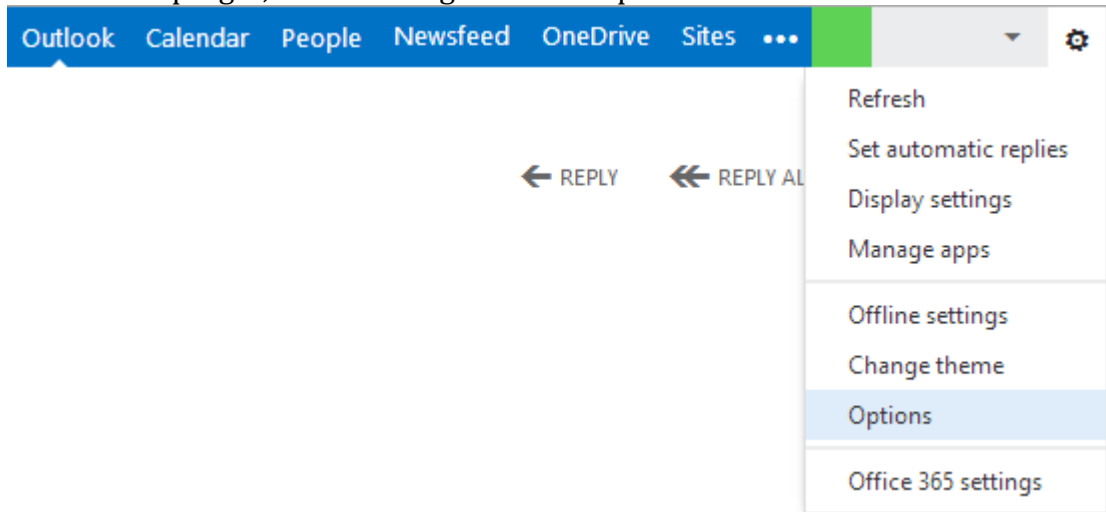




Note: You will need to obtain your SJES contacts file (.csv) from ITS before following these steps.

1. Log into www.usc.edu/office365.
At the top right, click on the gear icon > Options.



2. Click on Import your contacts from an existing email account.

shortcuts to other things you can do

[See email from all your accounts in one place](#)

[Set up an automatic reply message](#)

[Connect your mobile phone or device to your account](#)

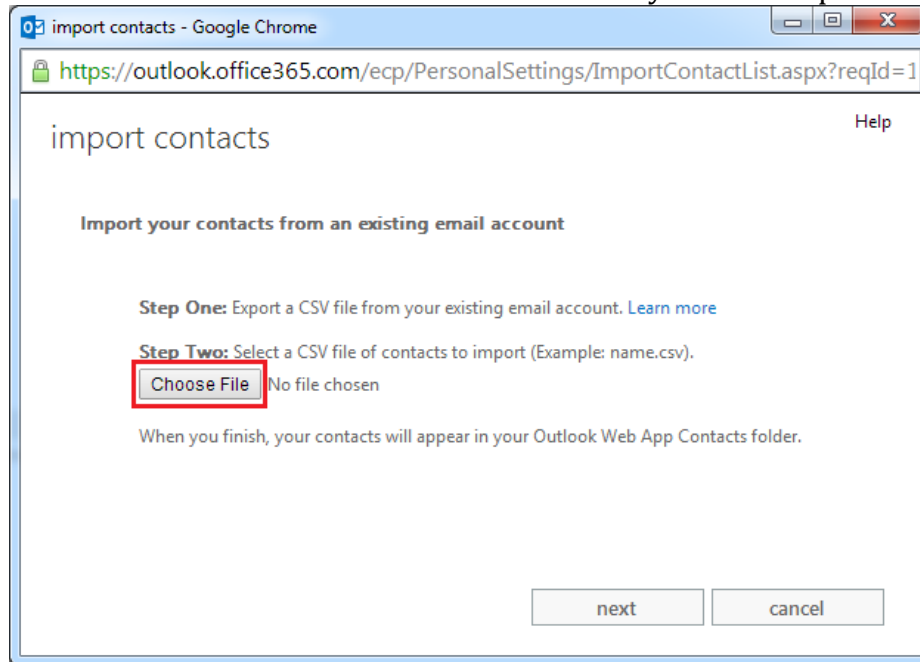
[Connect Outlook to this account](#)

[Forward your email](#)

[Change your password](#)

[Import your contacts from an existing email account](#)

3. Click on Choose File and browse to the .csv file you want imported. Click next.



4. Click finish. Your imported contacts will now show up under the People link in Office365.

