

Guide for import of address book to O365

Log on to a computer in a Winbar Databar, you can find them [here](#)

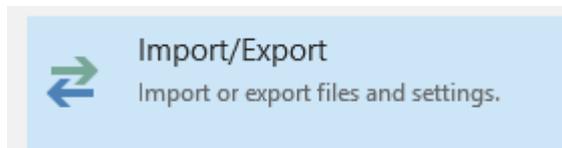
After you have logged on, start outlook and let it configure itself, you will be prompted for your password once, enter it and tick the box so the computer remembers it.

To import your contact do the following:

Click **File** in the top left corner

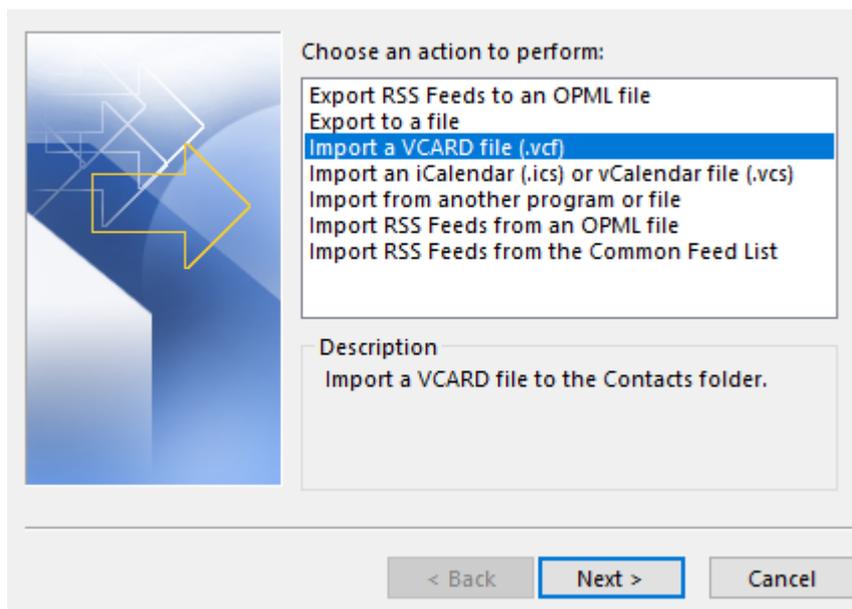
Click **Open & Export**

Click **Import/Export**



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

Import and Export Wizard



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.