

## Instructions for Importing Contacts into Gmail

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### **Step 1: Copy the Contact file to your local hard drive**

- Log into myACU
- Click on the Banner Reporting link in the Quicklinks section of the myACU window
- From the left menu, select Data Extracts
- Select the Faculty Staff Directory in csv format for Outlook or Gmail (there are two options to choose from – one that only includes name, address, and email only and the other file has more options like home address, phone number, etc.)
- IE Users: When prompted, click the Save button and save it to your desktop  
Firefox Users: Click the File menu and choose Save As. Save it to your desktop

### **Step 2: Importing the .csv file into Gmail or your email client**

- Log into Gmail.
- Click on "Contacts" located right above the Chat section.
- In the upper right-hand corner of the Contacts window, click on Import.
- Click the Browse button and find your directory file on your desktop and click Open.
- Click Import.

### **Creating Groups**

- Click on "Contacts" located right above the Quick Contacts section.
- Click on the Groups button to the left of the search bar (icon with two people and a '+' next to it).
- Give your group a name, click OK.
- Type a user to add into your group from the search bar.
- Select the user and from the right hand side, click the Group button and select the group you want to add the user into.
- You can add to or modify these groups at any time.

### **Adding Contacts to Quick Contacts**

- From the main Gmail page, type in an email address in the Quick Contact area.
- A pop up menu will appear; select the option to add to quick contacts.

\*Note: If names do not quickly appear in a pop up list for you to choose from, it may help to clear your cache from your web browser.