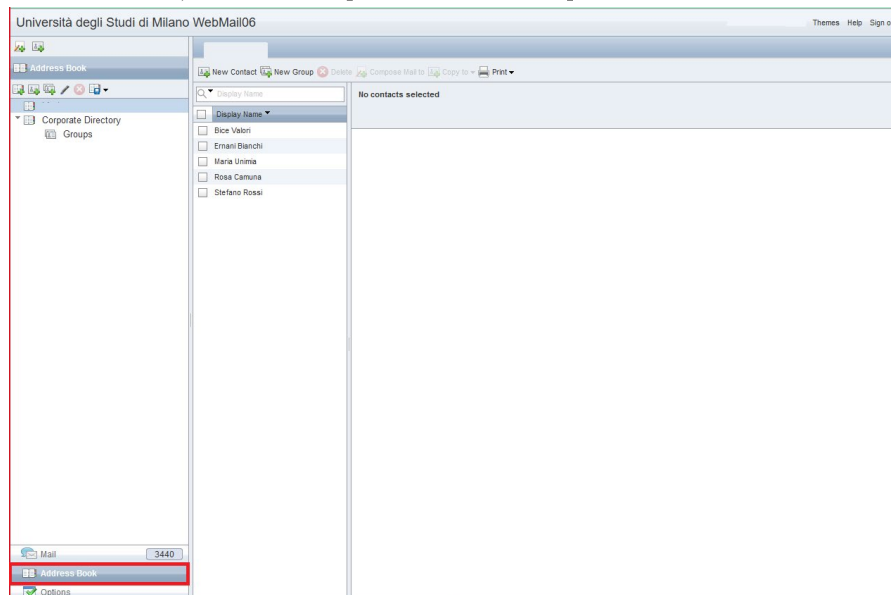




How to export contacts from your webmail to Outlook365

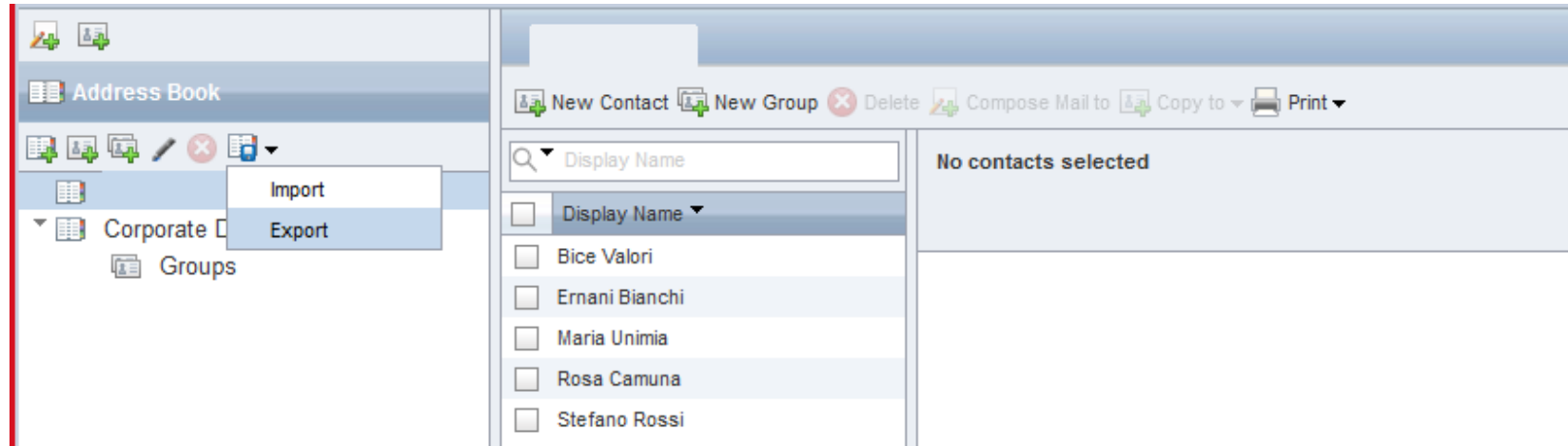


- Access your webmail at <https://securemail.unimi.it> with your credentials
- From your home page, select Address Book (in the bottom left corner) > Import/Export

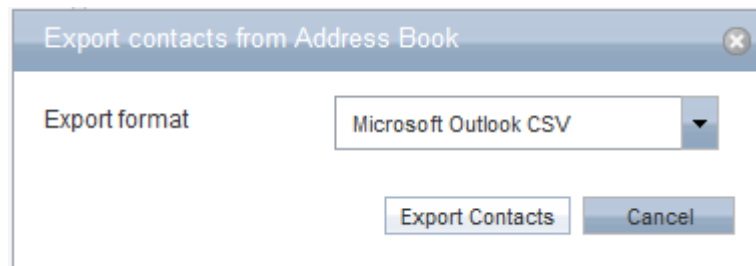




- Select Export

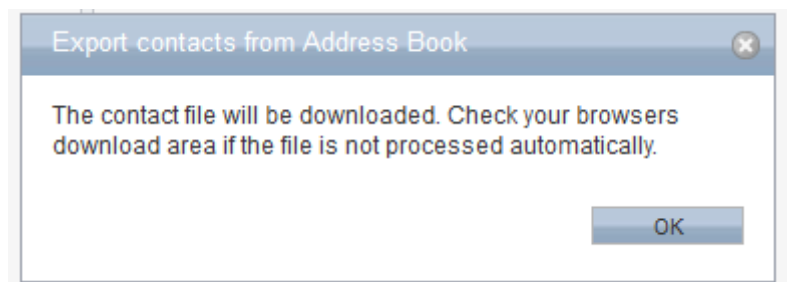


- Select the Microsoft Outlook CSV format. Click on Export Contacts

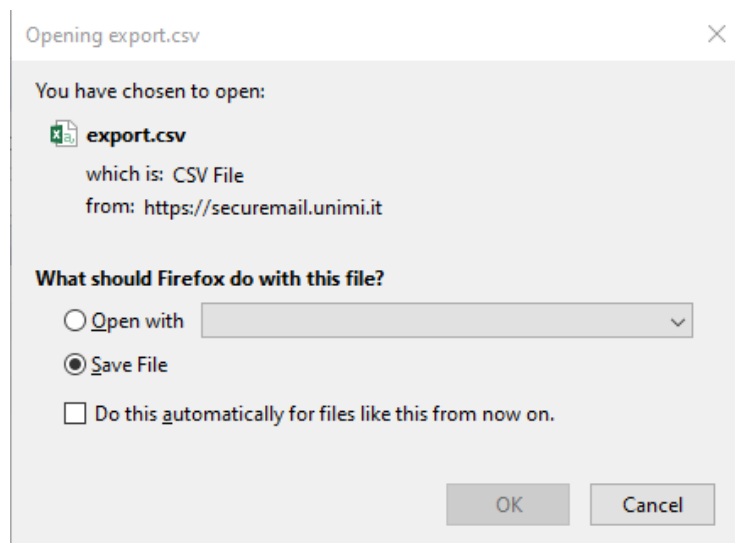




- Click on OK



- Save the file in a folder on your local PC





- Access Outlook365 at <https://outlook.office.com>. Log-in with your credentials



Sign in

Email address, phone number or Skype

No account? [Create one!](#)

[Can't access your account?](#)

Back

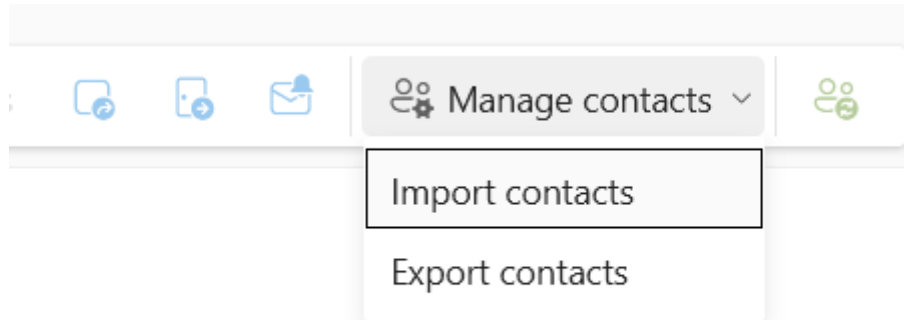
Next

- Click on the highlighted icon (People)

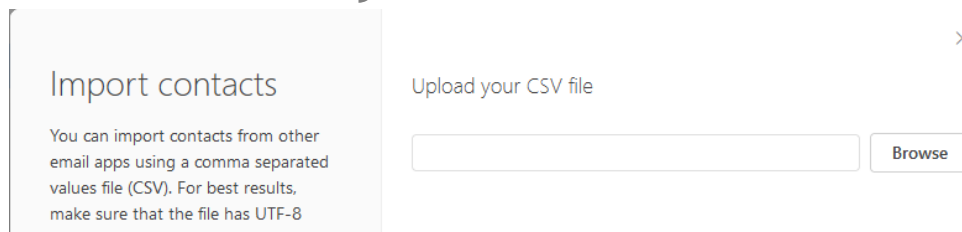




- A menu will appear; select Manage contacts > Import contacts



- A pop-up will appear; click on the Browse button and select the contact file you saved earlier



- Once the file is selected, click on Import



The procedure has been completed – you will find all imported addresses under Your contacts.