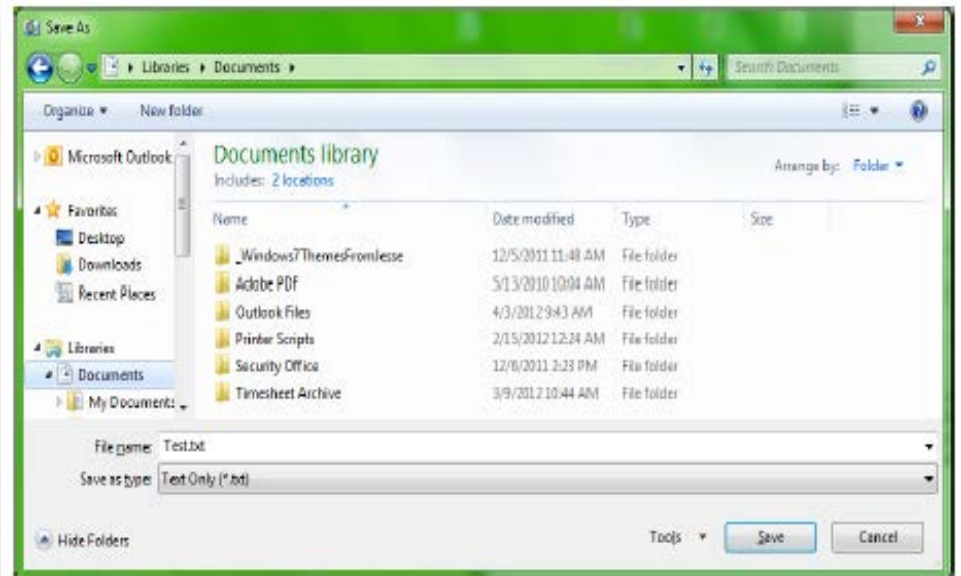
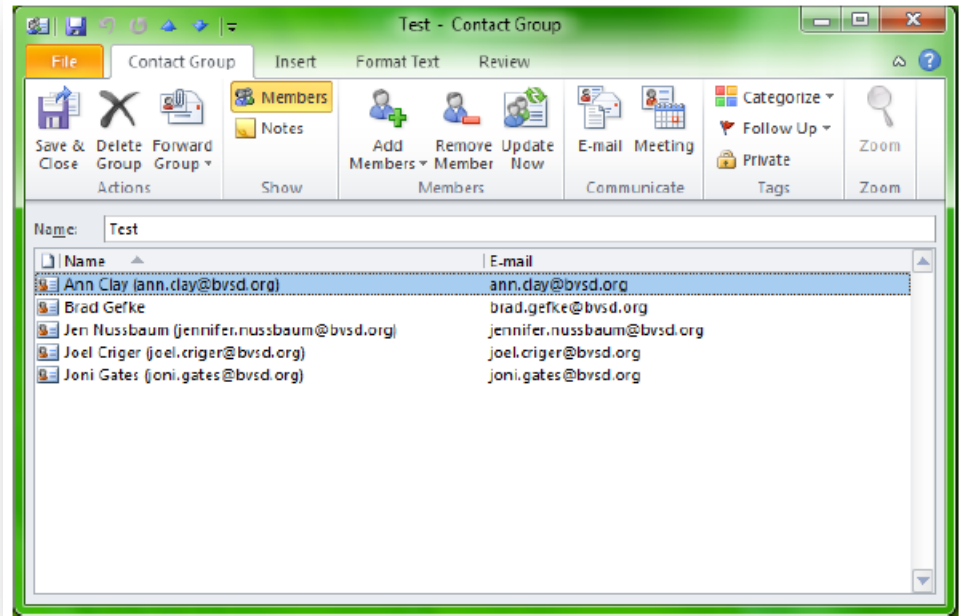


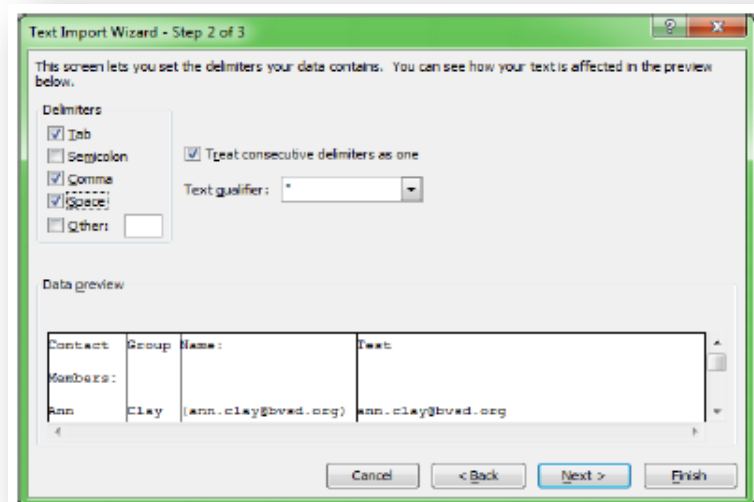
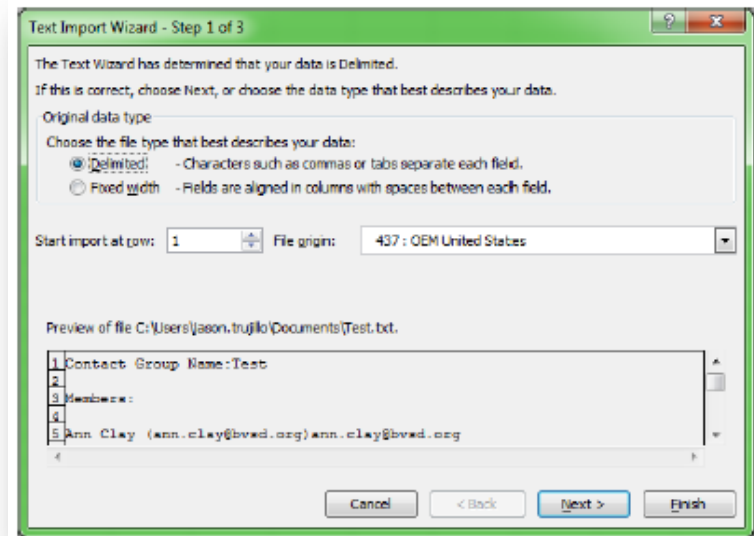
Export Outlook Distribution List to Google Gmail Group



- Open the program Outlook on computer
- Browse to Contacts
- Open Distribution List to be moved to Gmail
- Click on File > Select Save As
- Save as type: Text Only (*.txt)
- Give it a File Name
- Save it to a location you can easily find it

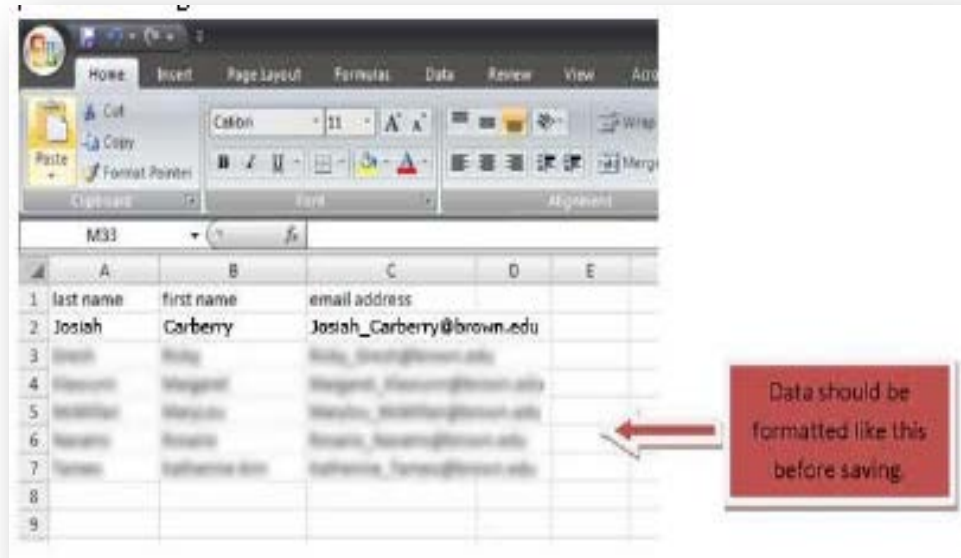
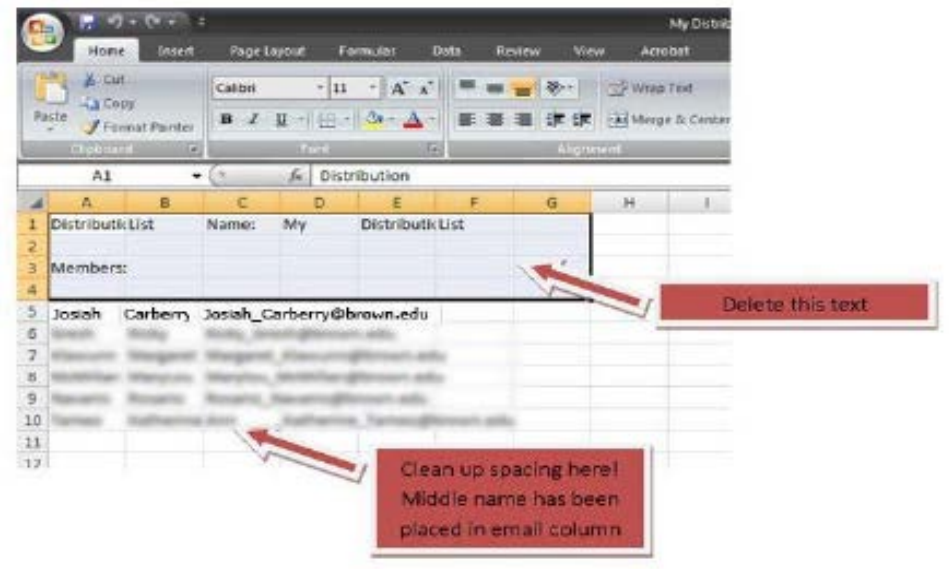


- Launch Microsoft Excel and open the file you just created
- Text import wizard:
 - Choose Delimited
 - Click Next
 - Select Tab, Comma, and Space under delimiters
 - Click Next
 - On the next screen, accept General
 - Click Finish

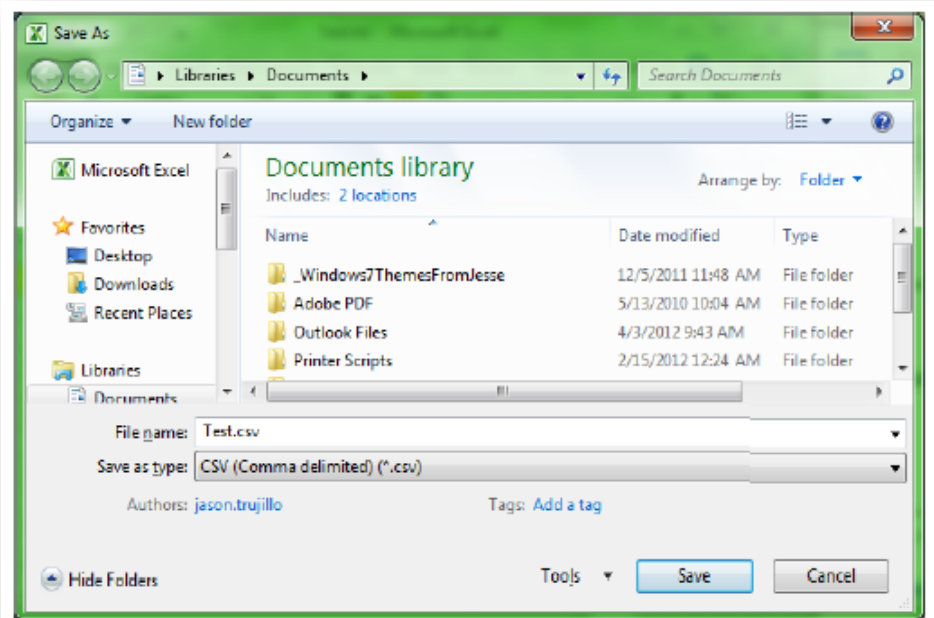


Clean up Spreadsheet

- Delete text that appears above address data
- Make sure 1st column has last name, 2nd column has first name, and 3rd column has email address
- Insert a row above data and insert labels:
 - last name
 - first name
 - email address

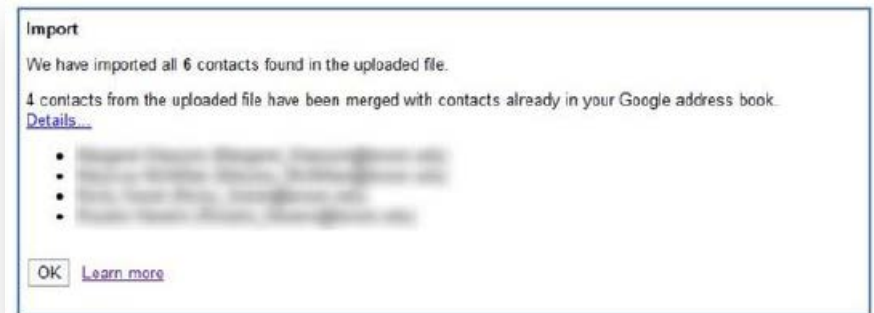
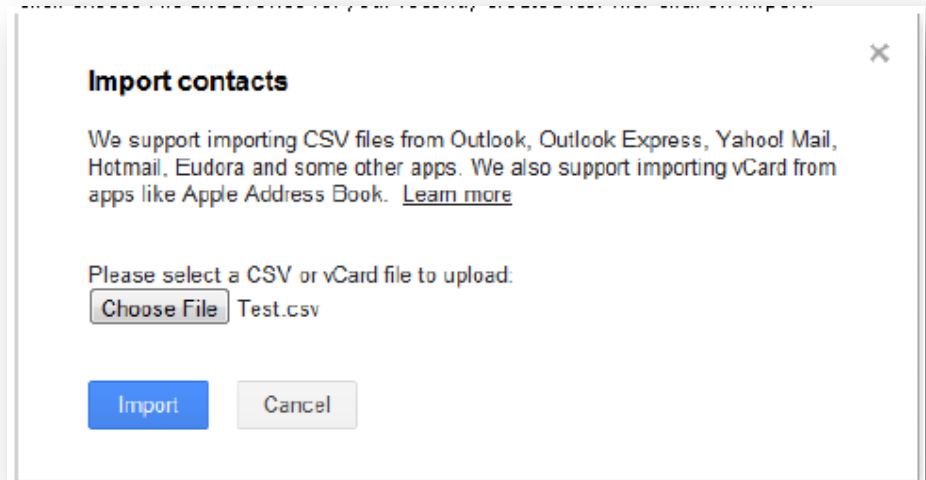


- Click on File > Save As
- Save as type: CSV (comma delimited)
- Name the file
- Save it to a location you can easily find it
- If you get the prompt, click Yes to confirm that you want to save the file in .csv format



- Open your school Gmail account
- Browse to Contacts page
- Select import link from left column in contacts list
- On the Import contacts popup box, select Choose File
- Navigate to your .csv file you saved earlier
- Click Import
- Once complete, a summary will display

Import .csv Files into Gmail Contacts



Imported Files



Contacts -			
<input type="checkbox"/> <input type="button" value="More"/>			
These contacts have been imported, but not yet merged. Find & merge duplicates Learn more			
<input type="checkbox"/>	Ann Clay	ann.clay@bvsd.org	720-581-5055
<input type="checkbox"/>	Brad Gofke		
<input type="checkbox"/>	Jen Nussbaum	jennifer.nussbaum@bvsd.org	XXX-XXX-XXXX
<input type="checkbox"/>	Joel Criger	joel.criger@bvsd.org	720-581-5181
<input type="checkbox"/>	Joni Gates	joni.gates@bvsd.org	720-581-5995

- Imported lists will be named Imported followed by the date it was imported
- Highlight Imported Group
- Select drop down on More button
- Select Rename Group – Edit Name for the group
- You can close the Find & Merge Duplicates “pink bar” by clicking on the X at the end of the line.