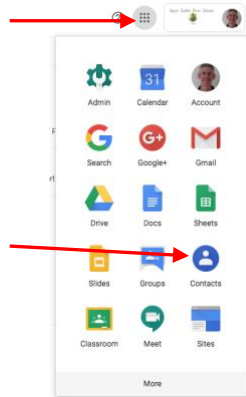

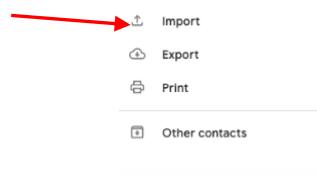


Import Guardian Contacts from Genesis to Gmail

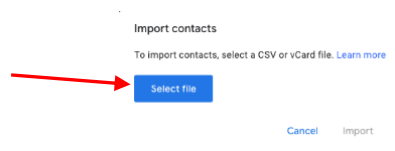
- 1) Obtain a properly formatted CSV file from USR Tech department.
- 2) Save it to your Documents or Desktop (somewhere you can easily locate it)
- 3) In your browser, go to [Google Contacts](#).



- 4) In the left column, click More  Import.

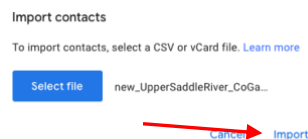


- 5) Click "Select File".



- 6) Choose your file.

- 7) Click Import.



- 8) In the left column you will see a newly created label titles "Imported on ____". Please rename by clicking the pencil.

- 9) You can now email your parents by typing the name of the label.