



Google Contacts to Outlook Migration Guide



Log on the Google Contacts. (https://contacts.google.com) and log in by your Google account email address. Then click 'Next'.

Contacts	Q, Search				0 🐵 🖩 🚳
- Create contact	Name	Ernal	Phone number	Job title & company	1
	CONTACTS (104)				
& Contects	0		400000000		
Frequently contacted Merge and fix 2	0				
~ Labels	0		100000000000		
+ Create label	0 -		10000000000		
2. Import	0			11000	
Export Print	0		400000-010	in the state of	
① Other contacts	0		400010000	1000	
E Bin	0 -		1002001-0010		
	0 -		100000000000000000000000000000000000000		
	0		100010000		

3

After logging in Google Calendar, click 'Export'.

B	LOB III Please enter your Hong Kong Baptist University SSOid and Password to access G Suite. <u>University Privacy Policy Statement</u>
	SSOid (please exclude @hkbu.edu.hk/@life.hkbu.edu.hk)
Forgot Password	Password

For security reasons you will be prompted to confirm your identity via 2FA. Follow the on-screen instructions to proceed.





Choose 'Contacts' and export as 'Outlook CSV', then click 'Export'. The csv file will start downloading to your





Sign in Outlook (https://outlook.com) and select 'People icon'.



'Download' folder.





Google Contacts to Outlook Migration Guide

