

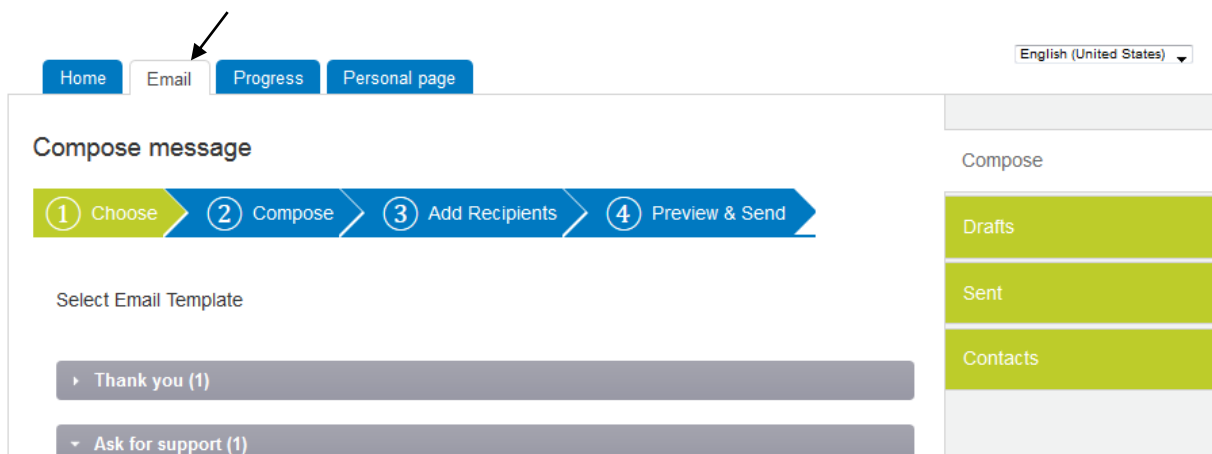
How to import your email contacts

Importing your contacts in your Fundraising Center makes it easier to send emails to your friends and family, asking for their support.

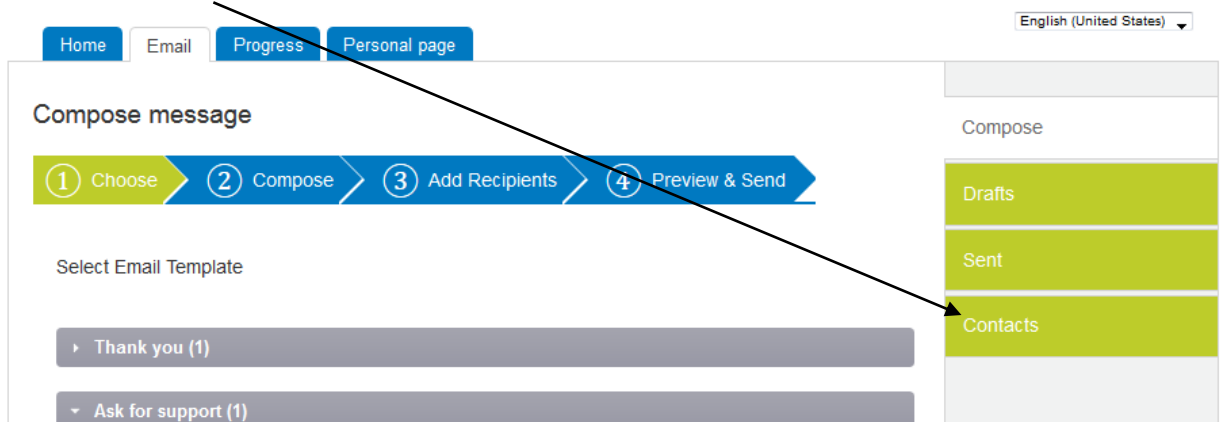
1. Log in to your Fundraising Center



2. Click on the Email Tab



3. Click on Contacts



4. You can either import many contacts at once or Add single contact

English (United States)

Home Email Progress Personal page

Contacts

Compose Message Add to Group Delete Email All

Search Contacts

Individuals Groups

Name	Groups	Email		Page Visits	Donations Current
		Sent	Opened		
<input type="checkbox"/> Kristi Lindstrom 999@hotmail.com		2 Sep 01	1 May 11	1 May 11	\$0.00

(Select all or none)

Contacts/Page: 25 « < 1-1 of 1 > »

Compose
Drafts
Sent
Contacts
Import contacts
Add single contact

To add single contact, enter the Name and Email

Import contacts

Add Contact

First

Last

* Email

Cancel Add

To Import Contacts

Gmail or Yahoo!

Select Gmail or Yahoo! and click the “Next” button and a pop-up window will appear. If you are not already logged into your email client, you will be asked to log in. Then, allow the Fundraising Center to access your contacts (for Gmail, click the “Grant Access” button; for Yahoo!, click the “Agree” button). Then click the “Next” button. You then have the option to import all your contacts or select some of them. Click the “Next” button to continue. Finally, review your selections and click the “Finished” button.

Other email clients:

First, you need to create a .csv file or export your contacts from another source into a .csv file.

NOTE: .csv files are in the comma separated value format or comma delimited format. You can often use the "Save as" option, then select the "Other formats" option (typically at the bottom of the list), and finally, select the CSV or comma delimited format to save a file correctly, such as an Excel spreadsheet.

When you export your file from another email service, you should place it on your computer in an easy to remember location. The Export option is typically under a File or Tools menu on your contacts list or address book. (Refer to the Help in the email service provider for their instructions, if necessary.)

Once you've created your .csv file, return to the contacts import tool in your Fundraising Center. Click the third radio button on the page. Click the "browse" button select the .csv file. Then, click the "Next" button. Review the preview to make sure the information is populated in the correct columns. Then, click the "Next" button. You then have the option to import all your contacts or select some of them. Click the "Next" button to continue. Finally, review your selections and click the "Finished" button.