Step by Step Import Contacts to Outlook from CSV

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About Author

Shakir is IT Consultant with over 13 years of extensive experience working with Microsoft Technologies AD, Exchange, O365, Windows Azure, PowerShell, Skype for Business, SQL, SharePoint and Microsoft public clouds, and providing solutions to different local & international Enterprise customers.

Shakir has been involved in Infrastructure Designing and Implementation, Virtualization, and Disaster Recovery. Extensive hands-on experience in Core Server Infrastructure, Cloud Computing, Virtualization/ Management and Information Protection. Analysis and Support of Microsoft Windows Server based Client / Server network, AD, Messaging, Skype for Business, SQL Always ON, Virtualization and System Center Infrastructure Products. Shakir has various industry certifications: MCT, MCTS, MCITP, MCSA, MCSE: Messaging, MCPS, MCSE: Cloud Platform and Infrastructure and also providing trainings on Microsoft Based Technologies.

Summary

Your import contacts to Outlook on your desktop using the Outlook Import/Export wizard. First, make sure you're using a desktop version of Outlook. Here's what the ribbon looks like in Outlook 2016 for your desktop. **The 2007, 2010 and 2013 versions of Outlook look similar, and you can use them to import, too.**
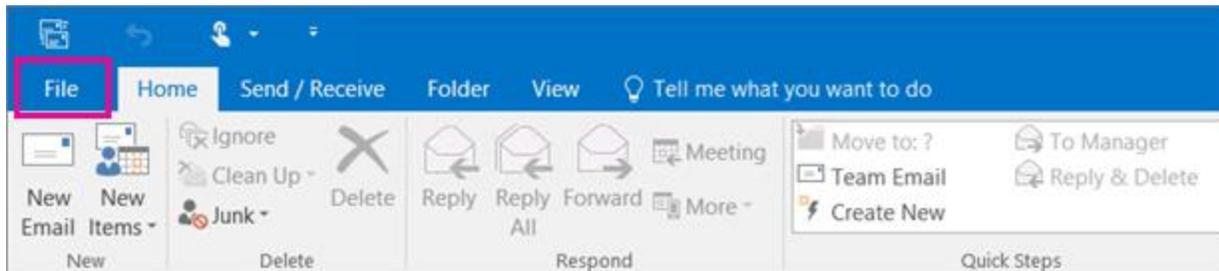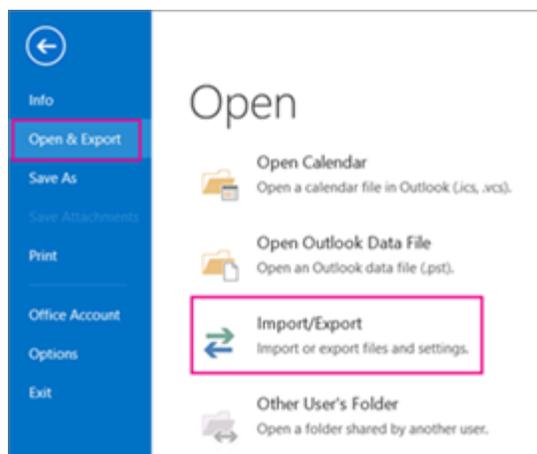
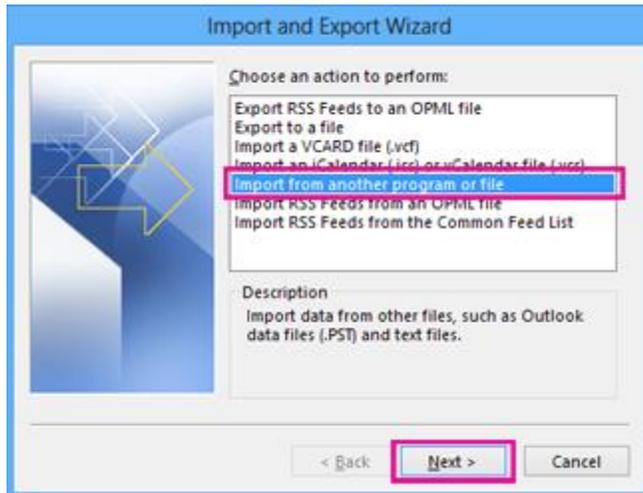## Import contacts from a .csv file to Outlook 2013 or 2016

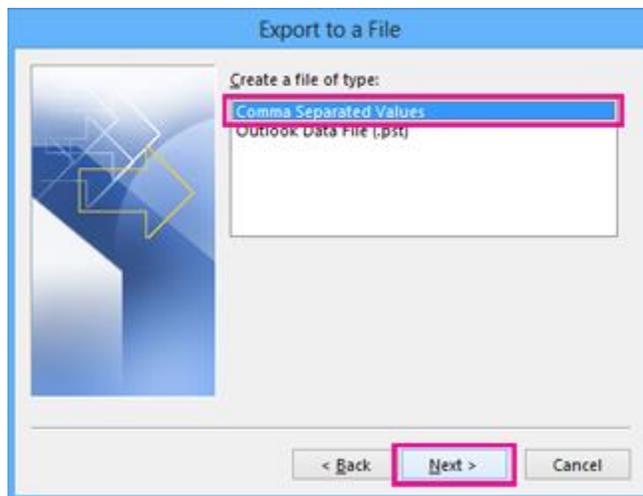1. At the top of your Outlook 2013 or 2016 ribbon, choose **File**.
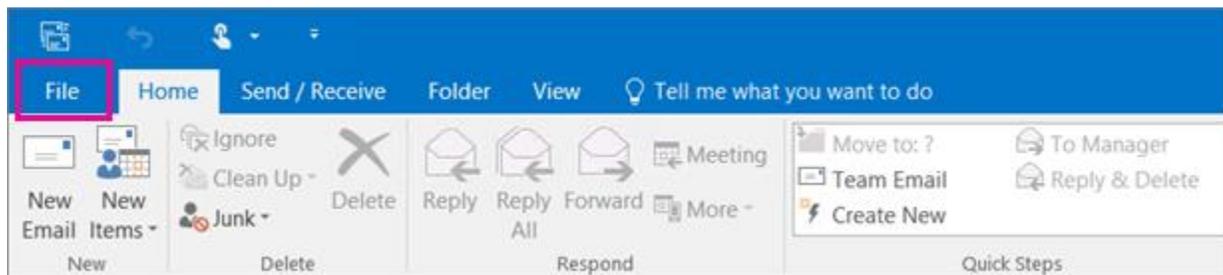
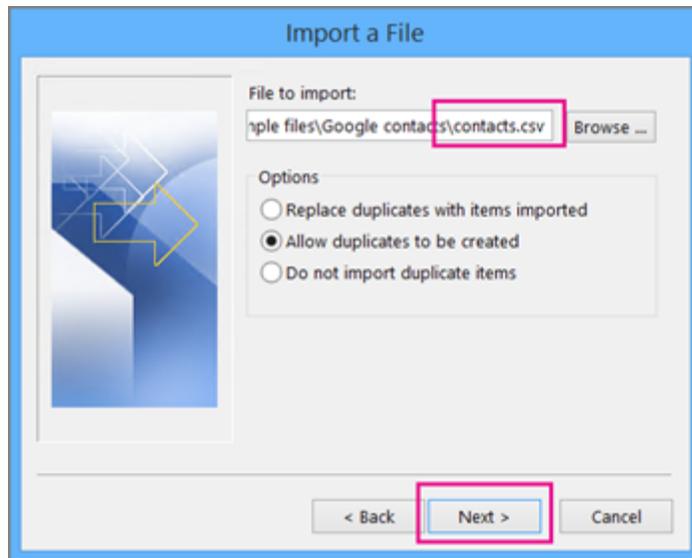2. Choose **Open & Export** > **Import**/Export.

3. Choose **Import from another program or file**, and then choose **Next**.

4. Choose **Comma Separated Values**, and then choose **Next**.

5. In the **Import a File** box, browse to your contacts file, and then double-click to select it.


6. Choose one of the following to specify how you want Outlook to handle duplicate contacts:

o   **Replace duplicates with items imported**   If a contact is already in Outlook and your contacts file, Outlook discards the info it has for that contact and uses the info from your contacts file. You should choose this option if the contact info in your contacts file is more complete or more current than the contact info in Outlook.

o   **Allow duplicates to be created**   If a contact is in Outlook and your contacts file, Outlook creates duplicate contacts, one with the original Outlook info and one with the info imported from your contacts file. You can combine info for those people later to eliminate duplicate contacts. This is the default option.

o   **Do not import duplicate items**   If a contact is in Outlook and your contacts file, Outlook keeps the info it has for that contact and discards the info from your contacts file. You should choose this option if the contact info in Outlook is more complete or more current than the info in your contacts file.

7. Click **Next**.

8. In the **Select a destination folder** box, scroll to the top if needed and select the **Contacts** folder > **Next**. If you have multiple email accounts, choose the Contacts folder that's under the email account you want to be associated with the contacts.
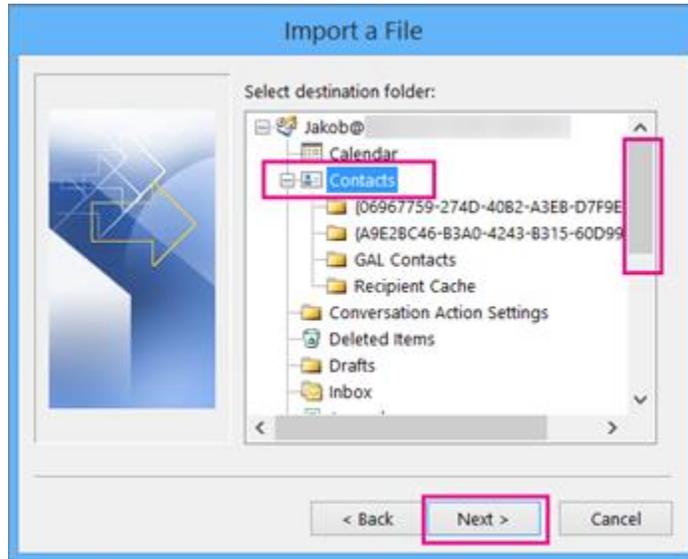
9. Choose **Finish**.
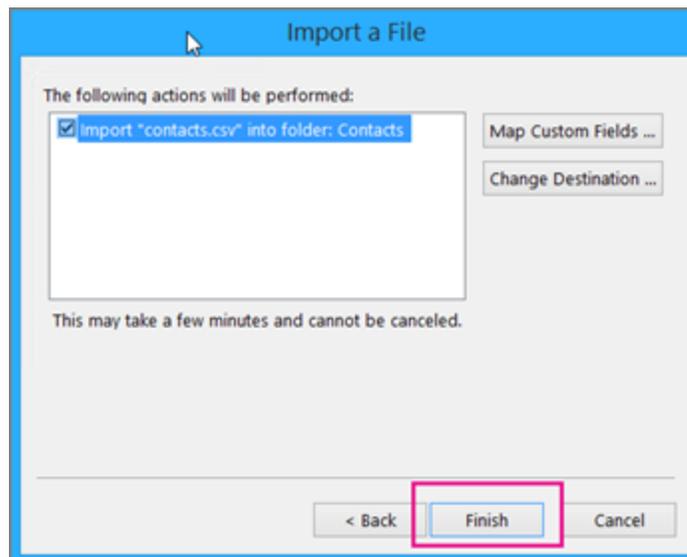
Outlook begins importing your contacts immediately. You'll know it's finished when the Import Progress box closes.