

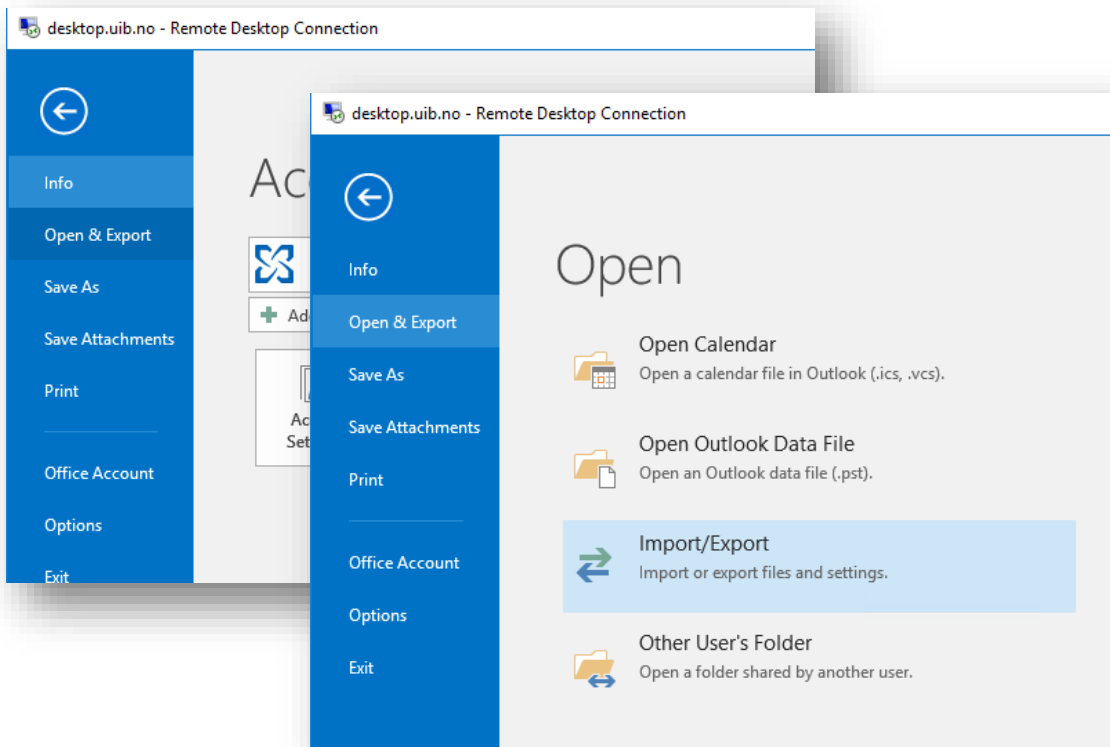
Exporting Outlook Contacts to a CSV-file

Mandatory warning:

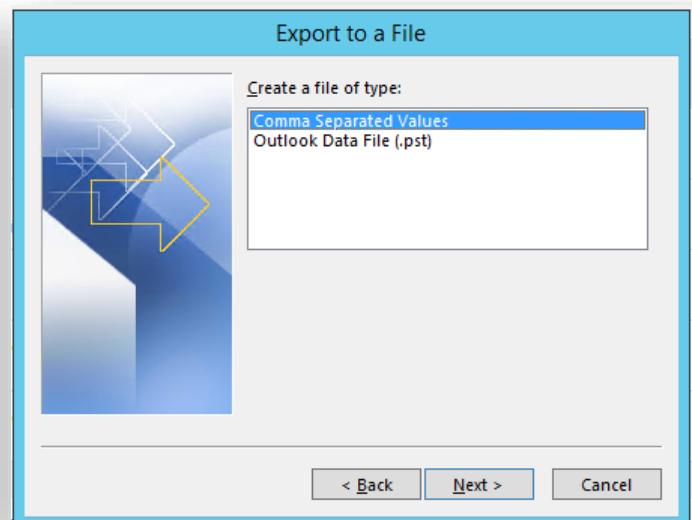
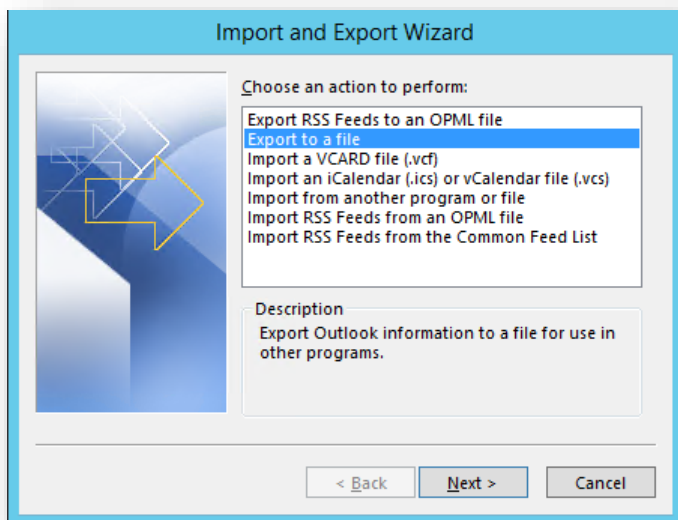
The IT-Department nor UiB takes no responsibility for loss of data or missing contacts when importing contacts to a third party service like Hotmail™, Outlook.com™ or any other third party service not operated by UiB.

Please always remember to backup important data before proceeding.

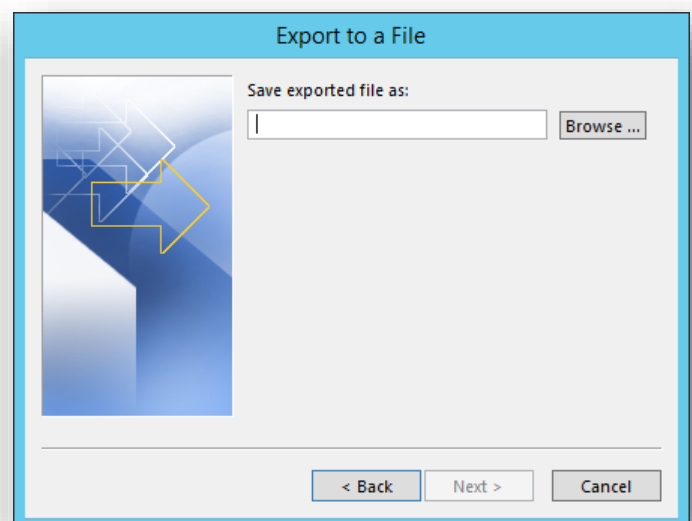
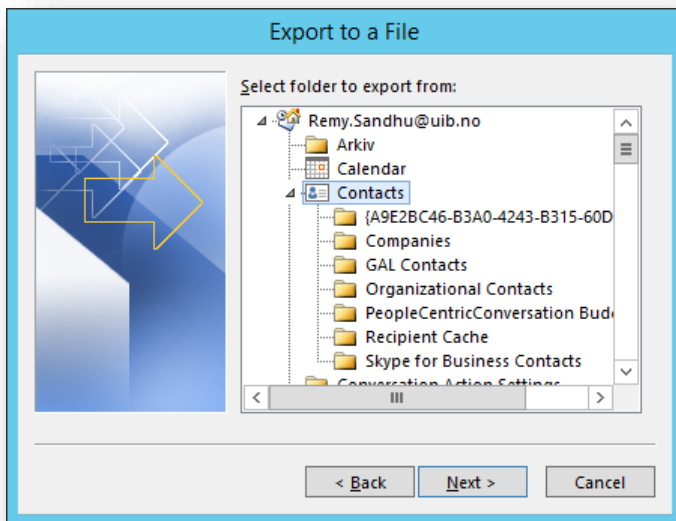
1. Login to a UiB-PC (you can also use a remote desktop connection to desktop.uib.no)
2. Open Outlook 2016
3. Click on "Open & Export"
4. Click on "Import/Export"



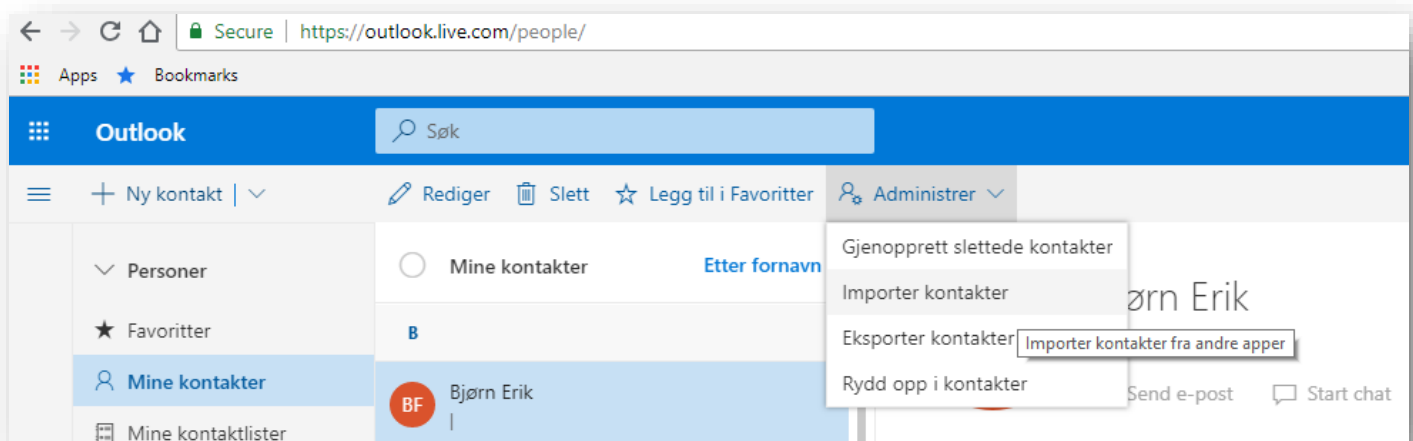
5. Select "Export to a file", and click "Next".
6. Select "Comma Separated Values", and click "Next".



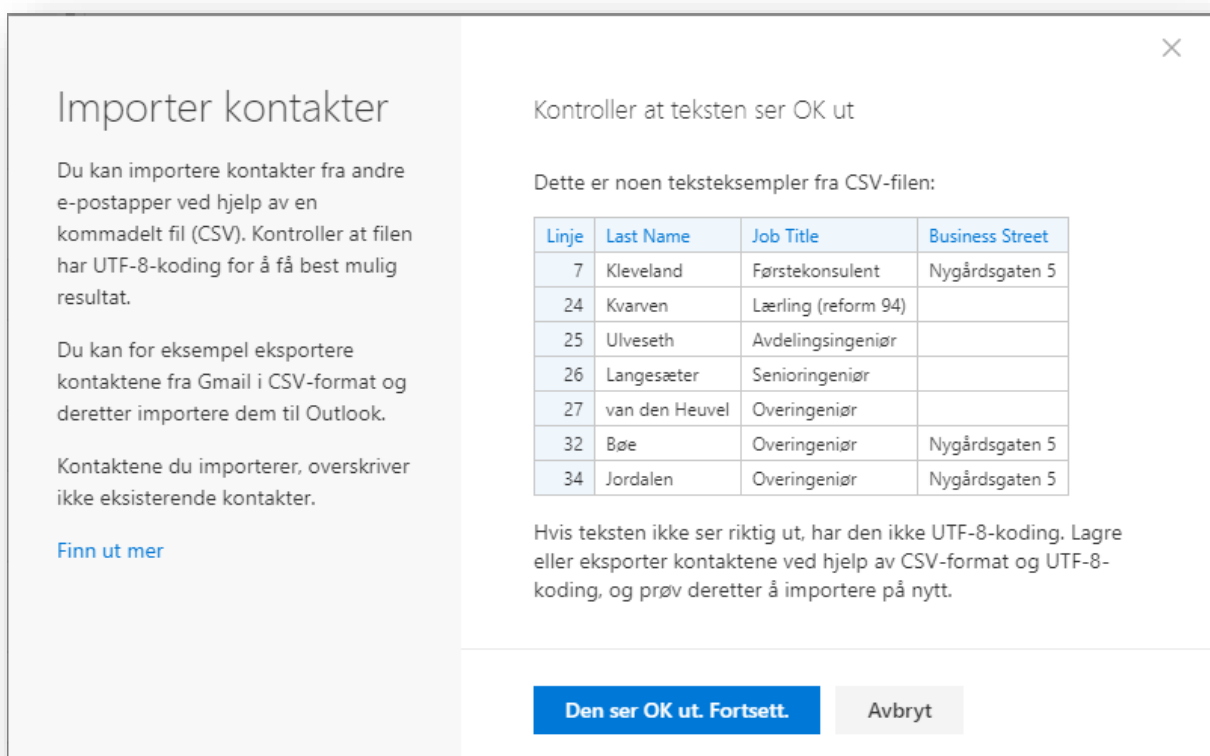
- Chose what you would like to export. In this example, we chose "Contacts". Then click on "Next".
- Select where the csv-file should be saved. Click on "Browse", and chose the Desktop.



- Then go to <https://outlook.live.com/people/> and log in using your Hotmail or Outlook.com account (not UiB!)
- Click on "Manage" and then "Import Contacts"



- Select the file you Explored using the "Browse"-button. Then Click on "Import".
If the preview looks fine, click on "OK, Continue".



13. Outlook.com will now upload, and then import the contacts. When successful, it will show a summary screen at the end. You are finished!



Importerer kontakter

Du kan importere kontakter fra andre e-postapper ved hjelp av en kommadelt fil (CSV). Kontroller at filen har UTF-8-koding for å få best mulig resultat.

Du kan for eksempel eksportere kontaktene fra Gmail i CSV-format og deretter importere dem til Outlook.

Kontaktene du importerer, overskriver ikke eksisterende kontakter.

[Finn ut mer](#)



Det ser bra ut!

34 kontakter ble importert.

Lukk

Troubleshooting:

If for some reason your preview of the contacts looks like this:

Kontroller at teksten ser OK ut

Dette er noen teksteksempler fra CSV-filen:

Linje	Last Name	Job Title	Business Street
7	Kleveland	Førstekonsulent	Nygårdsgaten 5
24	Kvarven	Lørling (reform 94)	
25	Ulveseth	Avdelingsingeniør	
26	Langesøter	Senioringeniør	
27	van den Heuvel	Overingeniør	
32	Bøe	Overingeniør	Nygårdsgaten 5
34	Jordalen	Overingeniør	Nygårdsgaten 5

Hvis teksten ikke ser riktig ut, har den ikke UTF-8-koding. Lagre eller eksporter kontaktene ved hjelp av CSV-format og UTF-8-koding, og prøv deretter å importere på nytt.

Open the csv-file in Notepad, click "Save as..." and change "Save as type:" to "All files".

Then, change "Encoding" to UTF-8, and save it as a new file. Now you can import the new file to Outlook.com

The screenshot shows a Notepad window titled "exported contacts uib.CSV - Notepad" with a menu bar (File, Edit, Format, View, Help). The text in the window is a CSV file with columns: "Title", "First Name", "Middle Name", "Last Name", "Suffix", "Company", "Department", "Job Title", "B". A "Save As" dialog box is open over the Notepad window, showing the file path "This PC > Desktop". The "File name" field contains "exported contacts uib - Copy.CSV" and the "Save as type" is set to "All Files (*.*)". The "Encoding" dropdown menu is open, showing options: ANSI, Unicode, Unicode big endian, and UTF-8 (which is highlighted). The "Save" button is visible.