# 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"
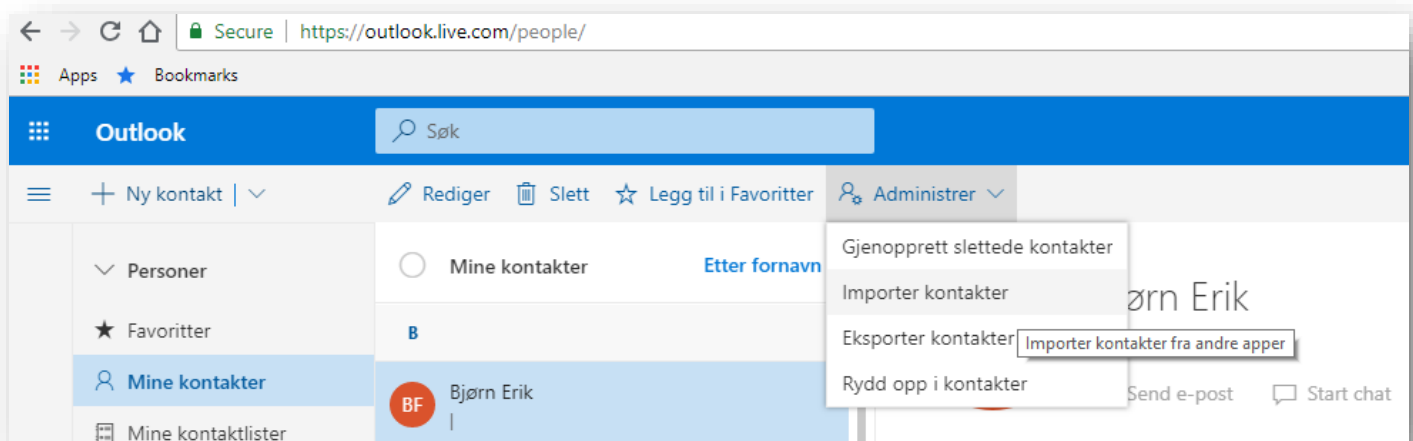4. Click on "Import/Export"
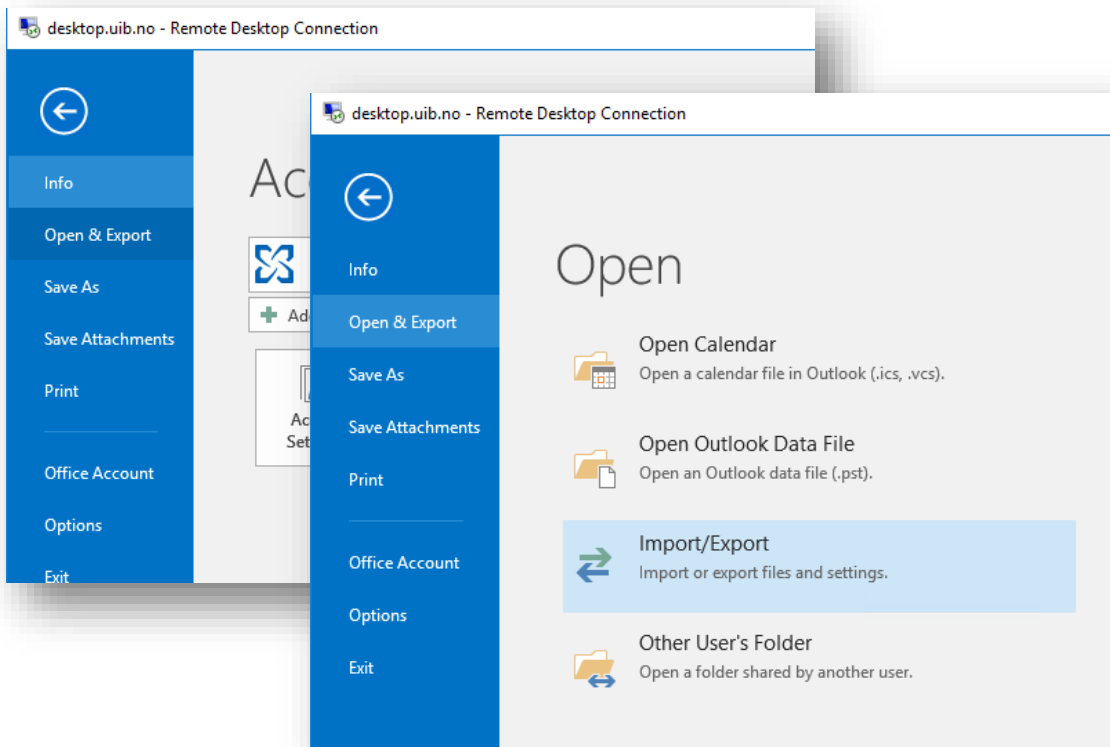
5. Select "Export to a file", and click "Next".
6. Select "Comma Seperated Values", and click "Next".
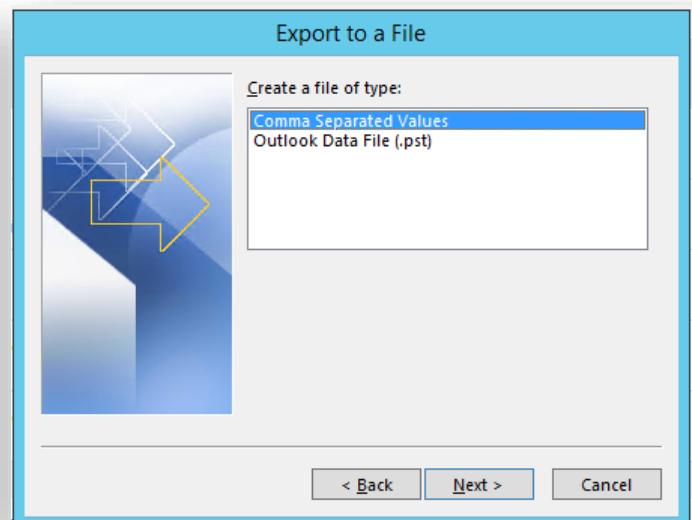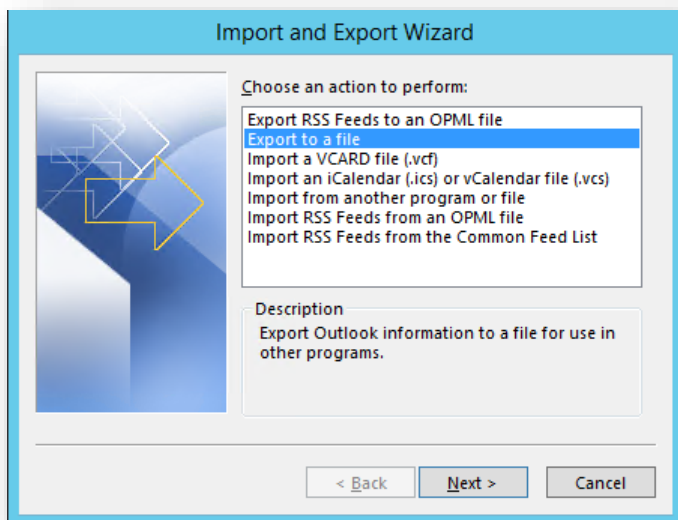
7. Chose what you would like to export. In this example, we chose "Contacts". Then click on "Next".
8. Select where the csv-file should be saved. Click on "Browse", and chose the Desktop.
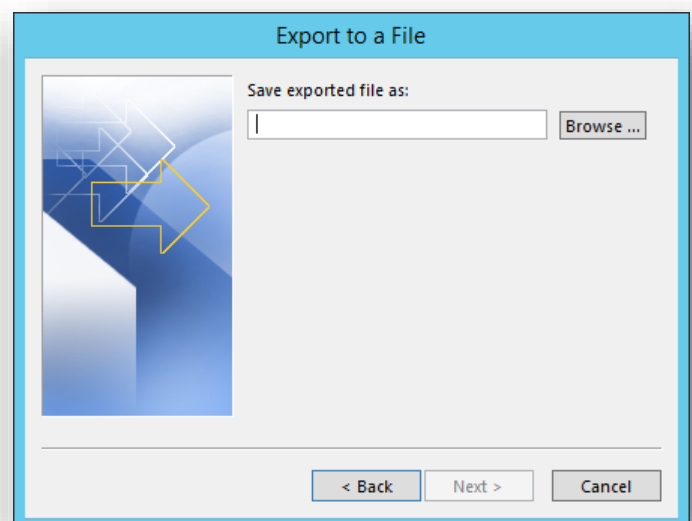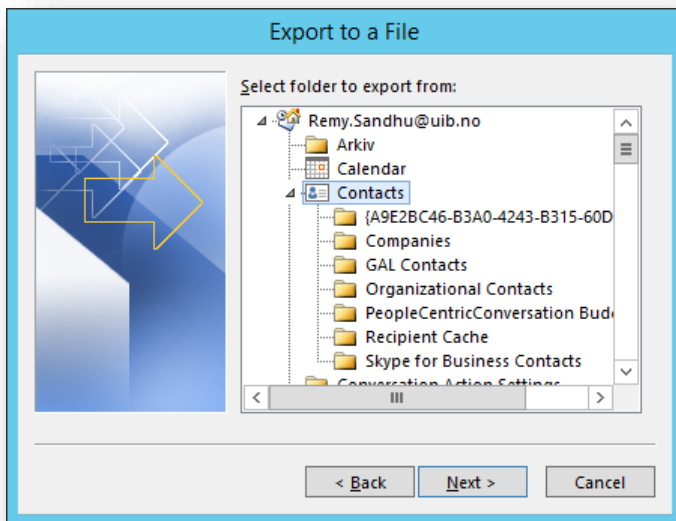
9. Then go to https://outlook.live.com/people/ and log in using your Hotmail or Outlook.com account (not UiB!)
10. Click on "Manage" and then "Import Contacts"

11. Select the file you Explored using the "Browse"-button. Then Click on "Import".
   If the preview looks fine, click on "OK, Continue".
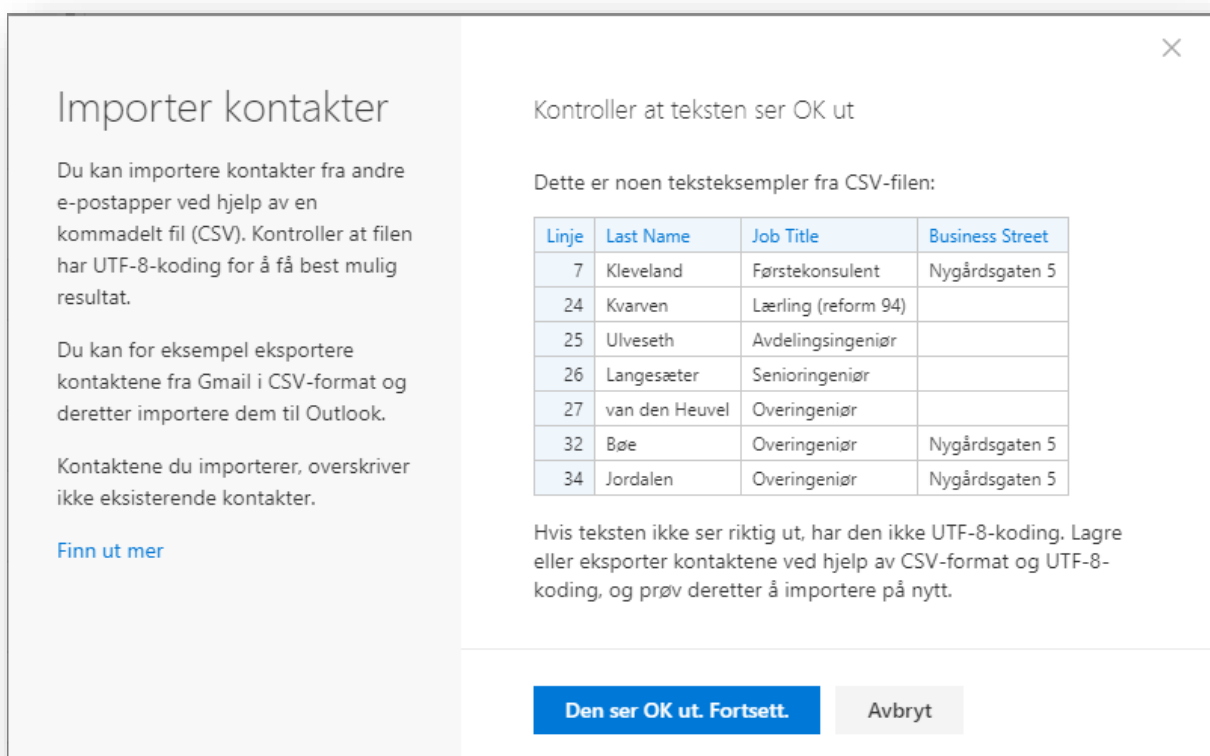
13. Outlook.com will now upload, and then import the contacts. When successful, it will show a summary screen at the end. You are finished!

Importer 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:

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