

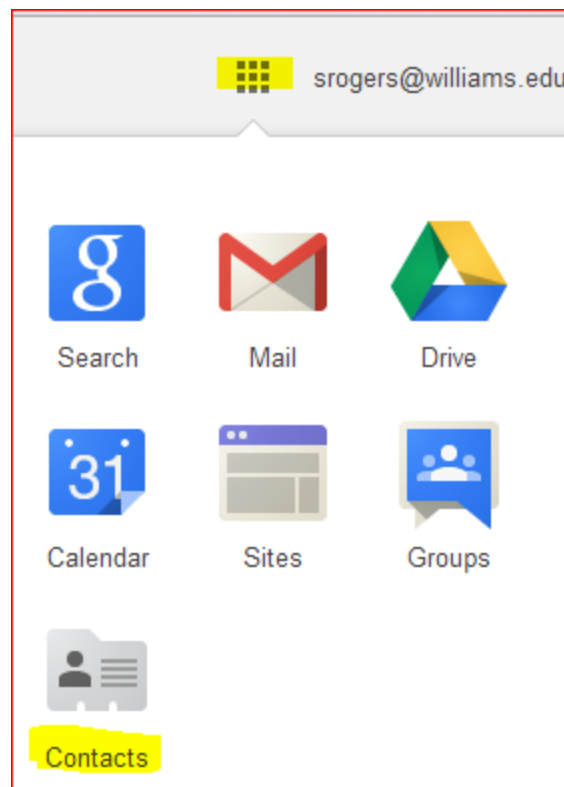
Migrate Entourage contacts to gmail

## Export Contacts from Entourage

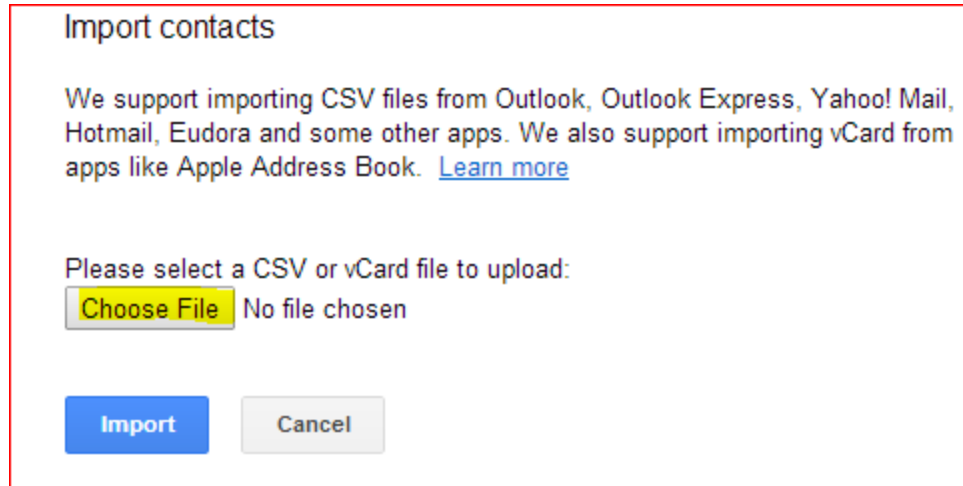
1. In **Entourage** choose the **File** menu, click **Export**.
2. Select **Contacts to a list (tab-delimited text)**. Click the next arrow at the bottom
3. Save as **Contacts Export.csv (change the txt to csv)**. Save somewhere logical like your Desktop or the Documents folder.

## Import Contacts into Google Gmail

- Log on to your account from <http://email.williams.edu> and then click the Apps button (the 3 x 3 grid) to get to your other google apps. Choose Contacts.



- Click **Import Contacts** on the left.
- Click **Choose File**, then navigate to the .csv file that you created
- Select the Contacts Export.csv file click **Open**, then click **Import**.



After your contacts are imported, a dialog box appears and displays the total number of contacts imported.