

Exporting Your InterAct Contacts to Your G Suite Contacts

This process will include two steps: (1) exporting the contacts from InterAct and (2) importing the contacts to G Suite.

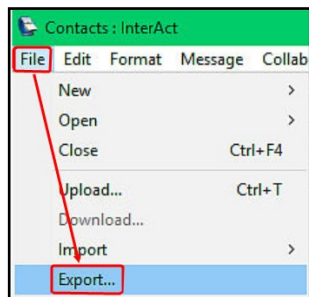
NOTE: Only personal contacts will be exported. Contact lists or mailing lists will **NOT** be exported in this process.

Export your personal contacts from InterAct

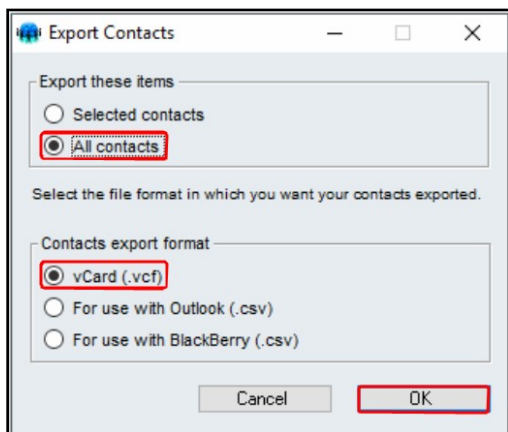
1. Logon to InterAct (First Class).
2. Open **Contacts**.



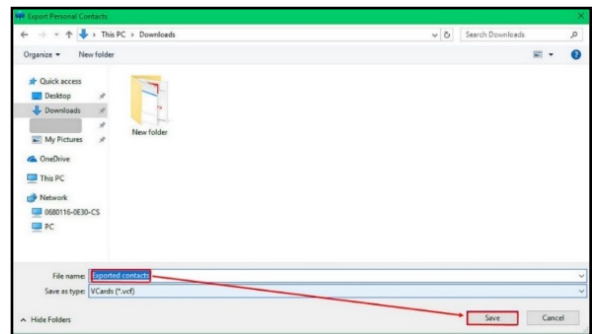
3. From the menu bar select **File**, then **Export**.



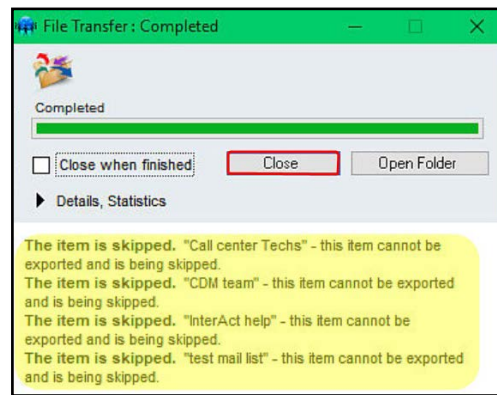
4. In the **Export These Items** section (if it is an option), select **All Contacts**.
5. In the **Contacts export** format section, select **vCard (.vcf)**.
6. Select **OK**.



7. Select a location to export the files **and** type a file name.
8. Select **Save**.



9. When the export is complete, select **Close**.



NOTE: You may notice it skips your **Personal Contact Lists**, this is normal. Contact lists cannot be exported. **Only** individual contacts that you have created can be exported.

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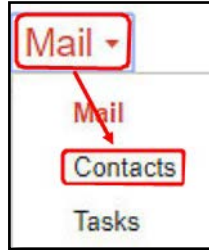
Import your personal contacts to G Suite (Google)

**** In this section, please use Google Chrome **** Using other browsers may present you with different options.

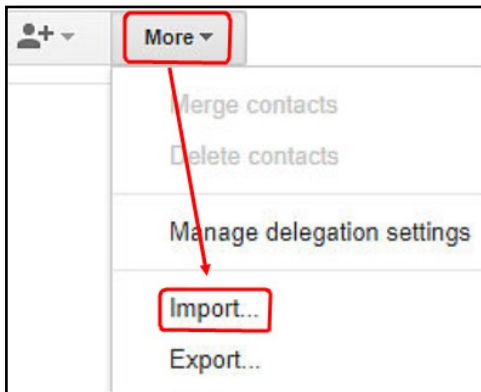
1. Log on to your Google G Suite account by connecting to the website, Google.com.
2. Select **Mail** from the upper right corner of the screen.



3. From the upper left corner of your screen, select **Mail**, then select **Contacts**.

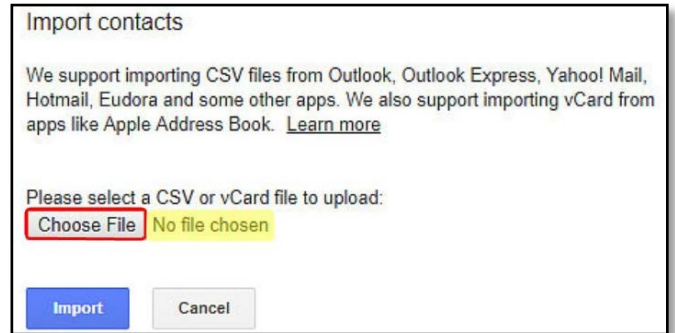


4. Select **More**, then select **Import**.

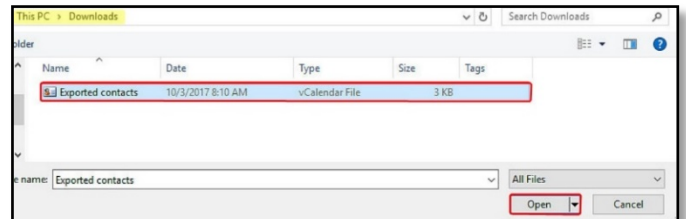


5. Select **Choose File**.

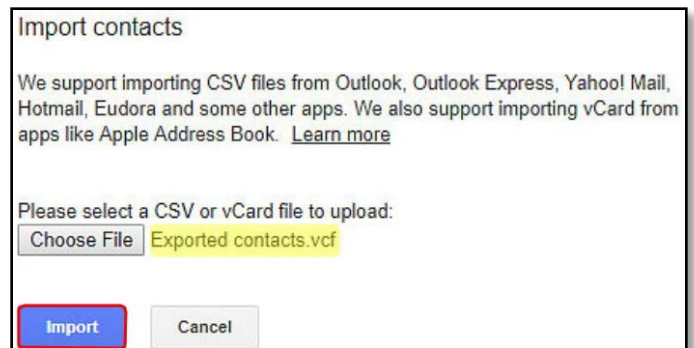
Note: If you are using FireFox, select **Browse**



6. Browse to the location you saved the Vcards file in the previous section.
7. Select the file, then select **Open**.



8. Select **Import**.



9. Your contacts will be imported.

