Importing Data in to Google Contacts

If you have not yet exported data from your previous account, please visit [www.wmich.edu/google/help-support/accountmigration](http://www.wmich.edu/google/help-support/accountmigration) and follow the steps beneath “Exporting Data”.

1. Log in to the Google Contacts web application

   ![Google Contacts web application](image1)

2. Click “More” followed by “Import...”

   ![Google Contacts web application](image2)
3. Click “Choose File”

4. Browse to the Contacts folder within the Google Takeout data folder exported from your previous account. Select the Contacts file you wish to import and click “Open”.

5. Click “Import”.
6. Once the import has completed, you will see the message below. Click the **Find & merge duplicates** link.

![Message showing imported contacts](image1)

7. If your import created any duplicate entries, you will have the chance to merge contacts here.

![Merge duplicate contacts](image2)