Guide for import of address book to O365

Log on to a computer in a Winbar Databar, you can find them here

After you have logged on, start outlook and let it configure itself, you will be prompted for your password once, enter it and tick the box so the computer remembers it.

To import your contact do the following:

Click File in the top left corner

Click Open & Export

Click Import/Export

Import/Export Import or export files and settings.

In the Import and Export Wizard chose Import a VCARD file (.vcf), click next

Import and Export Wizard

	Choose an action to perform: Export RSS Feeds to an OPML file Export to a file Import a VCARD file (.vcf) Import an iCalendar (.ics) or vCalendar file (.vcs) Import from another program or file Import RSS Feeds from an OPMI file
	Import RSS Feeds from the Common Feed List Description Import a VCARD file to the Contacts folder.
	< Back Next > Cancel

Browse to the vcf file you saved from your webmail.student.dtu.dk account

Click the file and choose open, your contacts will now be imported into your new O365 account.