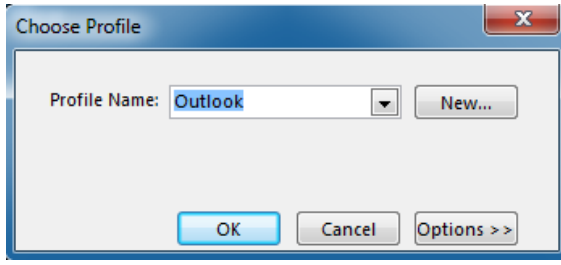
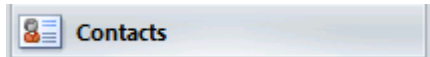


## Export Groups From Exchange Outlook To Gmail Outlook

1. Open **Microsoft Outlook**. Select the old **Outlook** profile from the dropdown.



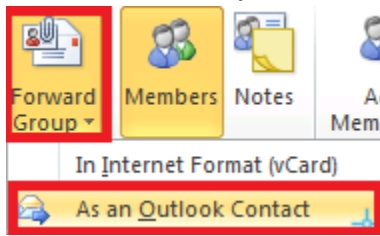
2. Go to your **contacts**.



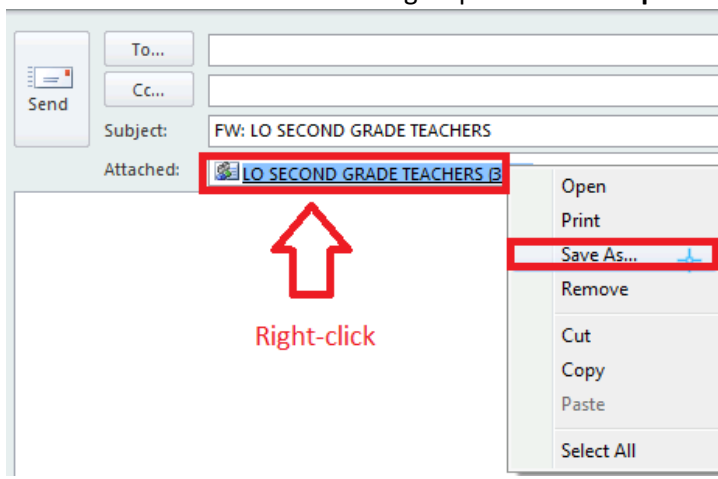
3. **Double-click** the **group** you want to bring into Gmail.

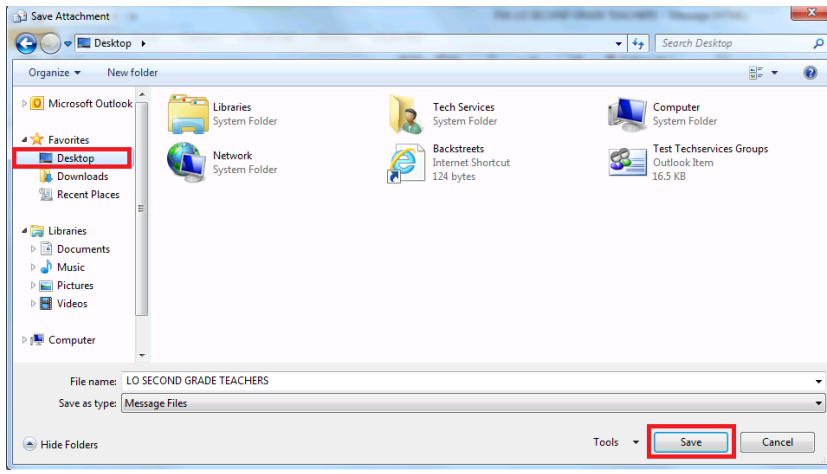


4. Click **Forward Group** and then **“As An Outlook Contact”**.

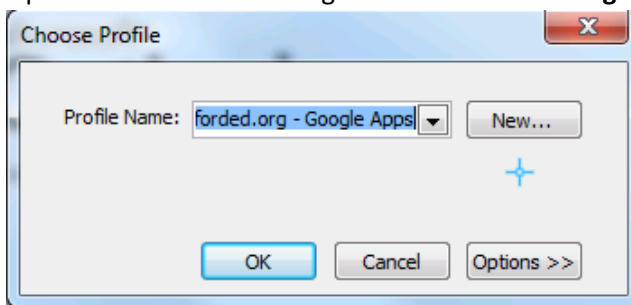


5. **Right-click** the attached **group hyperlink** that appears in the **“Attached”** portion of the forward window.
6. Select **Save As** and then save the group to the **desktop**.





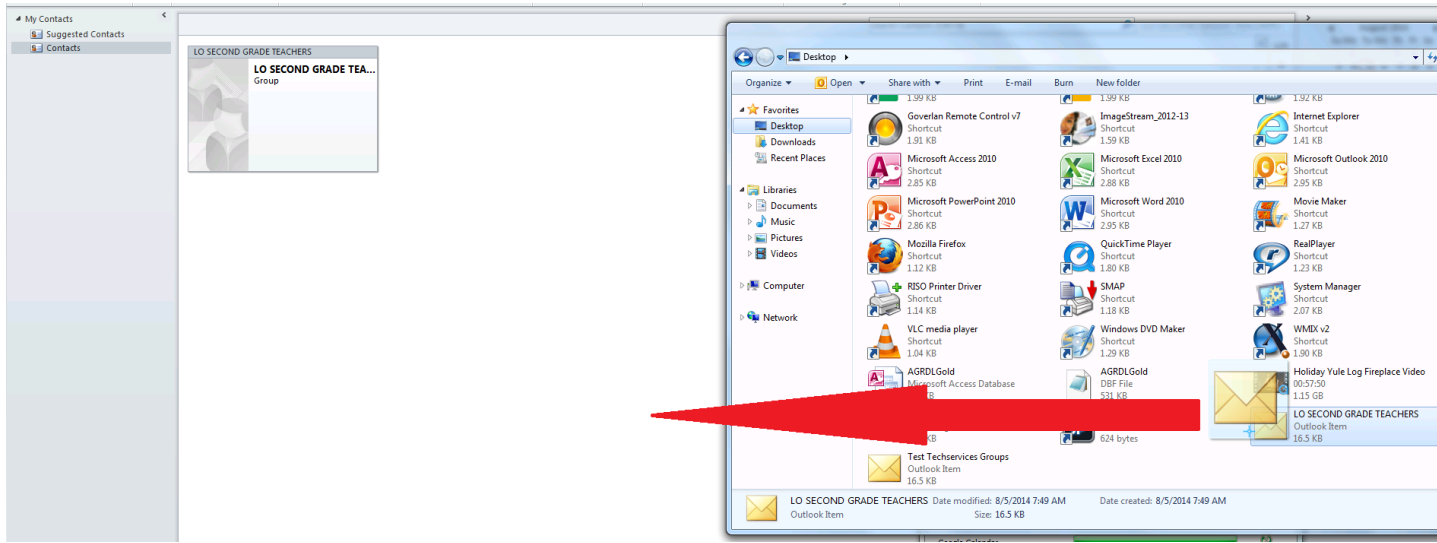
7. Close Microsoft Outlook.
8. Open Microsoft Outlook again and select the **Google Gmail (Google Apps)** profile from the dropdown.



9. Go to your **contacts**.



10. Open your **desktop** folder and **drag the exported group file** from the desktop into your contact list.



11. You can now use this group to send e-mails by typing the name of the group in the "to:" field of a new e-mail and clicking **check names**.

**Note: This only adds the groups to your Microsoft Outlook program. The groups do not copy into the web-based Gmail.**