



Import contacts using Outlook Web App

You can use Outlook Web App to bring contacts from other email accounts into your account.

NOTE This feature may not be available for your account.

How do I import contacts using Outlook Web App?

1. Export the contacts from your other email account to a .csv file. Note where you save the .csv file. For steps that show you how to export contacts using Outlook 2010, Hotmail, Gmail, and Yahoo!, see [Learn more about importing contacts](#).
2. Sign in to Outlook Web App.
3. Go to People, and then click Settings  > Upload contacts. Or, click Settings  > Options > My account > Shortcuts to other things you can do, and then click Import your contacts from an existing email account.
4. On the Import contacts page, enter the path to the .csv file with your contacts, or click Browse to locate your file.
5. Click Next.
6. Wait while your contacts are imported.
7. When the import is complete, click Finish.

What else do I need to know?

- If the same contact is in your Contacts folder and in the .csv file, a duplicate contact will be created.
- If you try to import too many contacts, you'll see an error message. Use a program such as Excel to open the .csv file and break it into smaller files, and then import each file separately.
- If you can't access Import contacts from Outlook Web App, you may be able to use Outlook to transfer contacts from one account to another. For more information, see [Import contacts](#).
- After you've exported contacts to a .csv file, you can also use Outlook to import your contacts. For information about how to export contacts from Outlook to a .csv file, see [Export contacts](#). For information about how to import data to your account using Outlook, see [Import contacts](#).
- If it's supported by your account, you may also be able to import contacts from LinkedIn and Facebook into your Contacts folder. For more information, see [Add LinkedIn connections as contacts](#) and [Add Facebook friends as contacts](#).

What if I want to know more?

[Learn more about importing contacts](#)