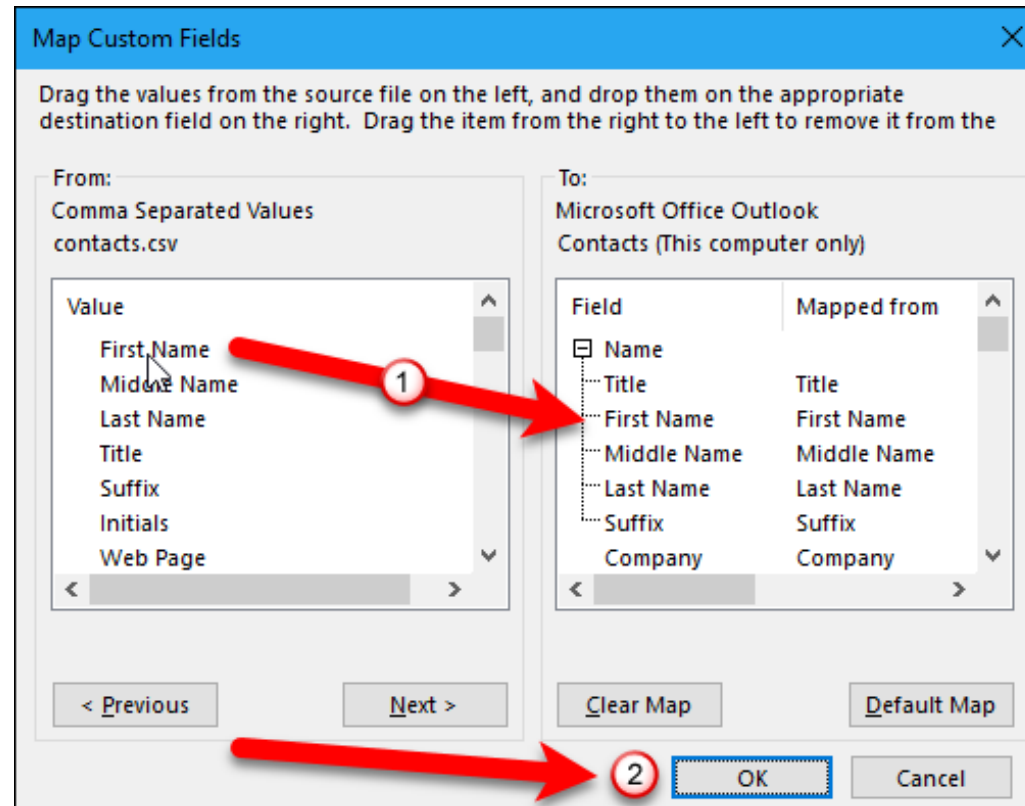
- Select “Contacts” in the Select destination folder box under the email account where you want to save your contacts.
- Then, click the “Next” button.



# How to Import contracts Gmail into Outlook

Before Click finish ----->Go to "Map Custom fields"

- The last screen on the Import a File dialog box shows you what's about to happen ("Import 'Contacts' from folder: Contacts") and offers you the opportunity to map any custom fields you might have created in Gmail Contacts.



# How to Import contracts Gmail into Outlook

## Final Click "Finish"

