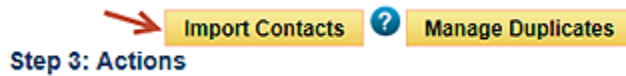


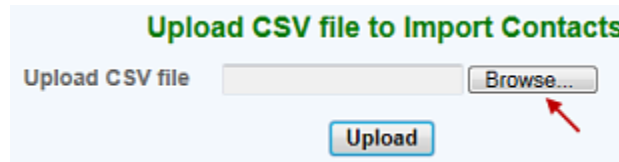
Import Contacts Using CSV Files

Note: Only CSV files may be uploaded.


1. Select 'Import Contacts'.



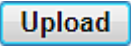
2. Click 'Browse' to locate the saved CSV file on your computer.

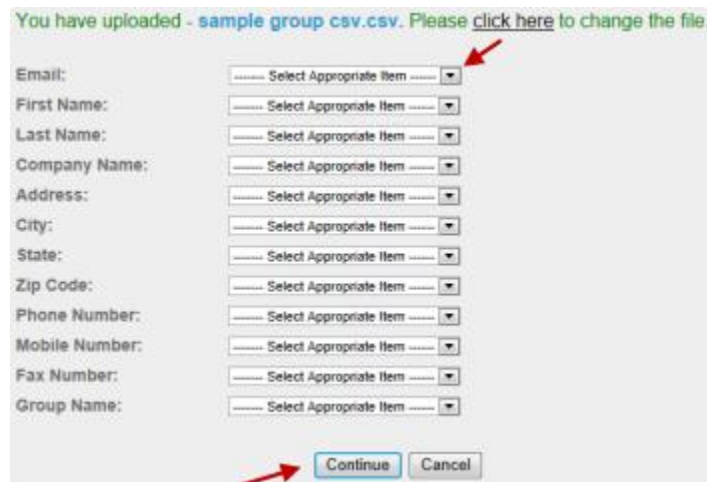


Note: Be sure each column in the CSV file has a description of the data located in the top row as a header, e.g. name, email address, etc.



Name	Email	Group Name
abc	abc@logictreeit.com	LogicTree
xyz	xyzz1@logictreeit.com	LogicTree

3. Double click the file name on your computer.
4. Select 'Upload'. 
5. Select the appropriate fields from the drop down menus that match the headers in your CSV file.



You have uploaded - sample group csv.csv. Please [click here](#) to change the file.

Email: Select Appropriate Item

First Name: Select Appropriate Item

Last Name: Select Appropriate Item

Company Name: Select Appropriate Item

Address: Select Appropriate Item

City: Select Appropriate Item

State: Select Appropriate Item

Zip Code: Select Appropriate Item

Phone Number: Select Appropriate Item

Mobile Number: Select Appropriate Item

Fax Number: Select Appropriate Item

Group Name: Select Appropriate Item

6. Click 'Continue'.

7. Click 'Proceed' if your group(s) looks correct. Otherwise, click 'Remap Data' to make any corrections.

If the groups are correct, click 'Proceed'. Click 'Remap Data' to reset.

8. Check the box if the contacts you are importing have agreed to receive emails from you.

The file you have uploaded has 5 contacts.

☐ These contacts have agreed to receive email.

9. Click 'Continue' and your contacts will be imported.