

Microsoft account What's this?
someone@example.com
Password
□ Keep me signed in
Sign in
Can't access your account?
Sign in with a single-use code

Enter your details and sign in

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Click on the icon to left of Outlook.com

Select the People icon



Click to tick the All box

To select all contacts click to Manage link

Add people Clean up contacts Send email	People	Hew ↓ ✓ Manage Manag	✓ Delete	e \$	kevin Dempster
Restore deleted contacts 13 of 17 contacts Export for Outlook.com and other services Export for Outlook 2010 and Outlook 2013	م م	4 group Add p Clean t Restor Export Export	eople p contacts e deleted contacts for Outlook.com and other services for Outlook 2010 and Outlook 2013	Send email 13 of 17 contacts	

Select export for Outlook.com and other services

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2	All	Opening OutlookContacts.csv X You have chosen to open: SouthookContacts.csv which is: Microsoft Excel Comma Separated Values File (668 bytes) from: https://people.live.com What should Firefox do with this file? © Open with Excel CSV (default)	Send email 13 of 17 contacts	
4	Cedric	C Save File		
4	Cedric Wyndham	OK Cancel		

Click OK

A csv file is produced and on my system Excel is opened to show the file

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Save that file to a folder you can later open.

Now close outlook.com and go to

http://office365.melbpc.org.au

and login to your account in office365

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	Options			
	Feedback			

Click the icon top right and choose Import contacts

Now choose Browse to find the file you saved earlier

Import contacts

Follow these steps to import your contacts from an existing email account into Outlook Web App.

Learn more

Step 1: Export a CSV file from your existing email account. Learn more

Step 2: Select a CSV file of contacts to import (Example: filename.csv).

Browse

Step 3: Click Import to import your file. If you don't want to continue, click Cancel.

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And click Import

Your contacts will be available.

KD Jly 2015