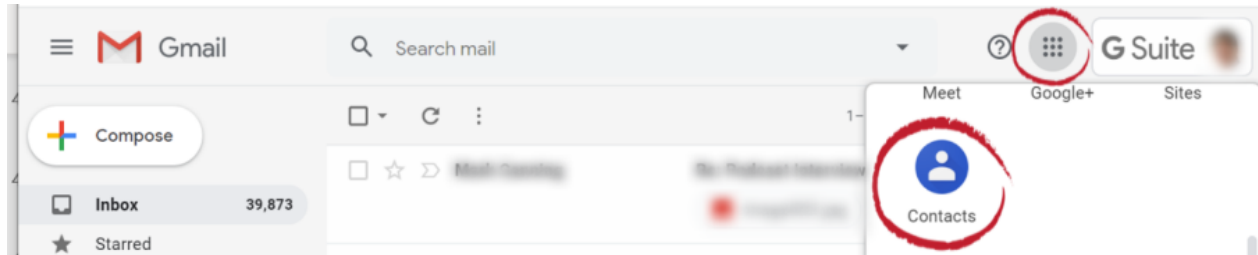


How to Import From Gmail

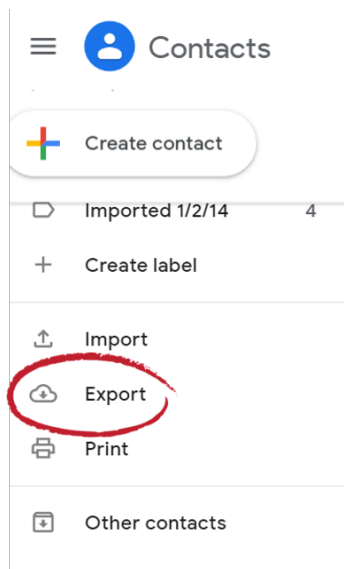
Note: You will need authorization from your IT department in order to be able to import your Gmail contacts. If you have permission, use the following steps:

1. Open Gmail. Click the app menu (grid of 9 dots) in the top right.
2. Select **Contacts**



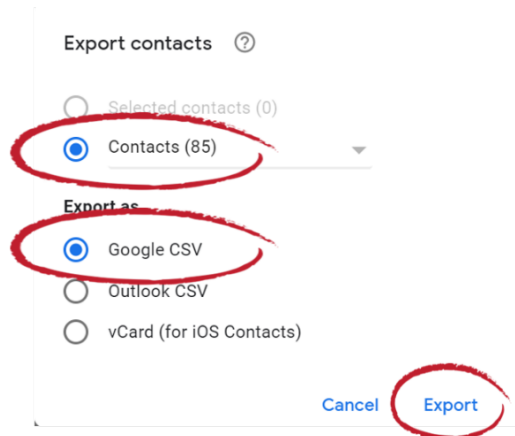
*Click menu and select **Contacts***

3. In the left column navigation column, select **Export**.



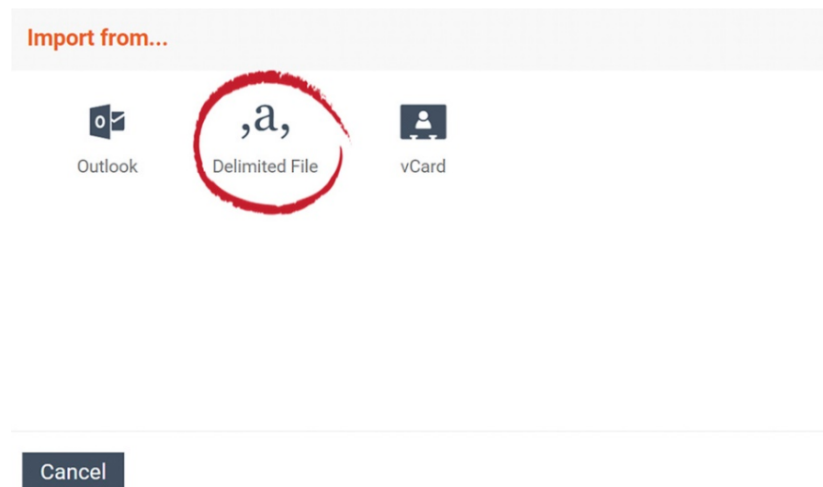
*Select **Export***

4. In the Export contacts dialog box, select the **Contacts** radio button and select the **Google CSV** radio button. Then select **Export**.



Select **Contacts**, **Google CSV** then click **Export**

5. Open FileFlex and open the contact view by selecting Contacts in the Application sidebar menu
6. Click the **Activity Menu** icon in the top right of the Activity Bar
7. Choose Import Contacts
8. In the "Import from" dialog box, select **Delimited File**.



Delimited File

9. Optionally put the imported contacts into a group or create a new group, then hit **Next**.
 10. In the "Import from" delimited file dialog box, select **Choose File**.
 11. Navigate to the contacts file you exported from Gmail and select **Upload**. The default download location is your Downloads folder.
 12. In the Contacts Imported dialog box, select **Done**.
- Congratulations - you have imported your Gmail contacts.