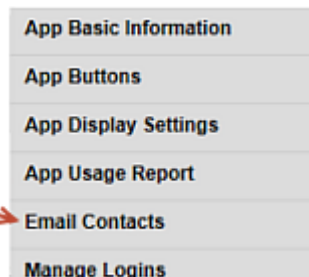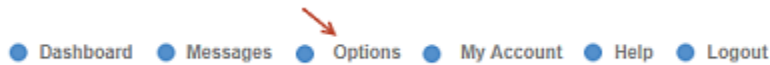## Import Contacts Using CSV Files

Note: Only CSV files may be uploaded.
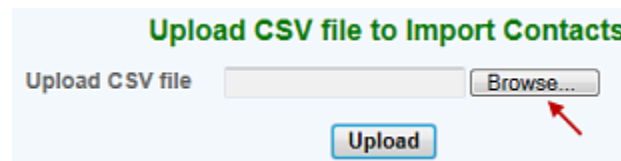
From the Dashboard:

1. Select 'Options' in the header.

2. Select 'Email Contacts'.

3. Select 'Import Contacts'.

4. 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.

5. Double click the file name on your computer.

6. Select 'Upload'.

7. 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 ------ ▼

Continue   Cancel

8. Click 'Continue'.

9. 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.

Proceed   Remap Data   Cancel

10. 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.

Continue   Cancel

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