

Import your Personal Google Contacts to Google Apps for Education

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In this document, you will learn how to:

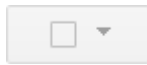
1. Export your *personal* Google Contacts to a CSV file
2. Import your *personal* Google Contacts into you Google Apps for Education Google Contacts

About Google Contacts...

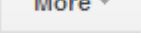
Google Contacts is a useful tool for managing your contacts. Similar to a Rolodex, Google Contacts stores information about your contacts, including their name, phone number, email address, address, nickname and more! Editing and maintaining your contacts is also very straightforward, allowing you to keep all your contacts' information up to date! Using Google Contacts is also an easy way to sync your contacts across multiple devices, such as Apple iOS devices (using the contacts application) or Android devices (by linking your Google account with your device).

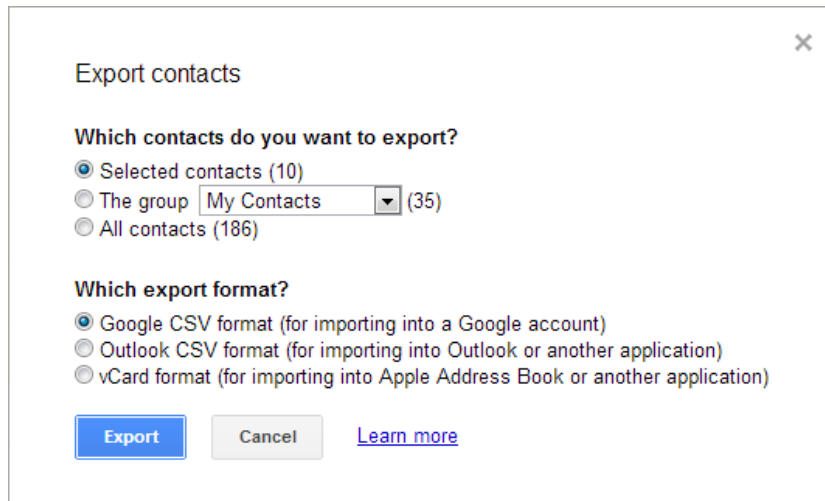
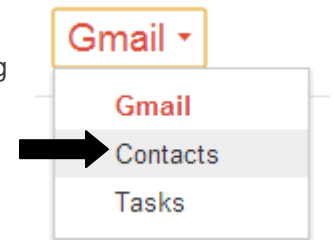
Exporting your Google Contacts from your Personal Google Account

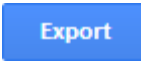
1. Log into your *personal* Google Contacts account (www.google.com/contacts) using your *personal* Google username and password, OR click **Gmail** and select **Contacts** from your *personal* Gmail inbox
2. Check the box next to the corresponding Google Contact you wish to export
 - You can select **all** of your Google Contacts by checking the **Select All**



button at the top of your contact list


3. Next, click **More**  and choose **Export...** from the drop-down menu
4. Now, you will be able to choose which Google Contacts you want to export and what format to export them in (since we are exporting this file to bring our contacts to a Google Apps for Education account, leave the export format as **Google CSV**)

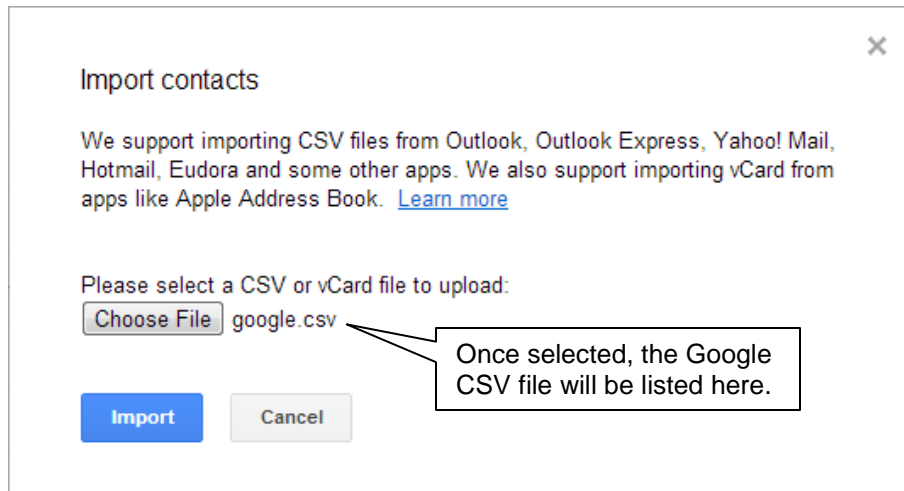


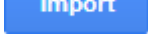
5. Once you are satisfied with your choices, click **Export** 
6. The Google CSV file will be saved in your Downloads folder

Importing your Personal Google Contacts into Google Apps for Education

1. Once you have downloaded your Google CSV file containing your *personal* Google Contacts, log into your Google Apps for Education account (www.stonybrook.edu/mycloud) with your NetID and NetID password
2. Select **Contacts** in the gray navigation bar at the top of your window to open Google Contacts

3. Next, click the **More**  button at the top of your contact list and select **Import...** from the drop-down menu
4. In the "Import contacts" prompt, click **Choose File** and browse your computer for the Google CSV file you downloaded in the previous section



5. Click **Import**  to import the Google CSV file containing your *personal* (@gmail.com) Google Contacts into your Google Apps for Education account (@stonybrook.edu)
6. Your imported Google Contacts will appear under “**Imported [date you imported your contacts]**”
7. After importing your contacts, you will see a prompt at the top of your contact list letting you know that you contacts have been imported, but not merged

My Contacts (25)

Imported 1/17/13 (10)

Imported 10/3/12 (2)

Instructional Technology...

These contacts have been imported, but not yet merged. [Find & merge duplicates](#) [Learn more](#) x

- Clicking **Find & merge duplicates** tells Google Contacts to find and merge contact information for contacts you have listed more than once