

# How to move contacts from one Gmail account to another

Submitted by Chris Olsson, Minnesota Airstream Club

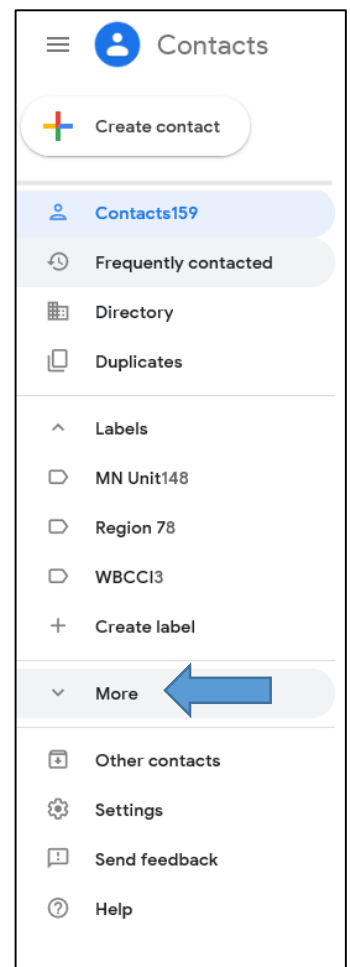
This document describes how to export your contacts from your old wbbcci.net Gmail account to your new wbbcci.net Gmail or airstreamclub.net Gmail account.

The screen shots show exporting contacts from the [0055@wbbcci.net](mailto:0055@wbbcci.net) account to the [055info@wbbcci.net](mailto:055info@wbbcci.net) account on a PC running Windows 10. If you are using a Mac, some of the screen shots may be different on your computer. These accounts are used by the Minnesota Airstream Club.

Step by step instructions:

1. Log into your Gmail account that you want to copy the contacts from ([0055@wbbcci.net](mailto:0055@wbbcci.net) in this case).
2. Go to your Contacts app.

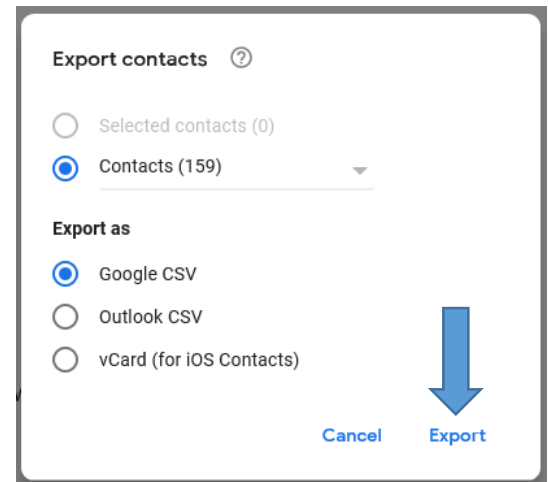
3. Click on **More** to display more options as shown below.



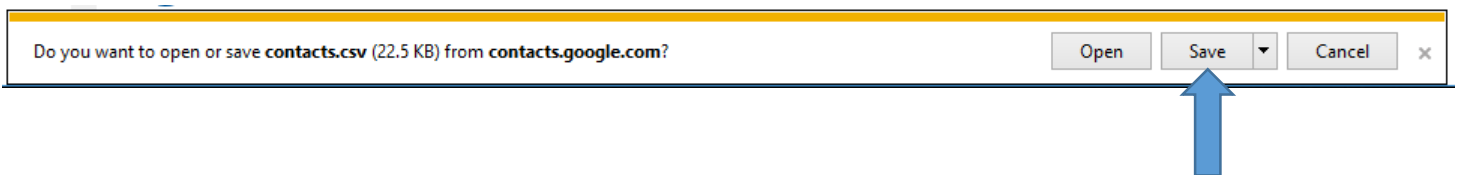
4. Click on **Export**.



5. A pop-up window will be displayed. By default, it will select exporting all of your contacts as a Google CSV file. Use these defaults and click on **Export**.



6. A pop-up window will be displayed at the bottom of the browser window asking you what to do with the file you are exporting.



Click on the **Save** button.

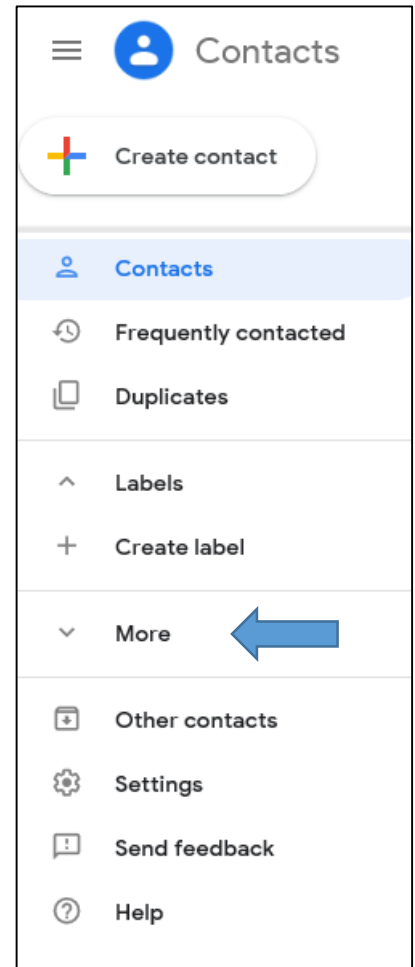
The exported contacts.csv file will be saved to the Downloads folder on your PC. Once saved, you will see the following pop-up window.



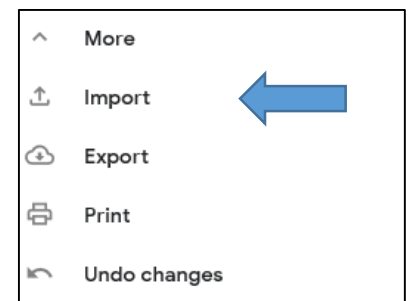
If you click on Open Folder, you can see that the contacts.csv file has been saved.

Close this pop-up window by clicking on the **X** in the window.

7. Log into your new Gmail account. Note that there are no contacts.

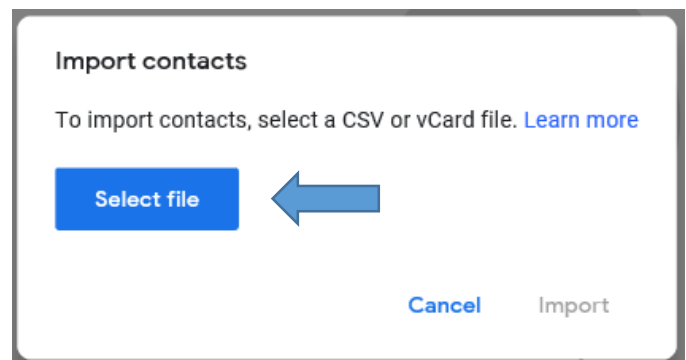


8. Click on **More** to display more options as shown below.

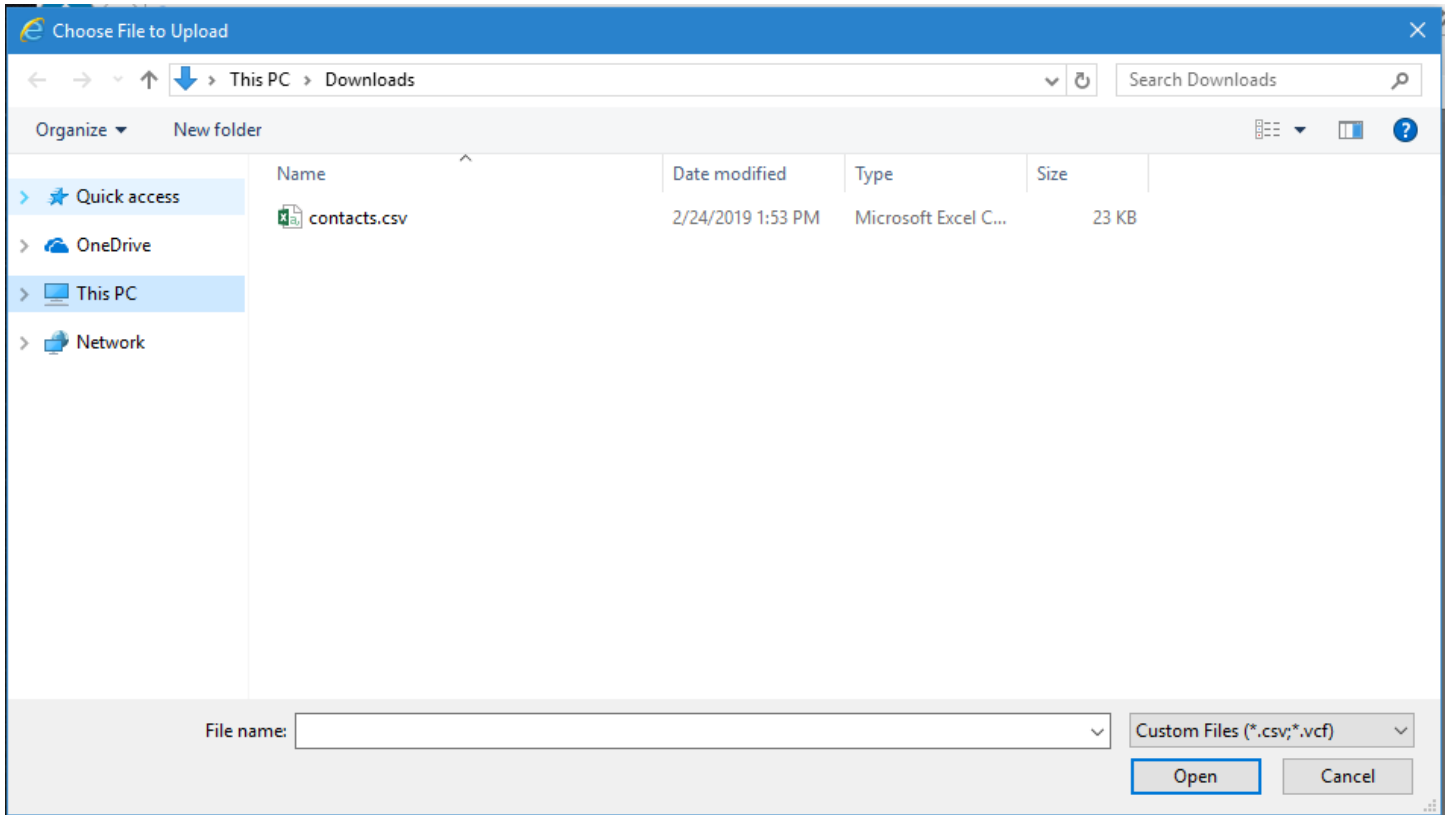


9. Click on **Import**.

10. The pop-up window to the right will be displayed. Click on the **Select File** button and locate the contacts.csv file you previously downloaded.

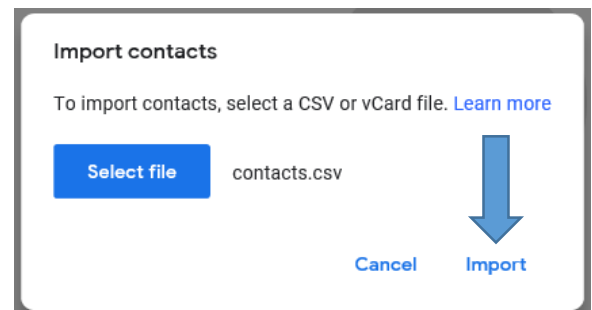


On my pc, the file is located in the Downloads folder.



11. Double click on the **contacts.csv** file name to select it and be returned to the import screen.

12. The contavts.csv file name is now populated on the Import screen as shown to the right. Click on **Import** to import the contacts to your Gmail account.



The contacts will be imported to your account, and the Contacts screen will be updated as shown to the right. This screen shot shows that there were 159 contacts imported on Feb 24th.

There are three Contacts lists:

MN Unit contains 148 contacts

Region 7 contains 8 contacts

WBCCI contains 3 contacts

All done!

