Table of Contents

Exporting Contacts from Horde 1
Exporting Contacts from Thunderbird 1
Exporting Contacts from Google 1
Export Your Contacts From Mac Mail 1
Importing Contacts into Outlook 1

Exporting Contacts from Horde

Follow the steps below in order to export any contacts you have stored in Horde to a CSV file that you will then upload to outlook in the last step on this page. This only applies if you have primarily been a user of the webmail system at the Coop.

https://my.justhost.com/cgi/help/o365-migrate-contacts-calendars

Exporting Contacts from Thunderbird

Follow the steps below in order to export any contacts you have stored in Thunderbird to a CSV file that you will then upload to outlook in the last step on this page.

https://knowledgebase.constantcontact.com/articles/KnowledgeBase/6001-exporting-contacts-from-thunderbird?lang=en_US

Exporting Contacts from Google

Follow the steps below in order to export any contacts you have stored in Google to a CSV file that you will then upload to outlook in the last step on this page.

https://support.google.com/contacts/answer/7199294?hl=en&co=GENIE.Platform%3DDesktop

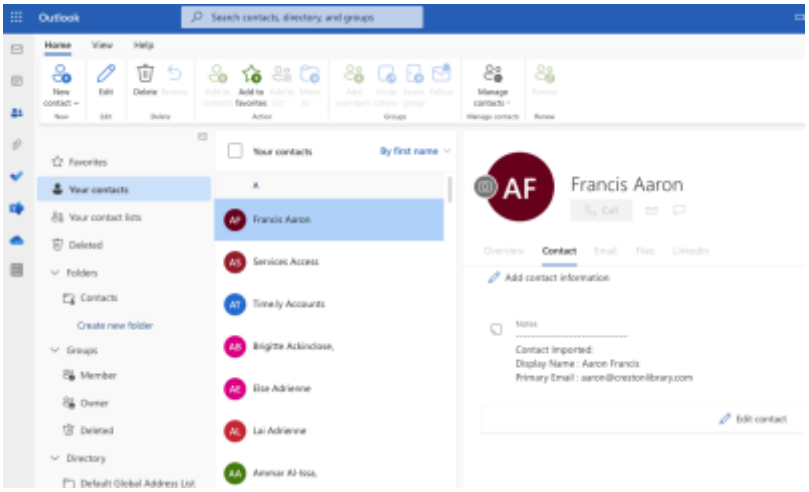
Export Your Contacts From Mac Mail

Follow the steps below in order to export any contacts you have stored in Mac Mail to a CSV file that you will then upload to outlook in the last step on this page.

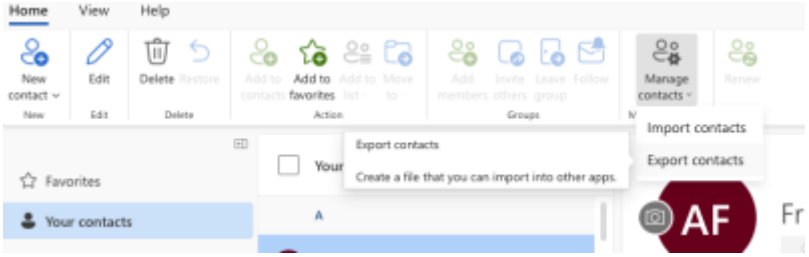
https://support.apple.com/en-ca/guide/contacts/adrbdcfd32e6/mac

Importing Contacts into Outlook

1. Log into Outlook Online https://outlook.office.com/ if you are not already, or else navigatye there by choosing "Outlook" from the list of apps in top right hand corner. Then select "People" from the left-hand main menu.



2. On the top ribbon click "Manage Contacts" and then "Import Contacts."



3. Upload the relevant CSV file of your contacts from the step above

From:
http://bclc.wiki.libraries.coop/ - **BC Libraries Coop wiki**

Permanent link:
http://bclc.wiki.libraries.coop/doku.php?id=public:ms365:contacts

Last update: **2024/05/09 05:04**