

Exporting Contacts from Microsoft Outlook:

These instructions are for Outlook 2013 - other versions might have slightly different instructions.

1. Click File > Options > Advances
2. In the Export section, click Export.
3. In the Import and Export Wizard, choose Export to a file, and then click Next.
4. Under Create a file of type, click Comma Separated Values, and then click Next.
5. Under Select the folder to export from, select the contact folder you want to export, and then click Next. (Note: If you have multiple contact folders, you can only export one folder at a time.)
6. Under Save exported file as, click Browse, choose the folder where you want the file saved and type a name in the File name box.
7. Click OK, and then click Next. You will have the option to map fields for your contacts.
8. Click Finish. When the Import and Export Progress box disappears, your export is complete

Exporting Contacts from Gmail:

1. Sign in to Gmail.
2. Click Gmail at the top-left corner of your Gmail page, then choose Contacts.
3. From the More drop-down menu, select Export.
4. Choose whether to export all contacts or only one group.
5. Select the Outlook CSV format to export your contacts' information.
6. Click Export
7. Choose Save to Disk then click OK.
8. Select a location to save your file, and click OK.

If you have a different email system and need instructions to export your contact list, type "Instructions on Exporting Contacts from _____" in Google and easy tools will be available.