



Using CSVs to Quickly Import Contacts into Google Contacts

If you have a long list of emails you need to import into Google Contacts, a CSV is the easiest way. Please be aware that this creates a contact for you, so you may end up with duplicates if you import multiple times. These contacts are only available to your account and are not shared with anyone else, though you can share the CSV with others for them to import.

Creating a new CSV

1. Open Excel (or Google Sheets) and create a new document.
2. The first row is the most important – you must format it correctly:
 - Name (The name of the contact you'd like to import)
 - E-mail 1 – Value (The email address of the contact you'd like to add)

Please ensure these fields are formatted as below and in columns A & B respectively.

	A	B	
1	Name	E-mail 1 - Value	

3. Fill out the spreadsheet with the names and the emails of the contacts you'd like to import. Google Contacts can handle hundreds of contacts at a time, but consider splitting it up into batches if you require more than a few hundred.

	A	B	
1	Name	E-mail 1 - Value	
2	Joe Bloggs	joe@brigshaw.com	
3	Dave Bloggs	dave@brigshaw.com	
4	Jessica Bloggs	Jess@brigshaw.com	
5			

4. When you're finished, save your work as a CSV.
 - In Excel, press "File" then "Save-As". Browse to the location you want to save the file, then change the drop down at the bottom of the dialogue box to "CSV (Comma Delimited)".

File name:	<input type="text" value="Test Contacts"/>
Save as type:	CSV (Comma delimited)

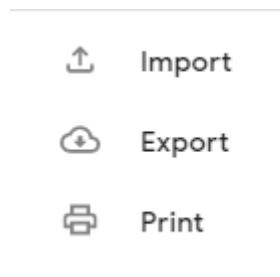
- In Sheets, Press "File" then "Download". Select "Comma-separated values (.csv,current sheet)

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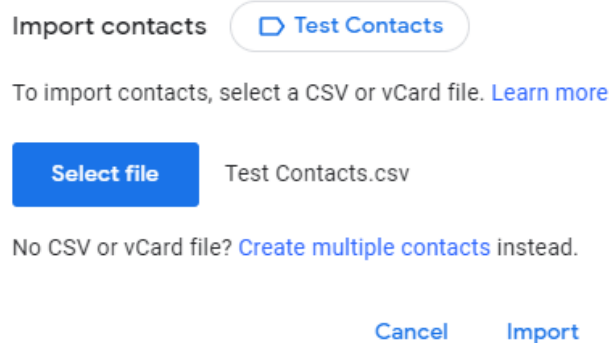


Importing the CSV

1. Navigate to Google Contacts using the Apps icon in the top right of any Google Service or by heading to contacts.google.com
2. Press "Import" in the left hand menu.



3. If you would like to add a label to all of the imported contacts, select one or make a new one by pressing "No Label" at the top. Press "Select File", then browse to the .CSV you'd like to import. Click "Open" on the file you've selected. Finally, press "Import".



4. The contacts have now been imported into your address book and will appear when you send emails. If you have added a label, you can also quickly send to everyone you have just imported by typing that into the To, CC or BCC fields in Gmail. Please note that this may take a short period of time for your Gmail and Contacts to sync up.