

## GOOGLE CONTACTS



### Google Takeout:

- Go to [takeout.google.com](https://takeout.google.com)
- Click **Deselect all**
- Scroll down and check **Contacts**
- Click **Next Step**
- Under **Transfer to:**, choose **Send download link via email**
- Choose **file type ZIP** and size **(2GB or larger)**
- Click **Create export**
- When it is ready, you will receive an email from Google with a download link
- When you receive the email notification from Google Takeout, click **Manage Google Takeout request**
- From this link, click **Download**
- Find the downloaded .ZIP folder on your computer and extract the file
- Inside your unzipped folder, you will see your Google Contacts. These will be in the file format .vcf
- If you have multiple .vcf files, each one represents a single contact

### Import your Contacts to your personal Gmail Account:

- Sign in to your personal account at [contacts.google.com](https://contacts.google.com)
- Click **Import** on the left menu
- Select **"Select file"** and upload your .vcf file
- Click **Import** to finish