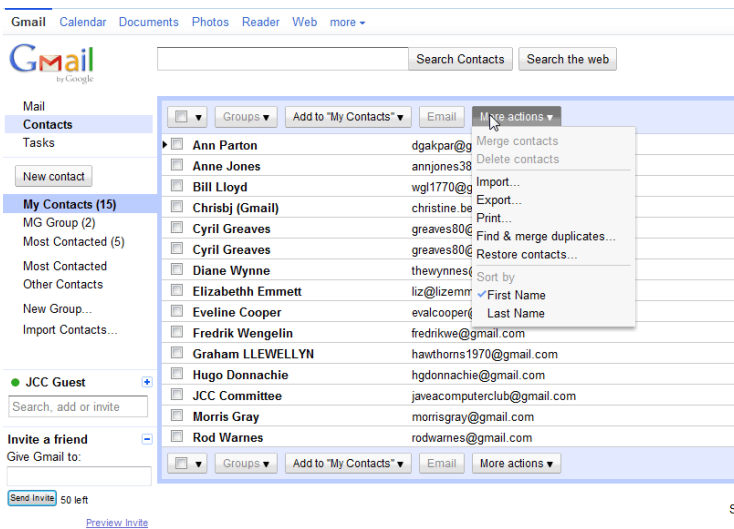


# IMPORTING CONTACTS FROM GMAIL TO Windows Live Mail

Log in to your Gmail account ([www.gmail.com](http://www.gmail.com))

Click on the “Contacts” .....top, left.....under “Mail”



When your list of contacts appears, click the button “More Actions”, from the list select “EXPORT”

In the small box, select “Outlook CSV”

Click “Export”

You will then get the usual Windows box of “Open..Save..Cancel”

Click “Save”



You then decide WHERE to save the file (Documents) and what the file should be named (contactsMar2011)

Now.....Open Windows Live Mail (or Outlook Express in XP)

Click on “Contacts” .....bottom, left. When your Contacts list appears all the ICONS at the top change.

Click the “IMPORT” button.....select “CSV” from the list and then locate the file you created (Documents/contactsMar2011)

The box to the right appears.

Remove ALL the ticks EXCEPT .....

First Name/Middle Name/Last Name and Email address.

Click “Finish” and your contacts will be IMPORTED.....

**DONE!**

