

# **Importing contacts from ANUmail into Microsoft Office 365 using OWA**

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## Purpose

This document is designed to guide ANUmail users how to import contacts into Microsoft Office 365 (Office 365) using Outlook Web Access (OWA).

# Importing contacts from ANUmail into Microsoft Office 365 using OWA

1. Navigate to [www.anumail.edu.au](http://www.anumail.edu.au) and log in using your ANU ID and password.

EXPLORE ANU »
A-Z INDEX »
SEARCH ANU




Australian  
National  
University

Information Technology Services

## ANU Email

Allows you to access your ANU email account from any computer connected to the internet, either on or off campus.



Username: 
Password: 

English

Sign In

**Help with ANU Email**

**Online**  
[DOI Helpdesk](#)  
Log a job online and check on your requests.



**Over the Phone**  
6125 9666 or ext. 59666  
(ask for ANU web mail support)  
8am-6pm Monday to Friday

Server m1

Updated: 10 April 2012 / Responsible Officer: Director, ANU IT Services and Chief Information Officer / Page Contact: IT Services

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Campus Map
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+61 2 6125 5111  
The Australian National University, Canberra  
CRICOS Provider : 00120C ABN : 52 234 063 906

2. Select **Address Book** from the bottom left corner of the screen

ANU Web Mail
Welcome Training17 DOI
Help
Sign out

Mail
1552

Calendar

Address Book

Options

Get Mail
Write
Reply
Forward
Move
Print
Delete
Spam

Subject	From	Date	Size
[Staff.all] Kids' End of Year Party	Stafflist Coordinator	10:14 AM	16kB
[Staff.all] On Campus 16 November [staff]	Stafflist Coordinator	11/16/12 06:31 AM	55kB
JPH50000: summer course: Japanese law and society	Peter Hendriks	11/14/12 10:25 AM	8kB
[Staff.all] Appointment of Pro Vice-Chancellor (Research & Research T...	VC	11/14/12 06:55 AM	13kB
[Staff.all] What's On at ANU 9 November [staff]	Stafflist Coordinator	11/09/12 12:11 PM	62kB
[Staff.all] Kids' End of Year Party	Stafflist Coordinator	11/09/12 11:05 AM	16kB
Monthly Canberra BusinessPoint News Letter - Issue 23	amaccormack@deloitte.com.au	05/01/09 12:08 PM	143kB
Thankyou	Lachlan Blackhall	06/01/09 07:10 AM	4kB

Mail
1552

Calendar

Address Book

Options

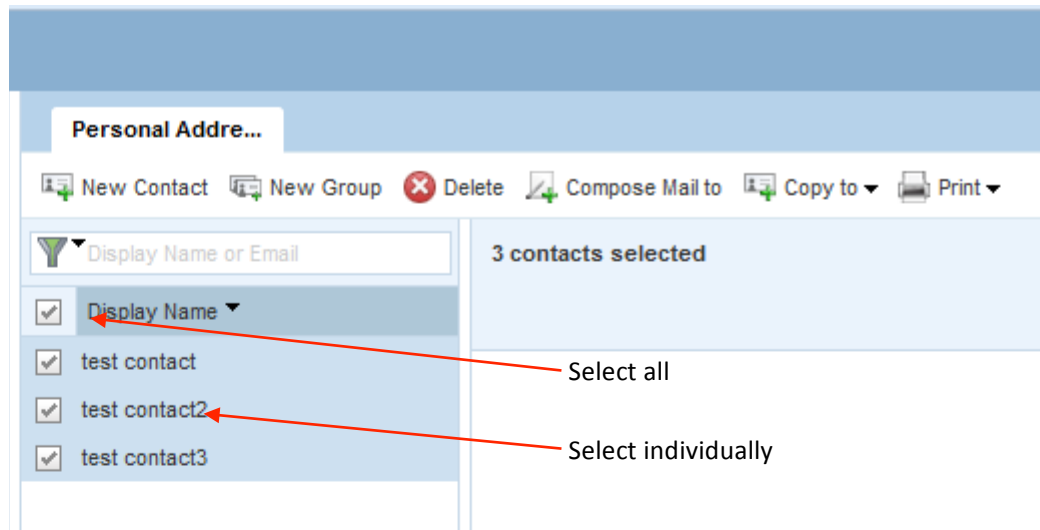
Mail
1552

Calendar

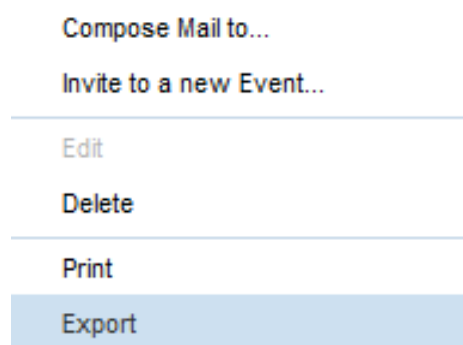
Address Book

Options

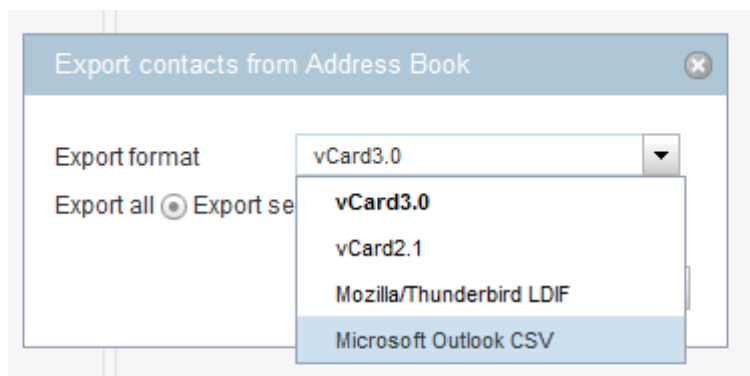
3. Select the contacts you would like to export or tick the box next to **Display Name** to select all.



4. Right click in the contacts area and select **Export** from the menu.



5. Select **Microsoft Outlook CSV** from the **Export Contact** dialog box.



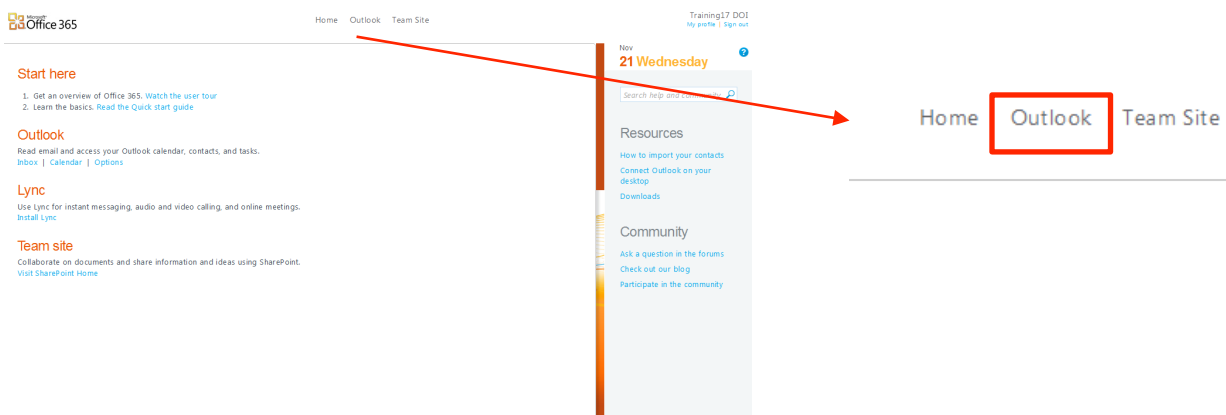
6. Your Internet Browser will prompt you for an action to do with the downloaded file. Select **Save File** on Mozilla Firefox or **Save** on Internet Explorer or Google Chrome.

- Navigate to <http://outlook.com/owa/anu.edu.au> and log in, using your username and password, to the Microsoft Office 365 Web App.

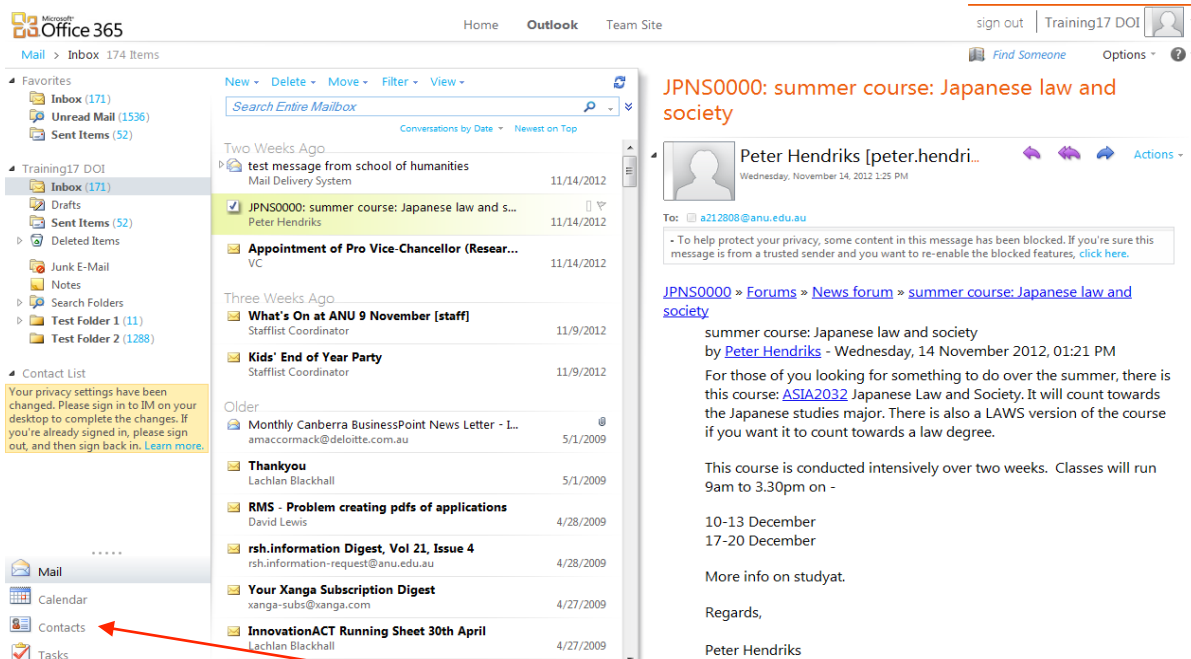
Your logon credentials for OWA are in the following format:

- User Name: for example `u1234567@uds.anu.edu.au`
- Password: your ANU password

- From the OWA home page select **Outlook** located at the top central area of your browser Window.

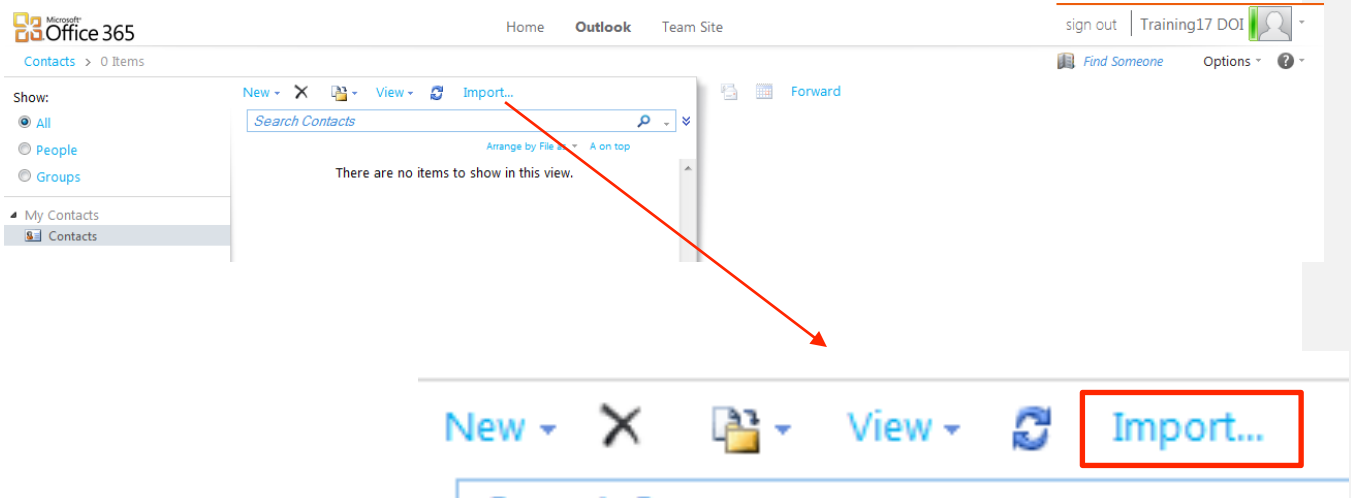


- Navigate to **Contacts** located at the bottom left corner.



Select **Contacts**

10. Select **Import** located in the central area of the screen.



11. A new window will open. Browse to the location of the contact file that you downloaded and saved in Step 6.

### Import Contacts

#### Import your contacts from an existing e-mail account

**Step One:** Export a CSV file from your existing e-mail account. [Learn more](#)

**Step Two:** Select a CSV file of contacts to import (Example: name.csv).

When you finish, your contacts will appear in your Outlook Web App Contacts folder.

[Next](#) | [Cancel](#)

12. Check the contacts pane to verify your contacts were imported successfully.

### Import Contacts



Congratulations! Your contacts were imported from "contacts.csv".

Contacts imported: 71.

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✓ [Finish](#)