

## Importing CSV files

### To import contacts to Gmail:

1. Create a [custom CSV file](#), or [export the address book](#) from your other webmail provider or email client as a CSV file.
2. Sign in to Gmail.
3. Click **Contacts** (located below your list of views) on any Gmail page.
4. Click **Import** in the top portion of the Contact Manager.
5. Click the **Browse...** button and locate the CSV file you'd like to upload.
6. Select the file and click the **Import** button.

Once you've successfully uploaded the document, Gmail will display the number of contacts imported.

### A few things to keep in mind:

If some entries aren't included in your Contacts list, Gmail tells you why these entries were left out.

If you receive error messages when attempting to import your contacts, you may need to [edit your CSV file](#).

## Exporting Gmail contacts

You can quickly export your Gmail Contacts list into a CSV file. Here's how:

1. Sign in to Gmail.
2. Click **Contacts** along the side of any Gmail page.
3. Click **Export** at the top of your Contacts list.
4. Choose whether to export all contacts or only one group.
5. Select the format in which you'd like to export your contacts' information.
6. Click **Export**.
7. Choose **Save to Disk** then click **OK**.
8. Select a location to save your file, and click 'OK.'

Depending on the requirements of the program to which you're importing your contacts, you can easily edit this CSV to fit your needs.

At the moment, contact exports will not include group information.

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