SJCSDInfoTech

Import Contacts into Office 365 via Outlook Web App (OWA)

First things first-

This document assumes that you have exported the contacts in the correct format (.CSV) as outlined in the How-to page under "Export external contacts from FirstClass". If you exported your contacts in a different format, please complete the process again following the recommended guidelines. In order for the .CSV file to import properly, the email address field must be verified. See sample Excel .CSV export below. The email address labeled "Before" will not import correctly.
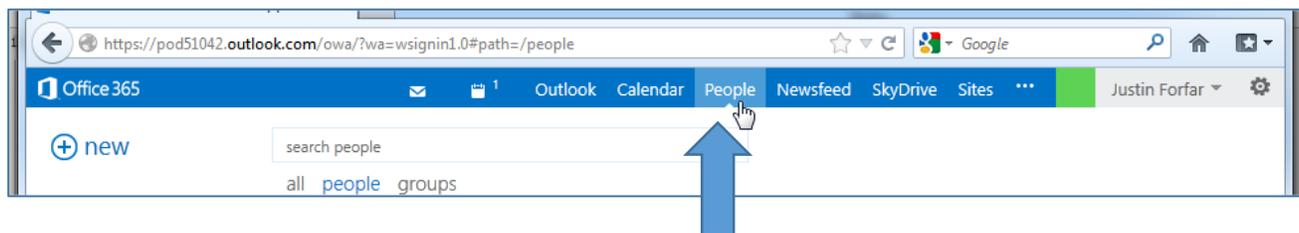

Don't forget to save your changes after editing the .CSV file!
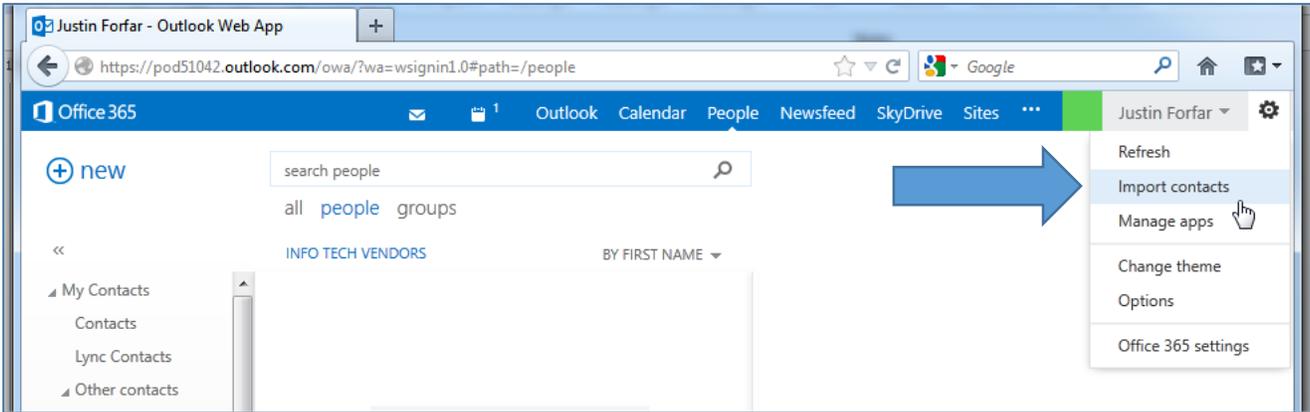
Let's get started-

1. Launch **Internet Explorer or Firefox** *(Chrome browser is not currently supported)*, access the following link, and complete the OWA sign-in process. (See document titled "Sign_into_OWA" for instructions on signing in).

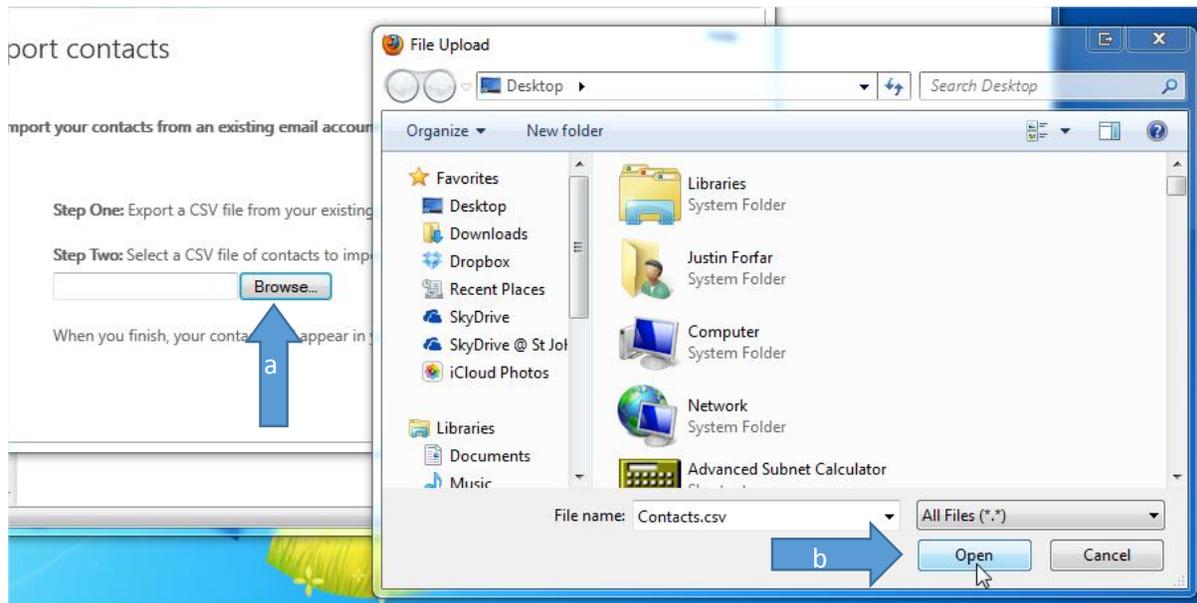**SJCSD Office 365 OWA Link –** https://www.outlook.com/owa/stjohns.k12.fl.us

2. From your OWA desktop, click on the "People" tab at the top right corner of your browser window.
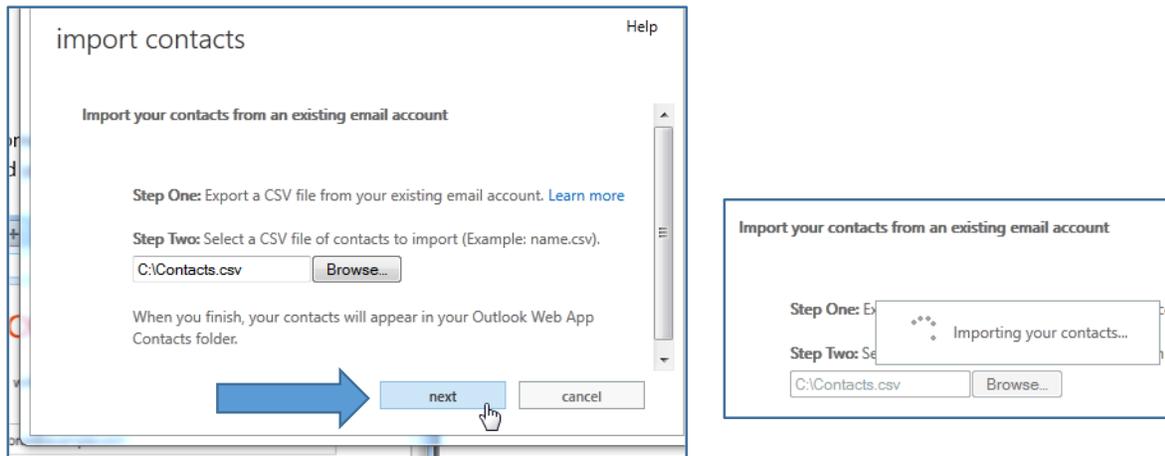
3. Click on the gear icon in the top right corner of your browser window and choose "Import Contacts".
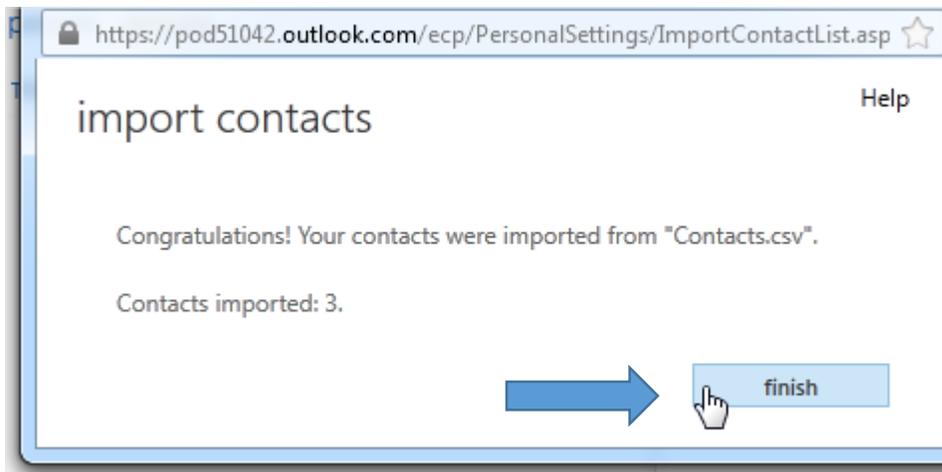

4. The "import contacts" screen should now be displayed. (*a*) Click on the "Browse" button, navigate to the location where you saved the ".csv" file containing exported contacts and choose the file you wish to import (In this example the file is named "Contacts.csv"). (*b*) Click "Open".

5. After clicking "Open" your filename should be displayed in the text box next to the "Browse" button. Click "next" and OWA will begin importing your contacts. OWA will display a message "Importing your contacts…" while it works through the process.

6. When the import process is finished, OWA will display a "Congratulations" message and will show the total number of contacts imported. Click "finish". Your contacts are now imported.

Need assistance with this process?

If you require technical assistance with this process during the hours of **7:30 AM** and **4:30 PM**, **Mon-Fri**, please contact the Information Technology Help Desk at **904-547-HELP(4357)**, if at home or outside the district, or **1HELP (14357)** from inside any district building. If you need assistance outside of normal business hours, please submit a WebHelpDesk ticket at **https://WebHelpDesk.stjohns.k12.fl.us**.