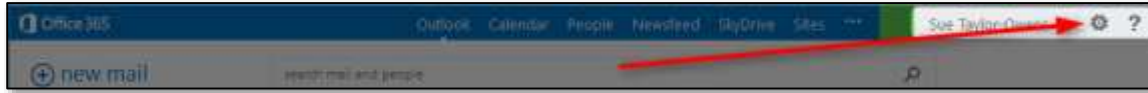
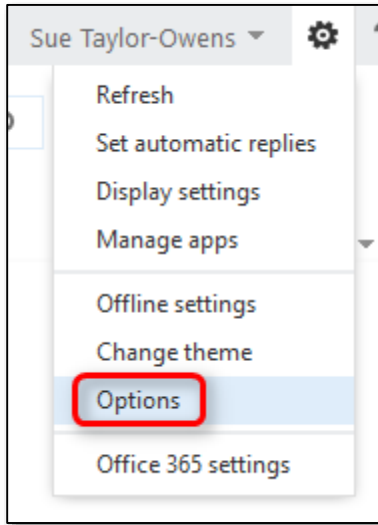


Importing an Address Book into Outlook Web App

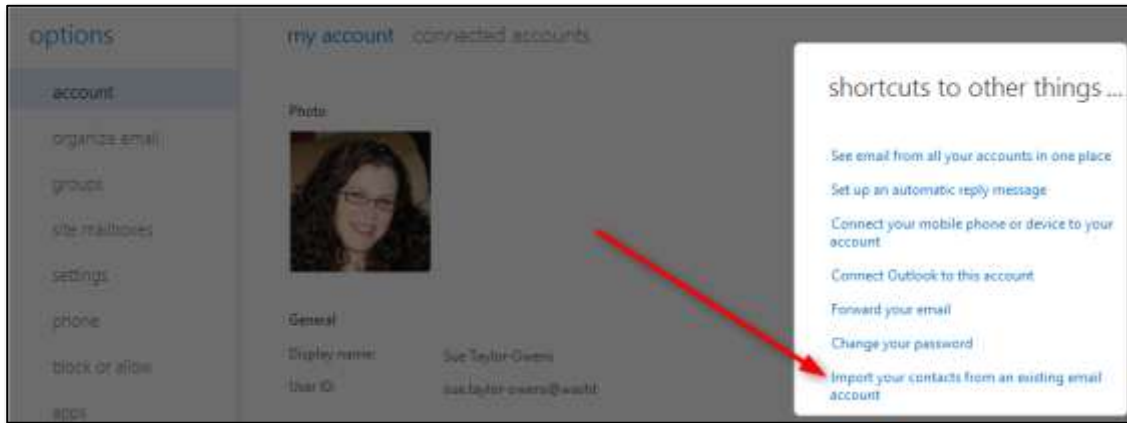
1. Go to [Outlook Web App](#)
2. Click on the **gear on the right**



3. Select **Options**

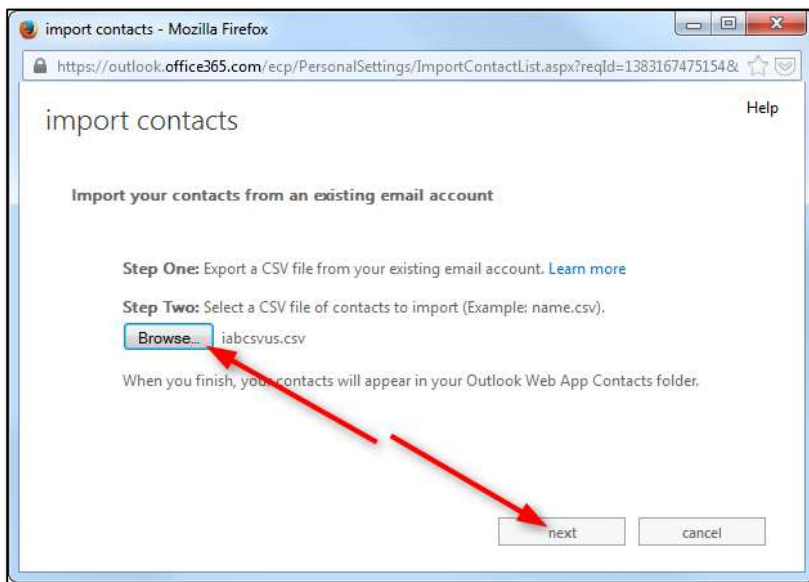


4. Choose **Import your contacts from an existing email account**



Importing an Address Book into Outlook Web App

5. Click the **Browse** button then **find and open** your address book export file
6. Click the **next** button



7. Click the **finish** button

