

How to Move Contacts from Webmail to Google Apps for Education

The process of moving Webmail contacts to Google Apps is very easy. Follow the steps below to ensure that your contacts make it to Google Apps.

Step 1: Exporting Contacts from Webmail

1. Log in to Webmail
2. Click on “Contacts” on the left-side navigation panel under the Folder list
3. Click “Export” on the right-side of the screen
4. Select which contacts you wish to export under “Who do you want to export?”
5. Select the format you wish to export to under “Which export format?”
 - a. **NOTE:** It is recommended to use the Google CSV format
6. Save to a location on your computer
7. Repeat these steps for any other contacts group(s) you have created

Step 2: Importing Contacts into Google Apps

1. Login to your Google Apps account
2. Click “Contacts” on the left
3. Select “Import” under the “More Actions” menu
4. Click the “Browse” button and navigate to your newly created contacts file
5. Double-click the contacts file
 - a. **NOTE:** You have the option of adding these contacts to a group by selecting the box “Also add these imported contacts to:”. You can choose an existing contacts group or a new group. If you choose new group, you will be prompted to name that new group.
6. Click the “Import” button

Enjoy your imported contacts!