

RESTORE MISSING CONTACTS USING WEBMAIL

1. Go to this web address <http://webmail.uic.edu/src/addressdump.php/>
2. Sign in with your NetID and password



Please log in

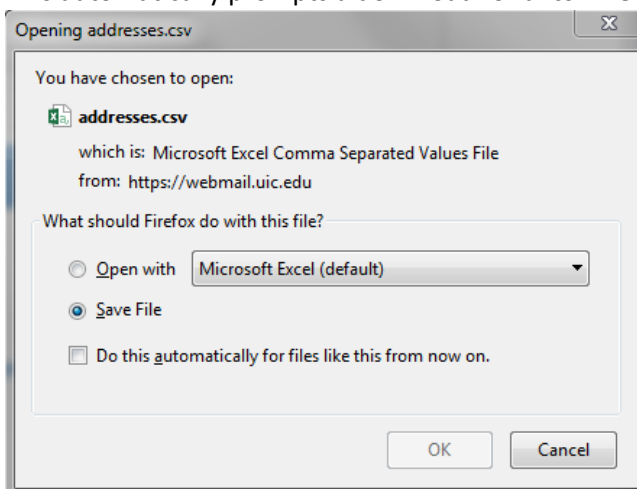
Application requesting login: UIC Webmail

UIC NetID

Password

Log in

3. This automatically prompts a download for a .csv file that needs to be saved.

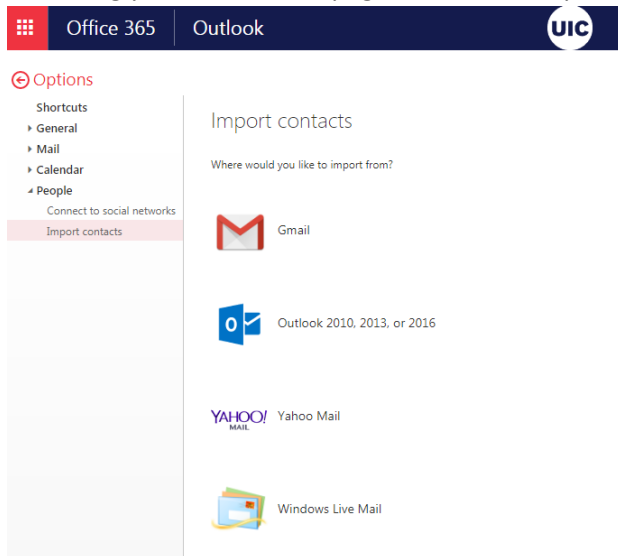


Save this file and remember that location.

4. Go to this web address <https://outlook.office.com/owa/?realm=ad.uic.edu&path=/options/importcontacts>
5. If prompted, sign in here with your netid@uic.edu and password, just like you normally would for the new webmail.



6. This bring you to the initial page for contact importing. Select GMAIL.

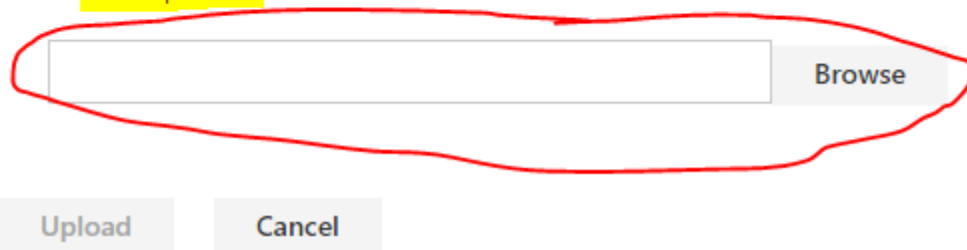


7. This page is asking for the location of the .csv that was saved in STEP 3. Click Browse, go to that file location, and double-click the file.

Import contacts

Import contacts from Gmail

1. Sign in to Gmail.
2. Go to Google Contacts.
3. Select More > Export.
4. Choose which contact folder to import and choose Outlook CSV format.
5. Select Export.
6. Select Save to Disk > OK.
7. Select a location to save your file and select OK.
8. Check to make sure the CSV file you just downloaded isn't empty by opening the file.
9. On this page, browse to the location of the file you just downloaded and select it.
10. Select Upload.



8. Click the UPLOAD button on the webpage.