

## How to import Contacts using the Outlook web version

Follow these steps:

1. [Export the contacts](#) from your other email account to a .csv file. Note the location of the .csv file.
2. Sign in to [Outlook on the web](#).
3. Open the **app launcher** tool in the top left of your Outlook on the web window as shown below.



4. Click **People**.
5. On the toolbar, click the down arrow next to **Manage** and select **Import contacts**.
6. For 'csv' file, select "Outlook 2010, 2013, 2016".
7. Click **Browse** to locate and select your file.
8. Click **Upload**.
9. Wait while your contacts are imported. A successful message will be displayed.
10. Click **Cancel** to exit out of the import process.