





## Move my Contacts from GatorMail to O365 mail

*We recommend cleaning up your contact list prior to export.*

### 1. Export my contacts

- a. Login to <https://gatormail.uhd.edu/>
- b. Go to **preferences**
- c. In the left hand corner under preferences, click  Import / Export
- d. Under **export**: select **Contacts**
- e. Under **sources**: click on **All folders**, and then specify the location of your contacts folder.
- f. Click **OK**

### 2. Import Contacts into O365 mail

- a. Login to <http://outlook.com/gator.uhd.edu>  
*IMPORTANT!!! – Don't forget to put your full username (example: doe999@gator.uhd.edu)*
- b. Go to **People**, and then click **Settings**  **Import contacts**.
- c. On the **Import contacts** page, click **Choose File**, and then specify the location of the CSV file that contains the contacts you want to import.
- d. Click **Next**.
- e. Wait while your contacts are imported.
- f. When the import is complete, click **Finish**.