Export & Import Contacts from Outlook to Office 365
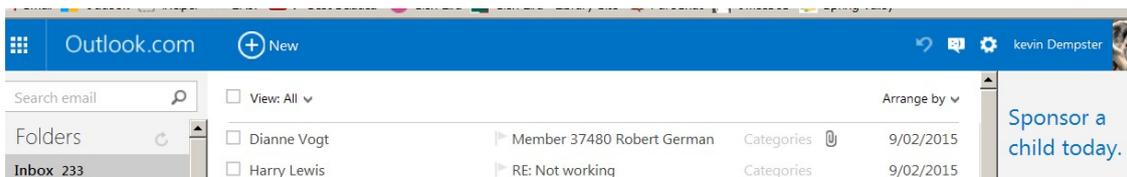
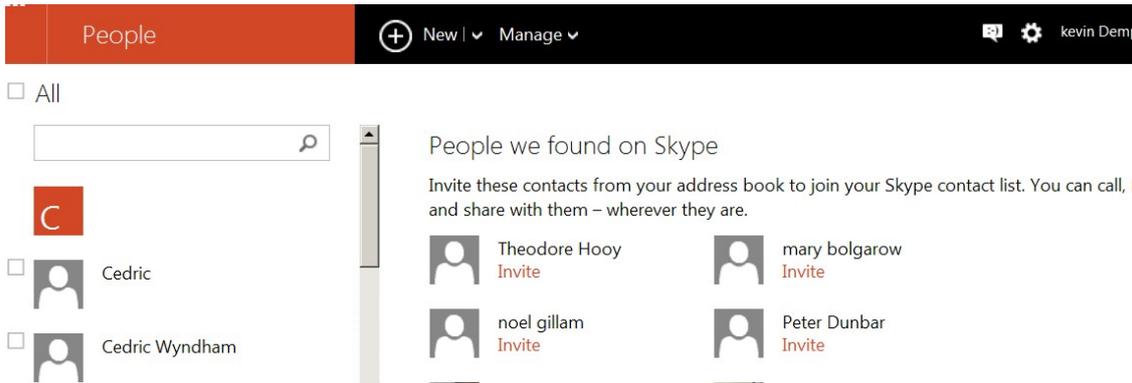Go To www.outlook.com
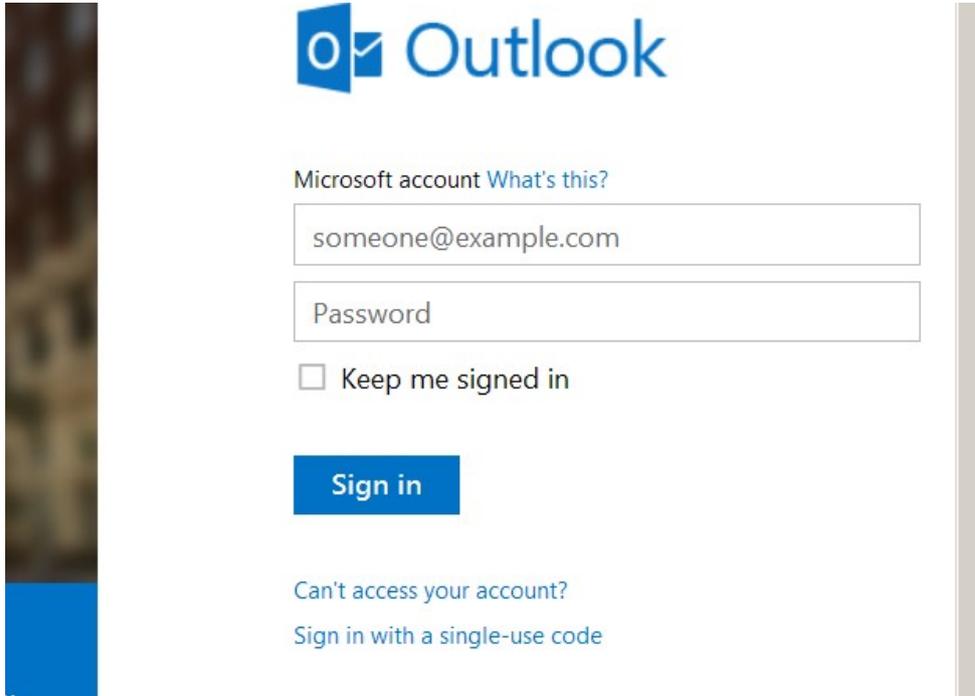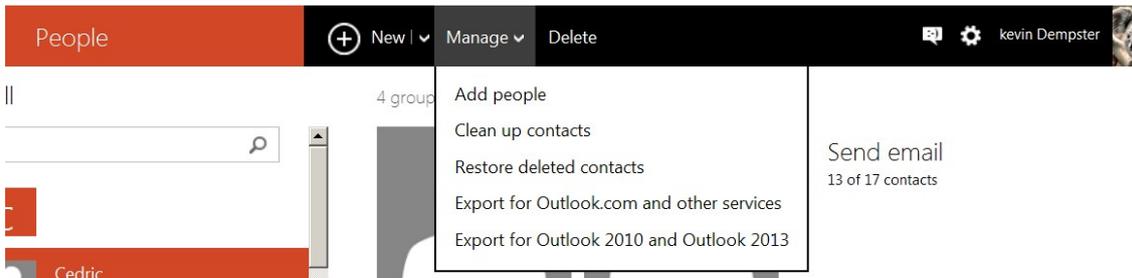

Enter your details and sign in

Click on the icon to left of Outlook.com
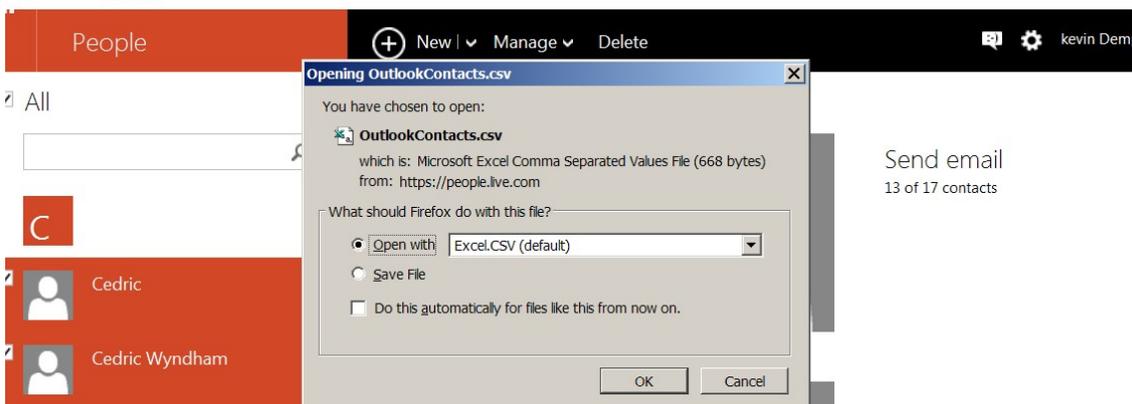
Select the People icon

Click to tick the All box
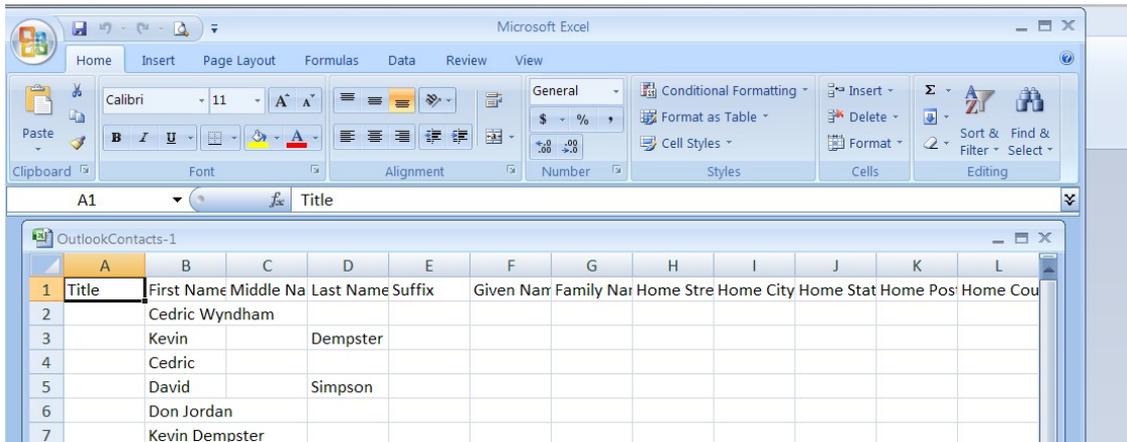
To select all contacts click to Manage link

Select export for Outlook.com and other services

Click OK

A csv file is produced and on my system Excel is opened to show the file
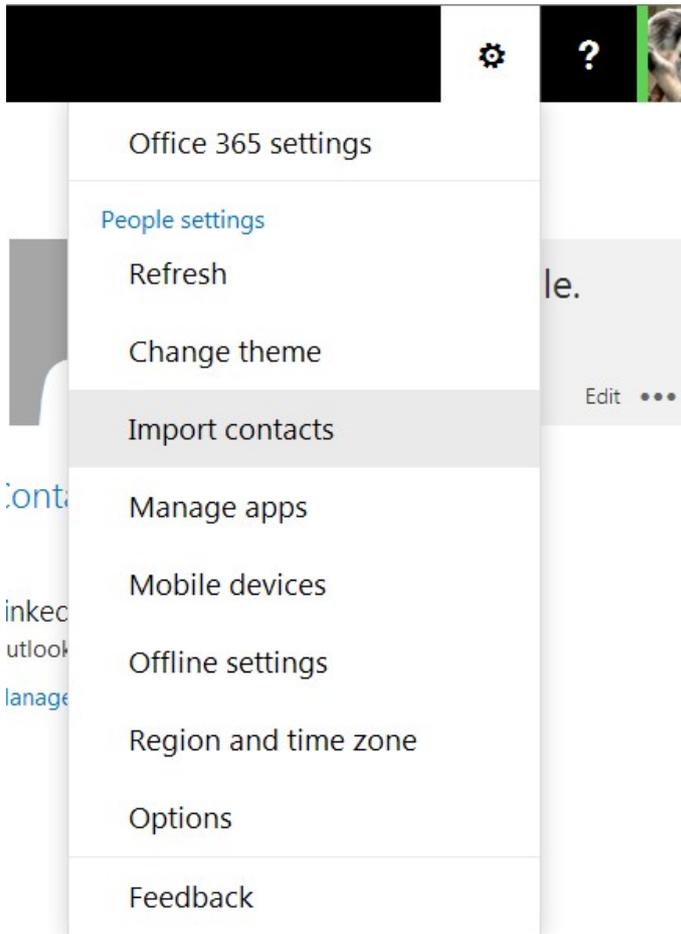
Save that file to a folder you can later open.

Now close outlook.com and go to

http://office365.melbpc.org.au

and login to your account in office365

Click the icon top right and choose Import contacts

Now choose Browse to find the file you saved earlier

Import contacts

Follow these steps to import your contacts from an existing email account into Outlook Web App.
Learn more
Step 1: Export a CSV file from your existing email account. Learn more

Step 2: Select a CSV file of contacts to import (Example: filename.csv).

Browse

Step 3: Click Import to import your file. If you don't want to continue, click Cancel.

Import   Cancel

And click Import

Your contacts will be available.

KD Jly 2015