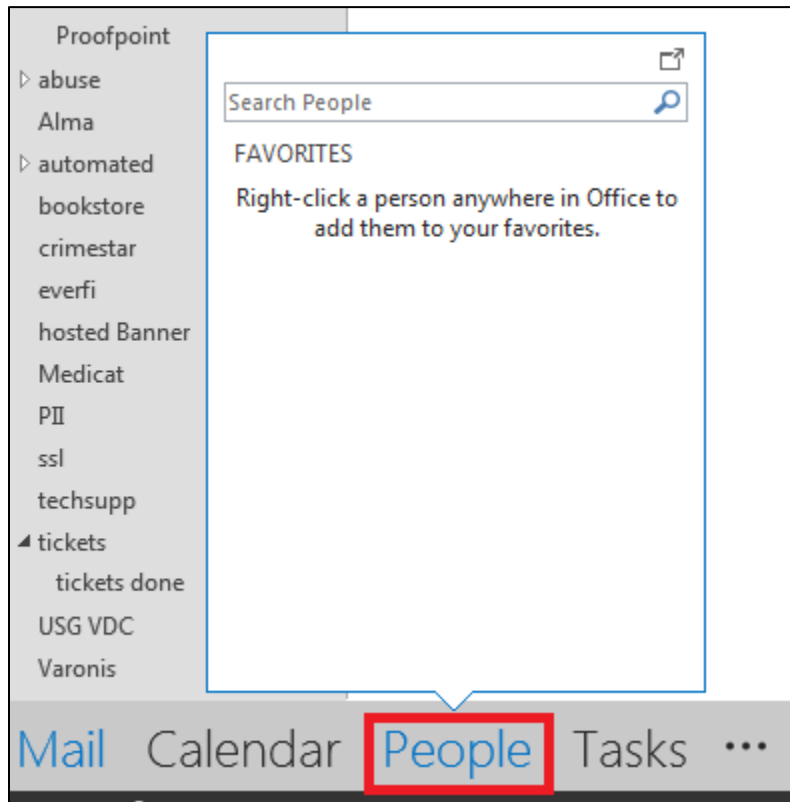


# Exporting and importing your Outlook contacts

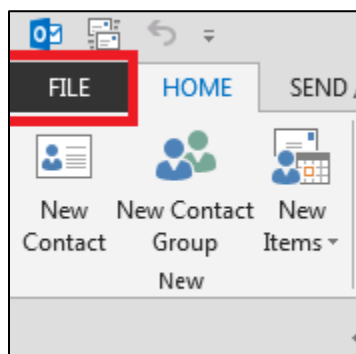
1. [Exporting your outlook contacts.](#)
2. [Importing your outlook contacts.](#)

# Exporting your Outlook contacts

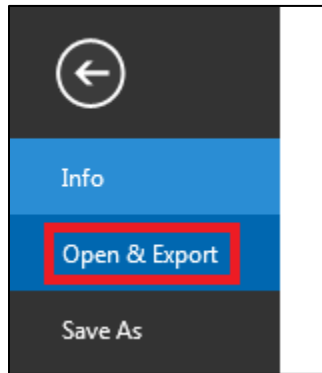
Click **"People."**



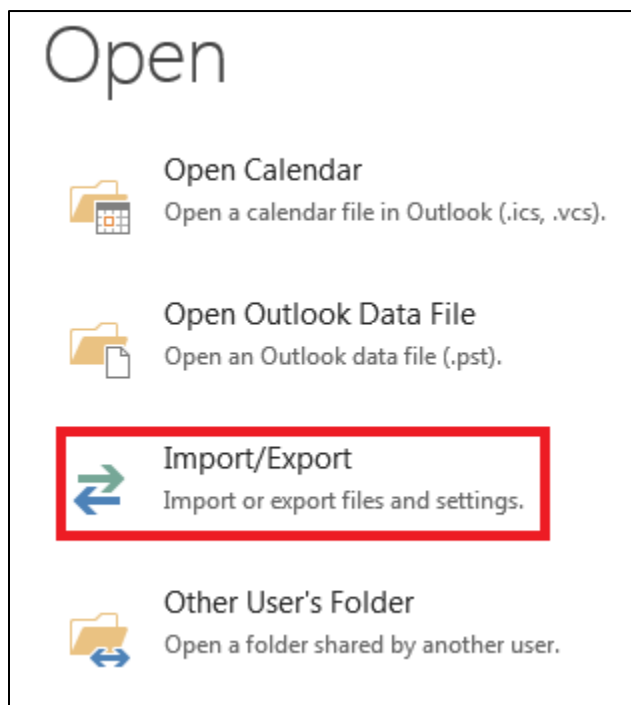
Click **File**.



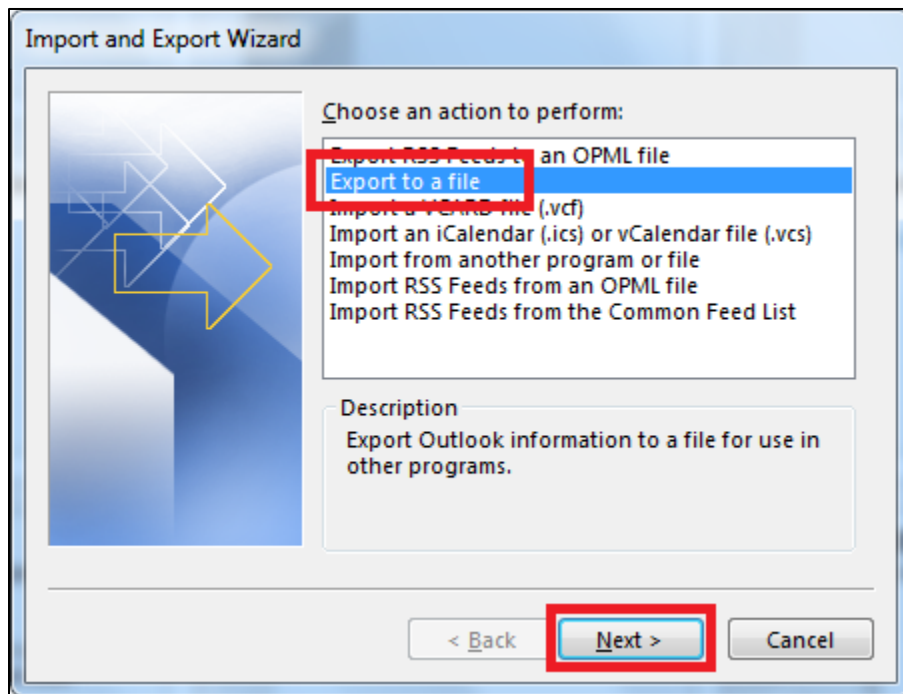
Click **Open & Export**.



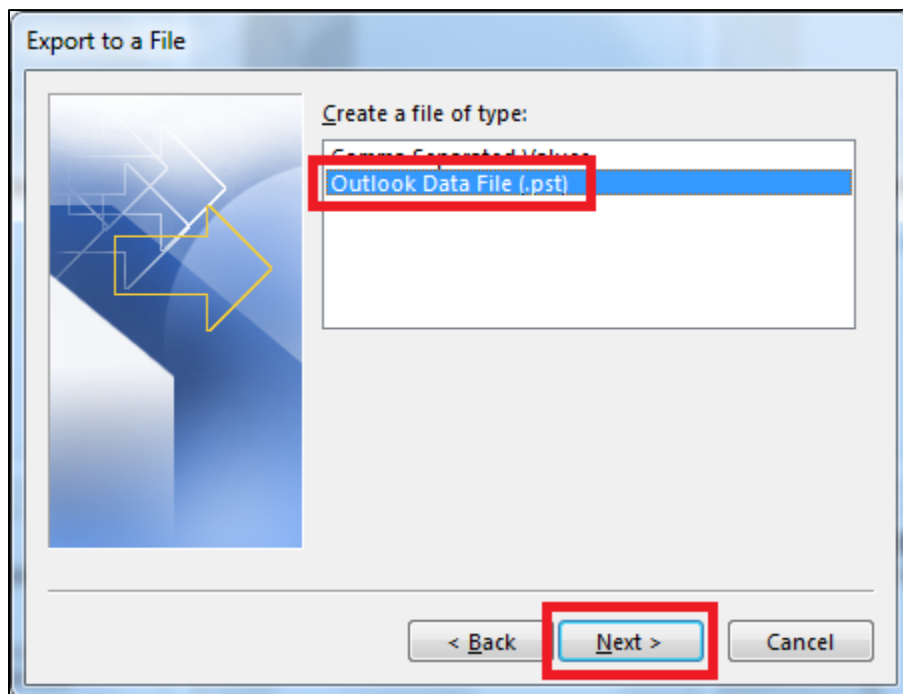
Click **Import/Export**.



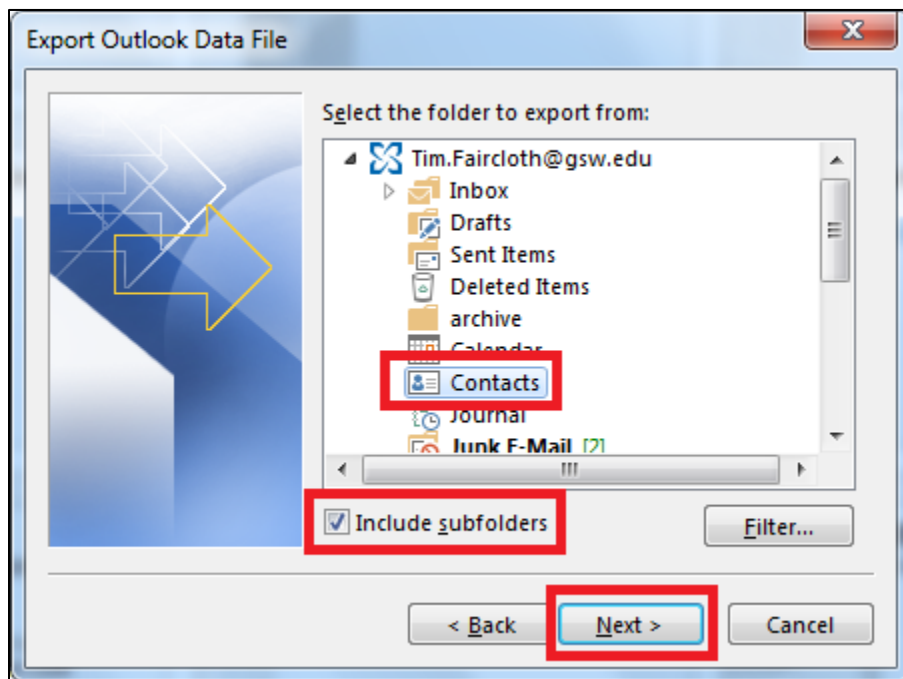
Select **“Export to a file”** and click **Next**.



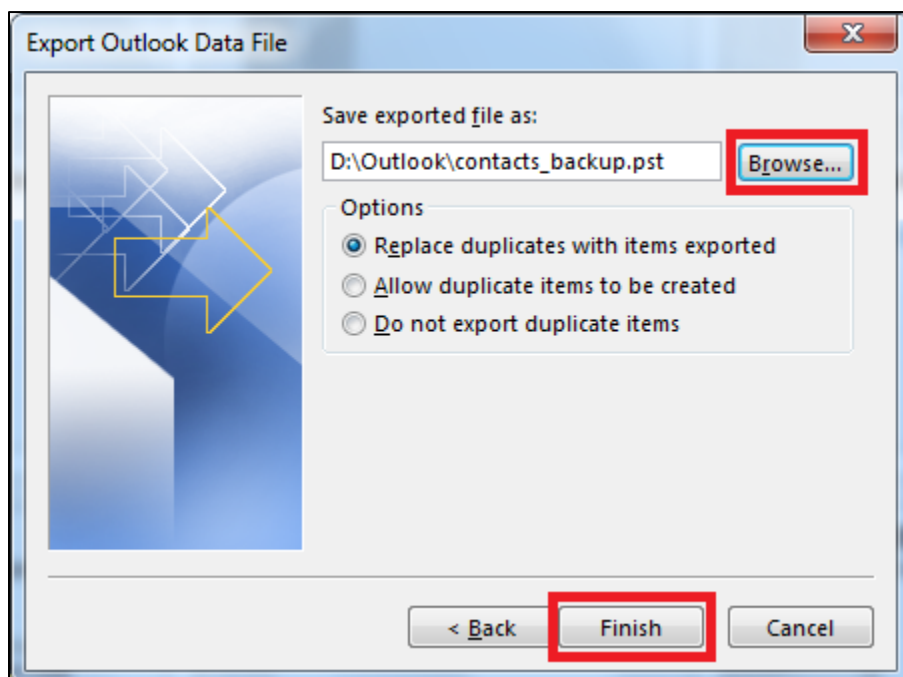
Select **“Outlook Data File (.pst)”** and click **Next**.



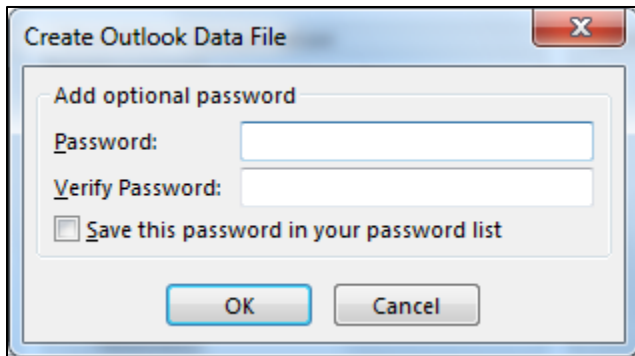
Make sure “**Contacts**” is selected, and “**Include subfolders**” is checked, then click **Next**.



Click **Browse** to select a place to save the backup, then click **Finish**.



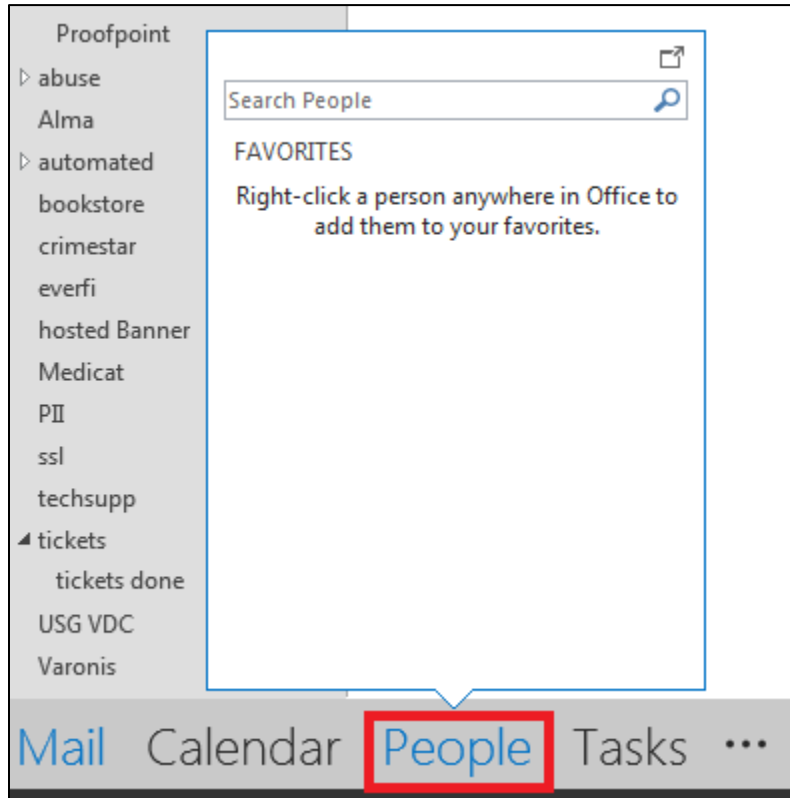
If you want, put a password on the file. If not, leave it blank. Click **OK**.



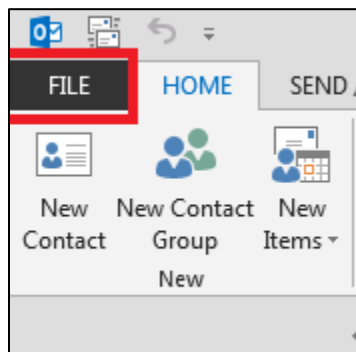
The image shows a standard Windows-style dialog box titled "Create Outlook Data File". The title bar includes a close button (X) in the top right corner. The main content area is titled "Add optional password" and contains two text input fields: "Password:" and "Verify Password:". Below these fields is a checkbox labeled "Save this password in your password list". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

# Importing your Outlook contacts

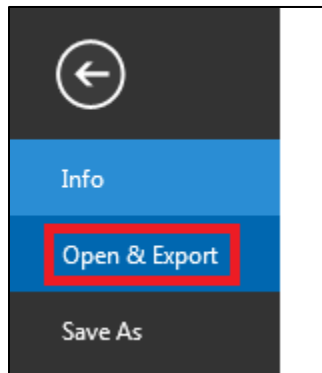
Click **“People.”**



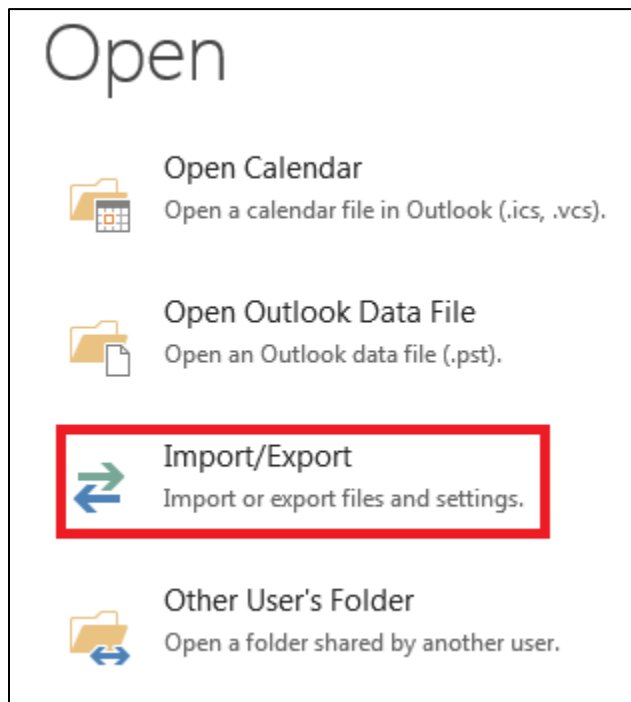
Click **File.**



Click **Open & Export**.

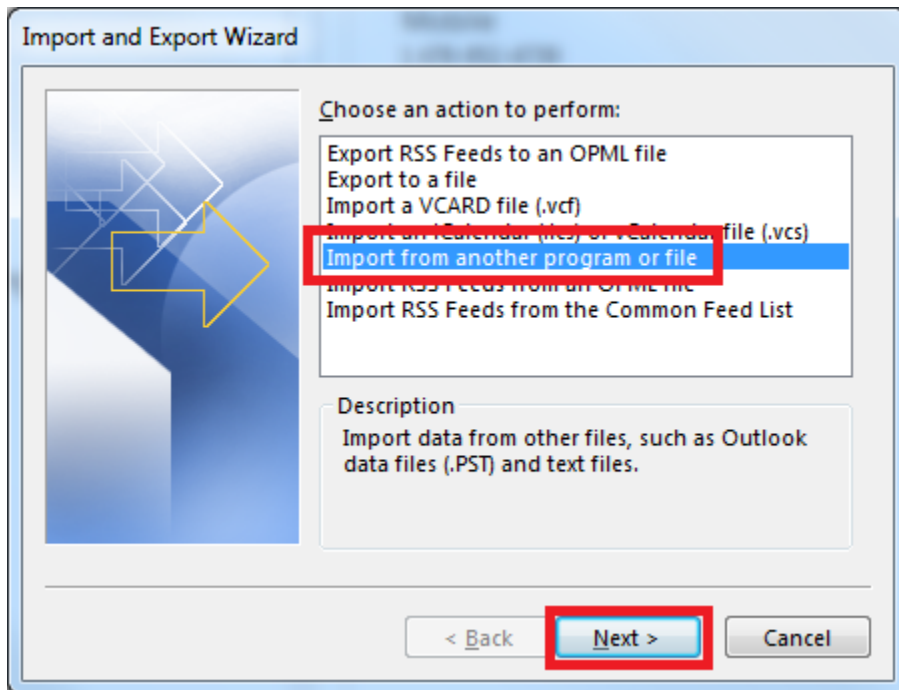


Click **Import/Export**.

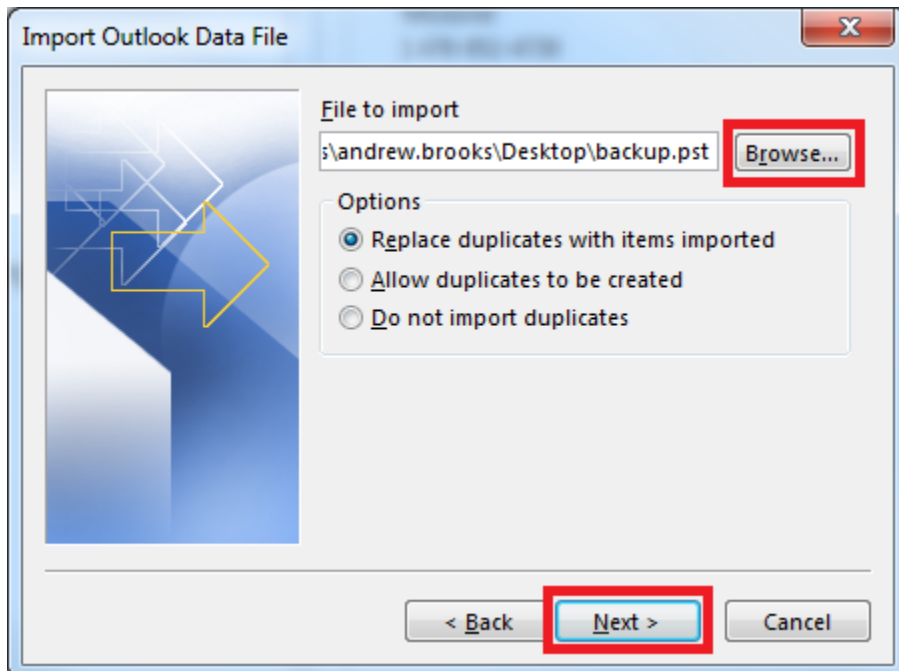




Select “**Import from another program or file,**” then click **Next.**



Click **Browse** and navigate to where your backup file is saved. Click **Next.**



Leave these options set to the default and click **Finish**.

