Import contacts from CSV to iPhone

Brian - 2018-10-16 - Phones and Conferencing

To import contacts to FAU health email account from a CSV file

1. Log into https://outlook.fau.edu with your FAU NetID and password

2. Click the Gear icon in the top right and select People under the "Your app settings" section.

3. Click "Import contacts" in the left pane.

4. Click "Outlook 2010, 2013, or 2016"

5. Click "Browse" and select the CSV file.

6. Click the Upload button and the contacts will be imported.

7. Connect your FAU email to your iPhone by going to Settings>Passwords & Accounts>Add Account.

8. Select Exchange and put in your email address.

9. Follow the remaining steps and be sure to select Contacts to sync when complete.

10. If you do not see your contacts in the contacts app on your iPhone, tap Groups in the top left corner and select Contacts under Exchange.

11. Tap Done when finished.