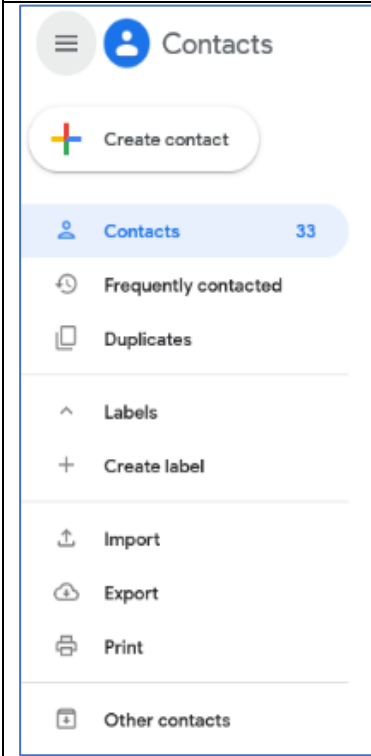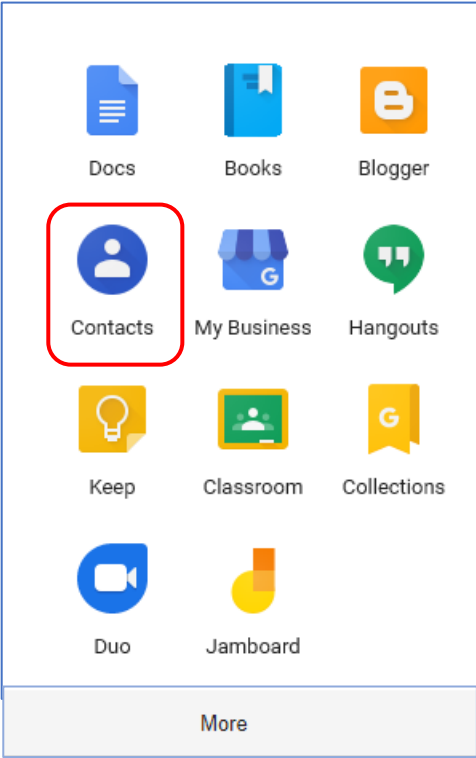# How to Export Google Contacts into Outlook

Step 1: Export Google Contacts

PROCEDURE

Open your **Google Contacts**

(If you cannot see Contacts on your screen, select **More Options** at the bottom of the window).

Select the **Export** option from the displayed list.
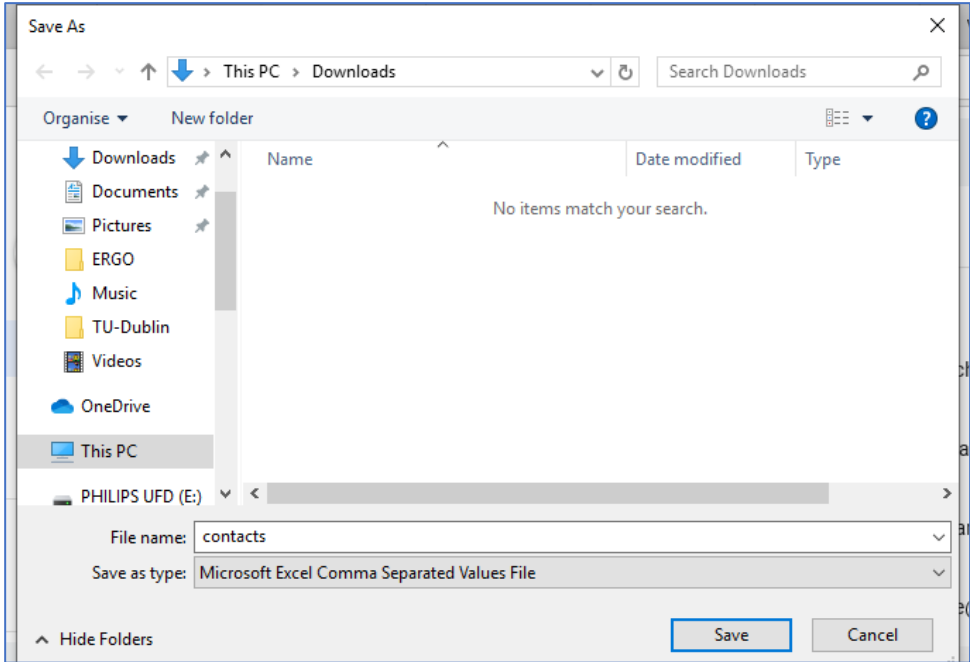
Select the export format **Outlook CSV.**

Click **Export.**

Google will save your file displaying the following:

Click the **Up Arrow** to the right of the **Save Button**. (You can change the name of the file or the location if required).

When prompted choose **Save As**, and browse for a location to save the file.
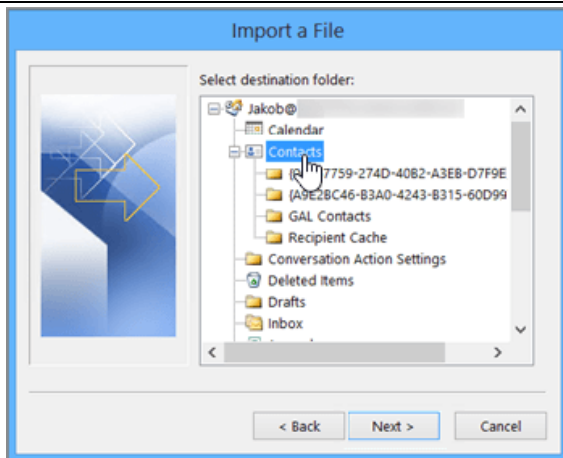

Note: Google does not export the photos of your contacts.

Step 2: Import Google Contacts into Outlook 2016

<table>
<tr>
<td colspan="2" style="text-align:center">**PROCEDURE**
</td>
</tr>
<tr>
<td colspan="2">Choose File > Open & Export > Import</td>
</tr>
<tr>
<td></td>
<td>Select **Import from another program or file**, select **next**.</td>
</tr>
<tr>
<td colspan="2">Select the **Comma Separated Values** > **Next**</td>
</tr>
<tr>
<td colspan="2">In the **Import a File** box, browse to choose the .csv file that you saved for your Google contacts.</td>
</tr>
<tr>
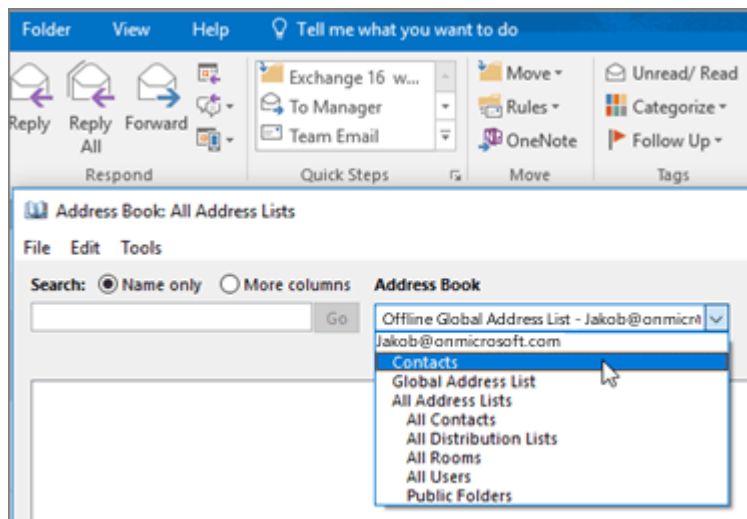<td colspan="2">Choose how you want Outlook to handle duplicate contacts, select **Next.**</td>
</tr>
<tr>
<td colspan="2">In the **Select** a destination folder, box, scroll to the top if needed and select the **Contacts Folder**, select **Next.**</td>
</tr>
<tr>
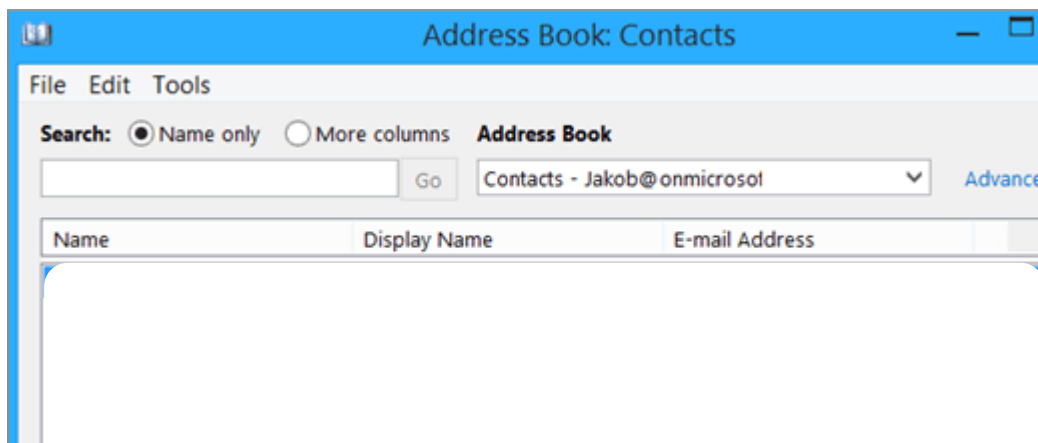<td colspan="2">Select **Finish.**</td>
</tr>
</table>

Step 3: View your Contacts in Outlook

PROCEDURE	
	In Outlook, select **Address Book**, choose the name of your mailbox, and choose **Contacts**.

You will see your list of contacts in the **Address Book.**

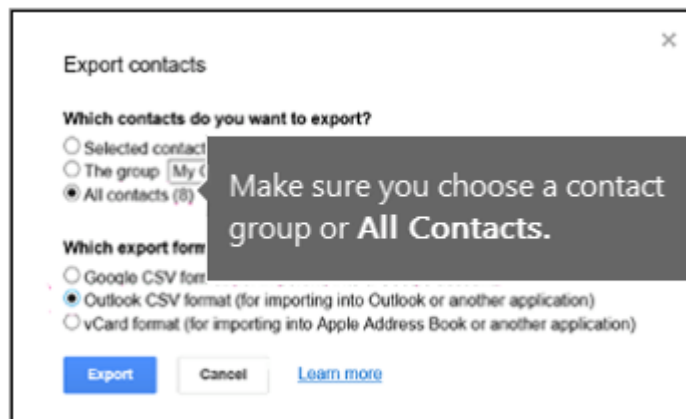**Fixing issues with importing Google Contacts**

- **You get an error message**
  If you try to import more than 2,000 contacts at a time, you'll see an error message. Use a program such as Excel to open the CSV file, separate your list of contacts into smaller .csv files, and then import each newly created CSV file.
- **No contacts appear in Outlook**
  If you complete the import process but no contacts appear in Outlook, do the following:
    - Locate the csv file you exported from Google. The default file name is contacts.csv
    - Use Excel to open the CSV file you exported from Google.
    - Check whether there is any information in the CSV file. If there isn't any information in the CSV file, the export from Google didn't work. In that case:
        - Delete the contacts.csv file.
        - Export your contacts from Google again. Be sure to choose to export **All contacts**, or the right group of contacts.

    - After you export your contacts, use Excel to open the CSV file and check that there's data. When you close the file, Excel will prompt you a few times with 'are you sure you want to save it in CSV format?'. Always choose **Yes**. If you choose No, the file will get messed up and you'll need to start over with a new contacts.csv file.
    - Repeat the steps to import your contacts.csv file to **Outlook**.

- **Contacts are missing information**
  After you import your contacts, if you open Outlook and see that not all the info was imported, open the CSV file with Excel to see if the information was there.
  - You can edit the CSV file using Excel to add names and other missing information.
  - **Outlook requires the column headings in the first row so don't replace them with something else.**
  - When you save the CSV file, Excel will prompt you a few times with "are you sure you want to save it in CSV format?" **Always choose Yes**. If you choose No, the file will get messed up and you'll need to start over again by exporting the list from Gmail.
  - Repeat the steps to import your contacts.csv file to Outlook. In step 5, when prompted out to handle duplicates, be sure to choose **Replace duplicates with items imported**.