

Importing Contacts into Google Contacts

Actions

1. Type in “google.co.uk” the top bar in the browser (Internet Explorer, Google Chrome, Firefox, Safari, Opera)



2. Next click on “Gmail” written in top right corner of the google.co.uk

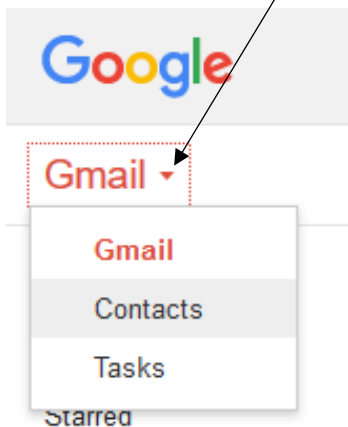
Gmail Images 

Google

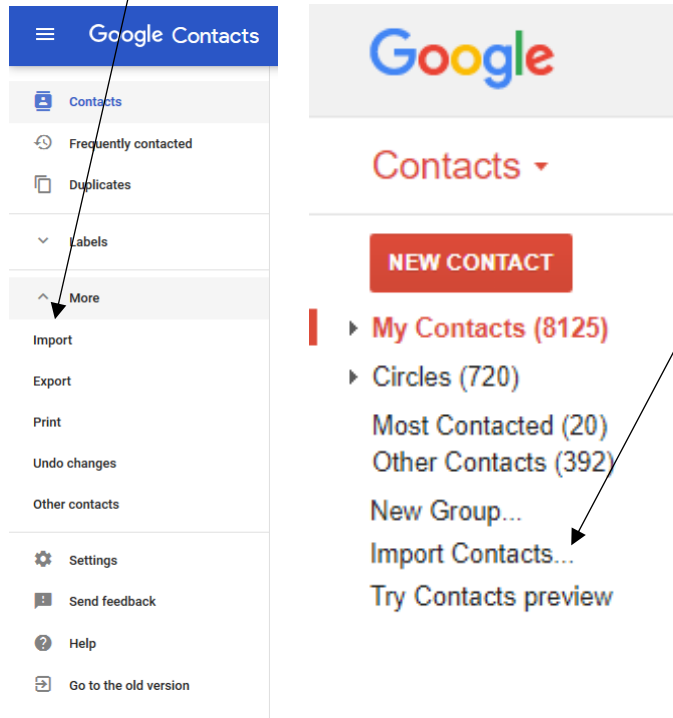
Google Search

I'm Feeling Lucky

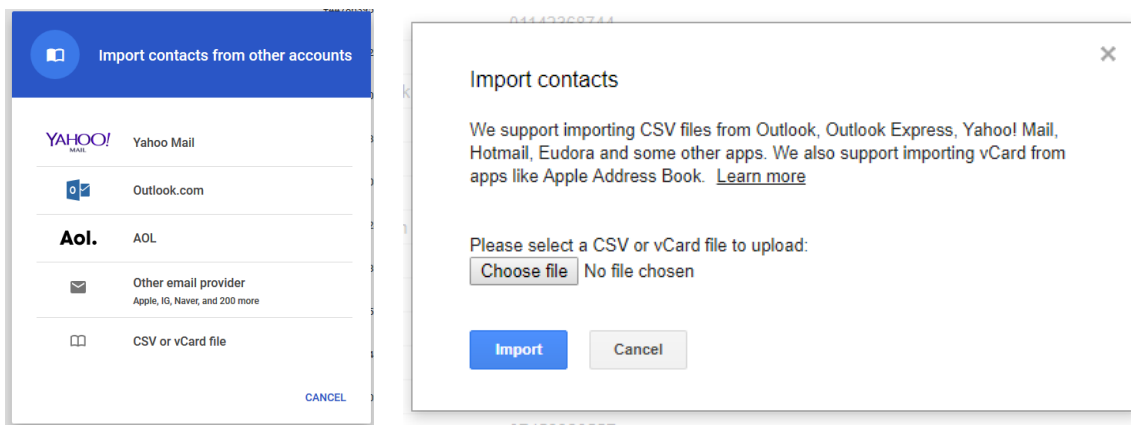
3. Then click on the little arrow and then select “Create Contacts”



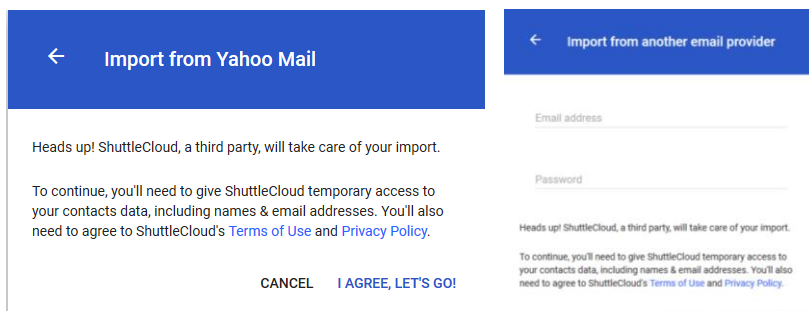
4. Next depending on when you registered your google account you will be faced with one of two versions. On the one of the left you click “More” then “Import”. On the one on the right you click “Import Contacts”



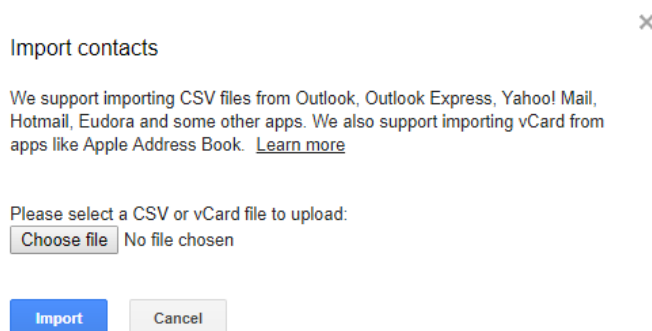
5. Then choose the platform that you want to import from



6. For first three option (yahoo, outlook, AOL) click “AGREE LET’S GO!”. For the forth option. Type your email login for the email you want import and then click “AGREE LET’S GO!”



7. Sign in to your email account.
8. Click Agree.
9. For the fifth option Click Choose File. Select your CSV file. Click Import.



Information

https://support.google.com/mail/answer/1069522?hl=en-GB&visit_id=1-636440080080683016-84624587&rd=2

Jon Frost

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