



Export & Import Outlook Contacts

Updated 09/10/26

About

This guide describes show to export and import contacts from your District email address, from Outlook on the web at <https://outlook.office.com>.

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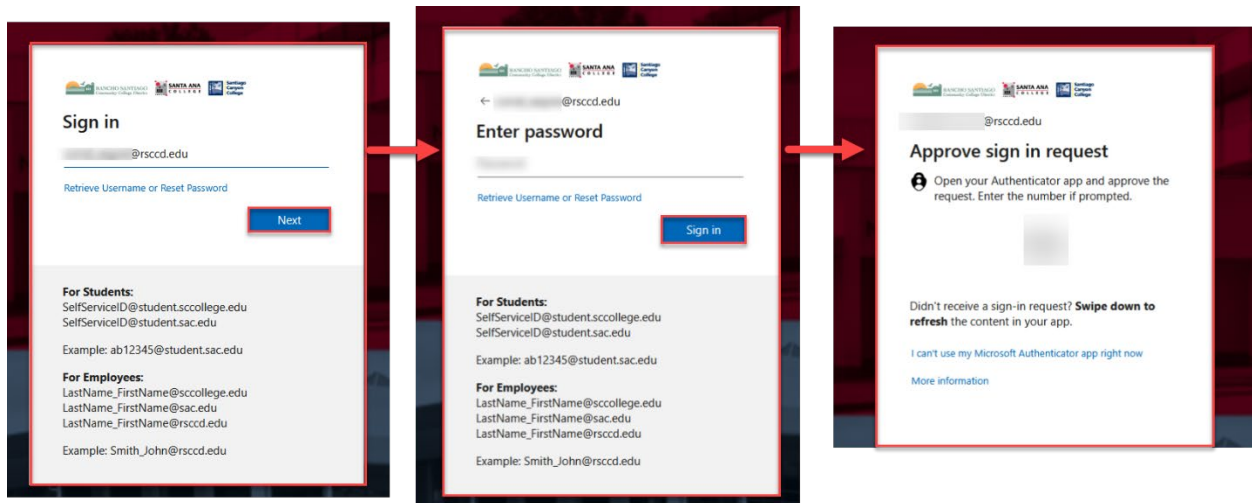
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Export Outlook Contacts

Step 1: Login to Outlook on the web

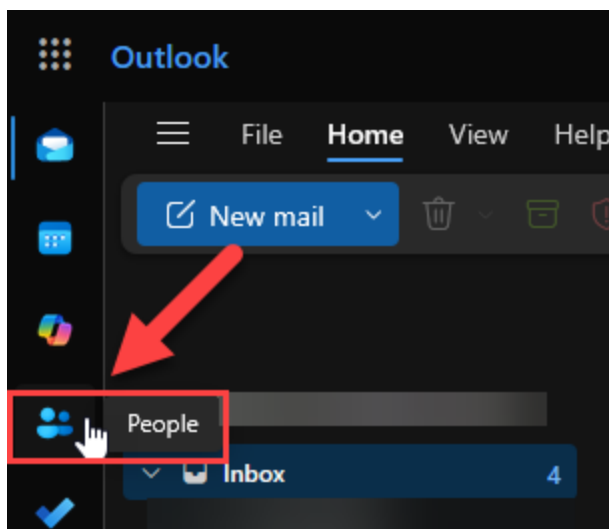
Login to <https://outlook.office.com> using your Single Sign-On (SSO) credentials for Rancho Santiago.

Enter your Single sign-on (SSO) username, password, and authenticate with Multi-Factor Authentication (MFA) if prompted.



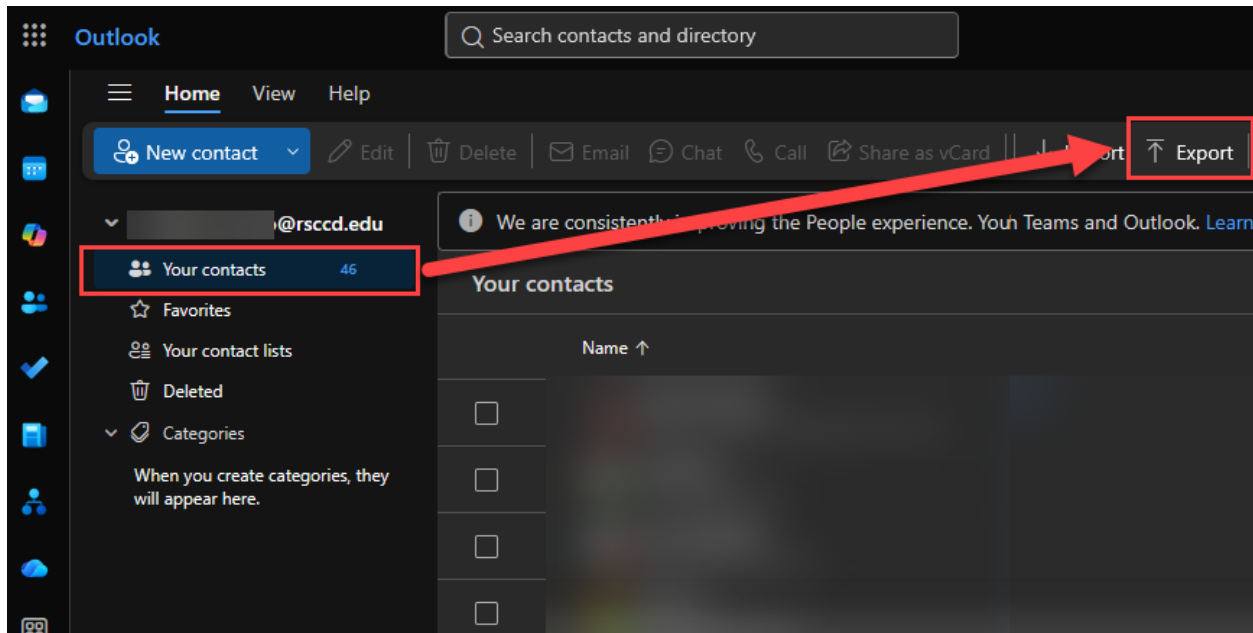
Step 2: Open the People menu

On the left navigation menu of Outlook on the web, open the **People** menu.



Step 3: Select Your Contacts > Export

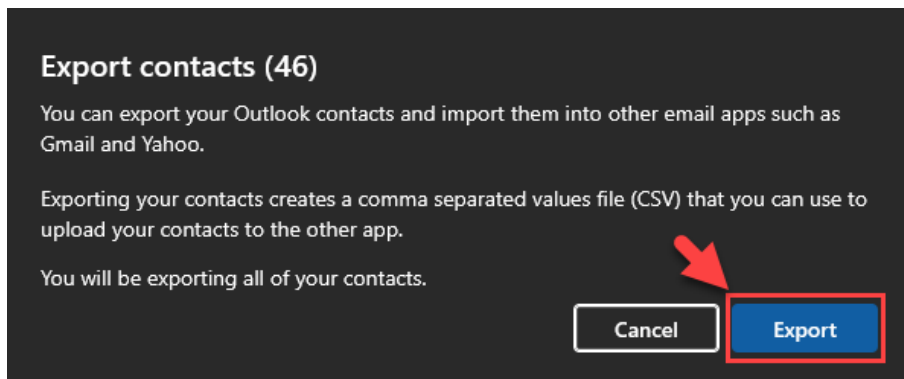
Select **Your Contacts**, then select **Export**.



Step 4: Select Export to start the export process to .CSV file

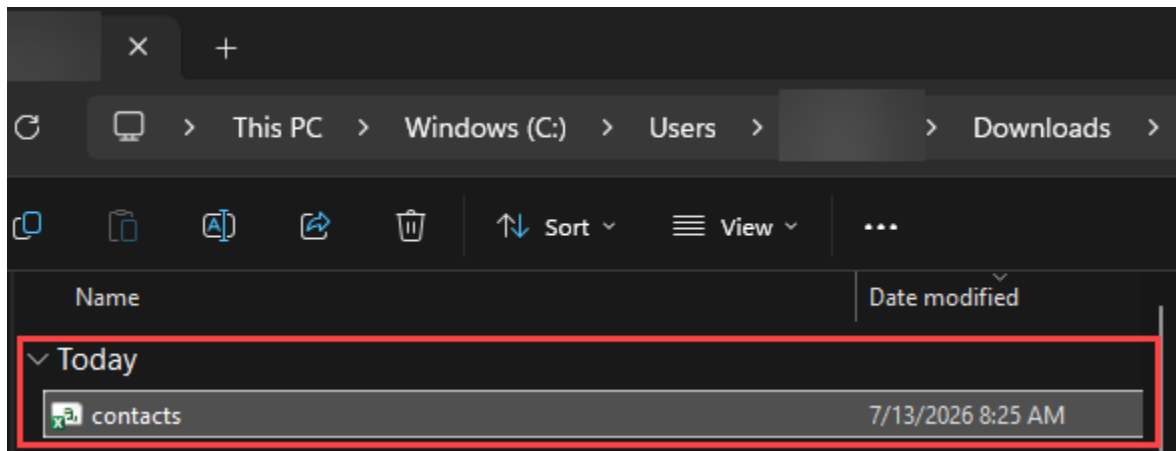
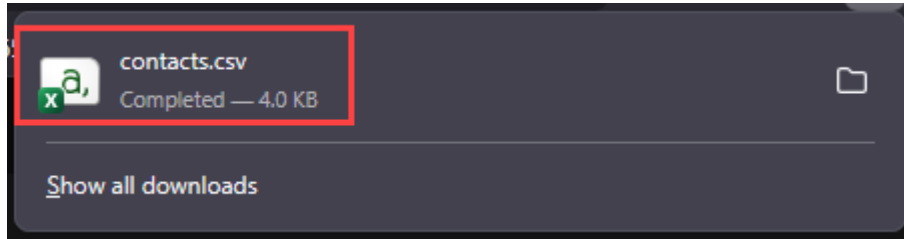
On the **Export contacts** screen, select **Export** to start the Export process.

The export will create a .CSV file and save to the Downloads folder of your computer.



Step 5: Note the location of the saved .CSV file

Note the Download location of the saved .CSV file, as you will need this when you [Import Outlook Contacts](#).

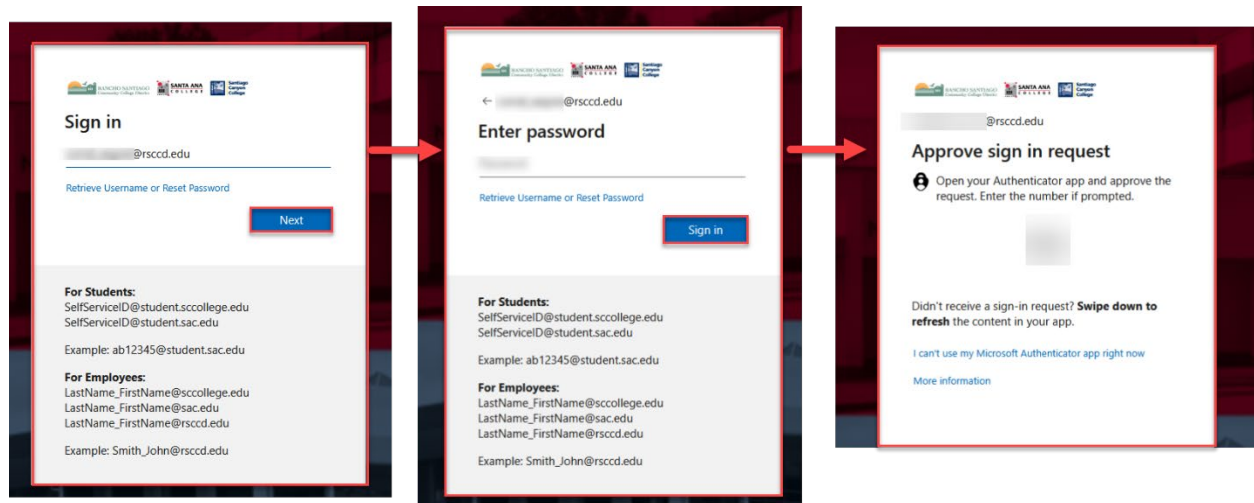


Import Outlook Contacts

Step 1: Login to Outlook on the web

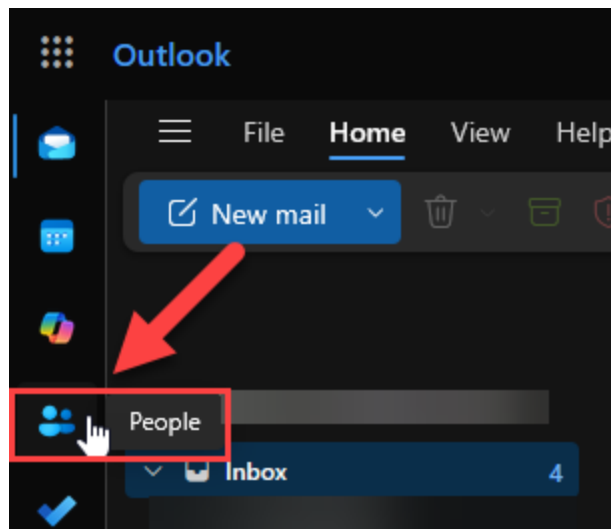
Login to <https://outlook.office.com>, using your Single Sign-On (SSO) credentials for Rancho Santiago.

Enter your Single sign-on (SSO) username, password, and authenticate with Multi-Factor Authentication (MFA) if prompted.



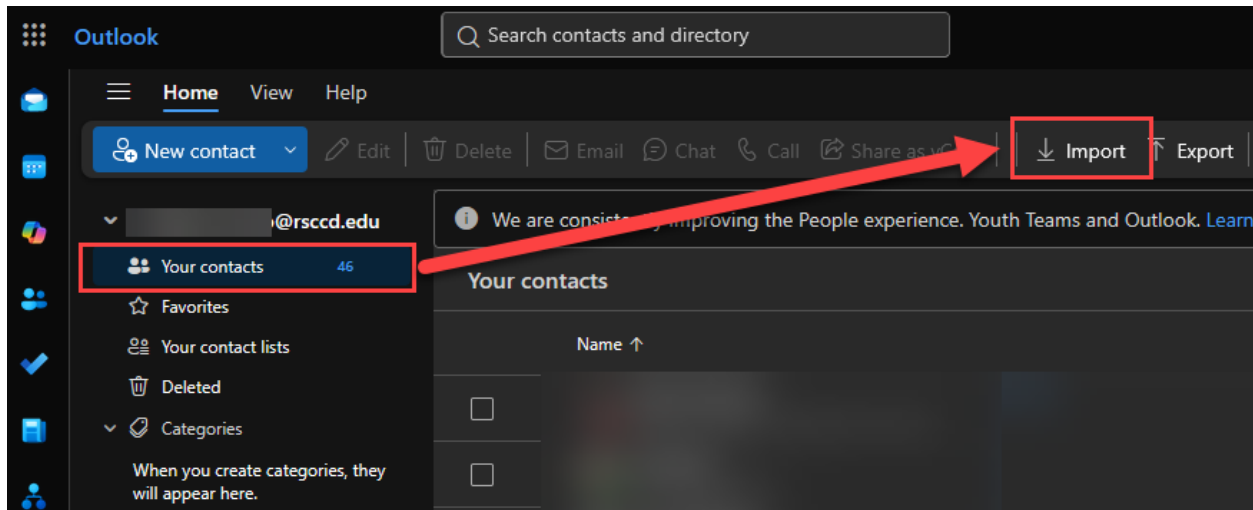
Step 2: Open the People menu

On the left navigation menu of Outlook on the web, open the **People** menu.



Step 3: Select Your Contacts > Import

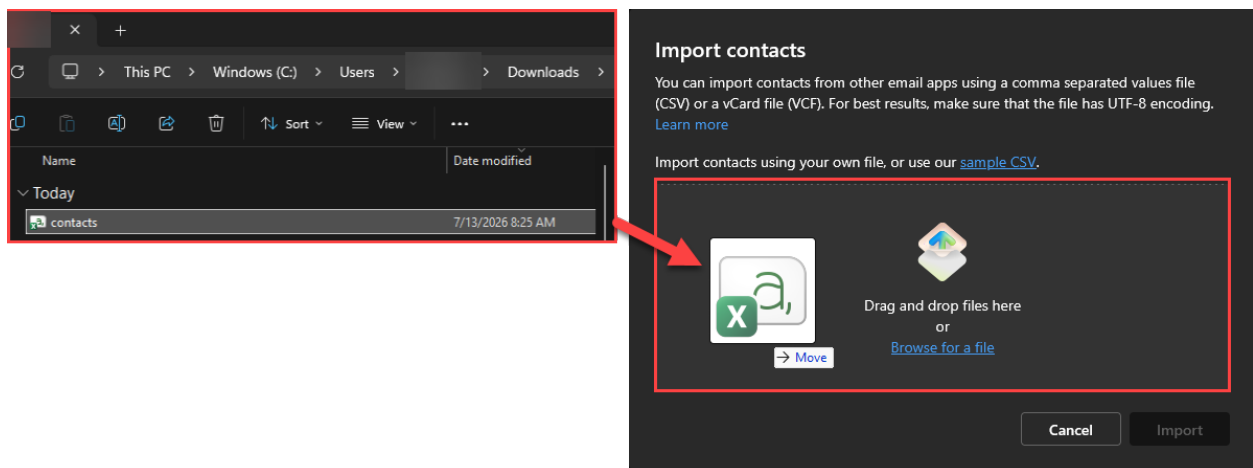
Select **Your Contacts**, then select **Import**.



Step 4: Select the .CSV file with your contacts, then select Import

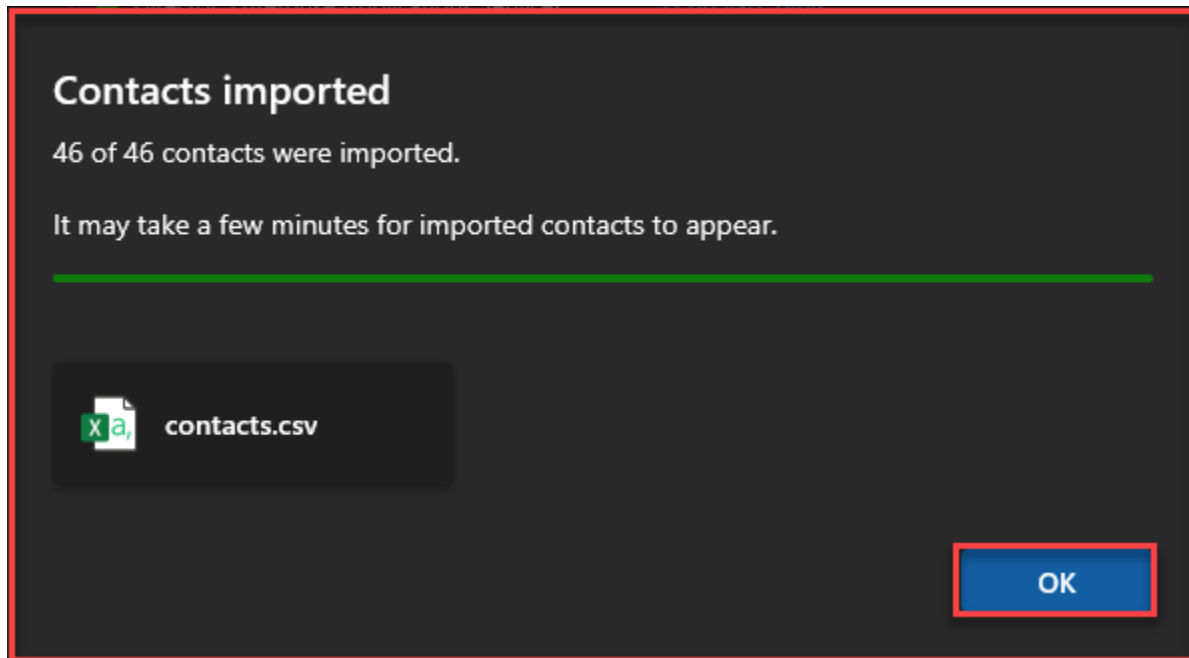
On the **Import contacts** screen, select “**Browse for a file**” to search for the .CSV file you extracted with your contact list (from the steps shown in [Export Outlook Contacts](#)). You can also **drag and drop the .CSV file** from your Downloads folder.

After selecting the .CSV file, select **Import** to begin the import process.



Step 5: At the Contacts imported screen, select OK to finish the process.

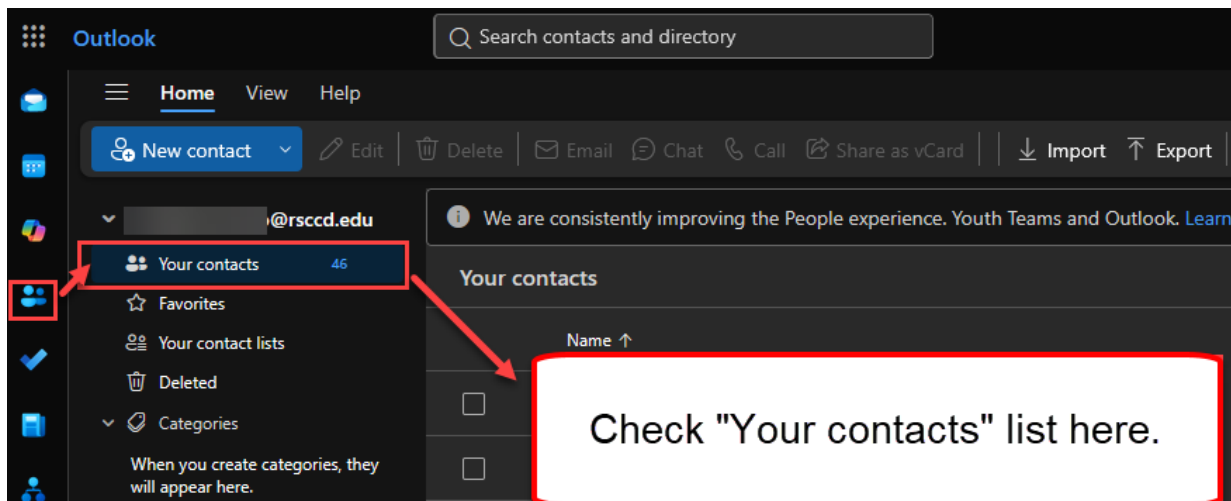
At the Contacts imported screen, **select OK to finish the process.**



Step 6: Wait a few minutes, then check People > Your Contacts list to see if the contacts you uploaded are there.

It may take a few minutes for imported contacts to appear.

Please wait a few minutes, then check **People > Your Contacts** list to see if the contacts you uploaded are there.



Troubleshooting problems

Contact the ITS Help Desk

- Website: <https://rsccd.edu/helpdesk>
- Phone: **714-564-4357** Extension 0
- Email: helpdesk@rsccd.edu