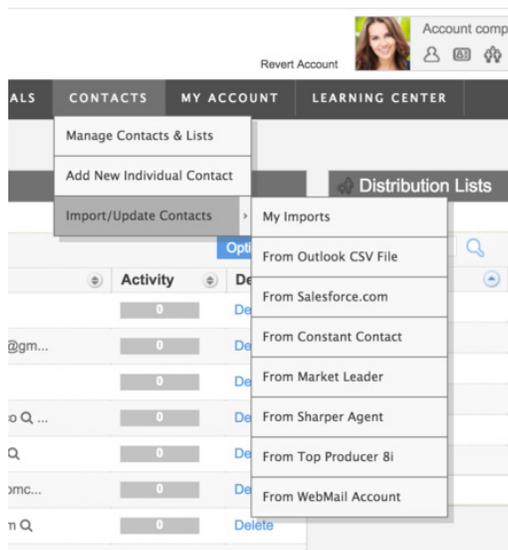
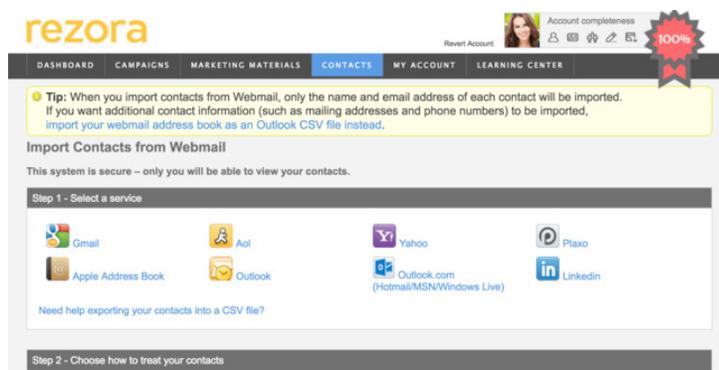


HOW TO / import your contacts

| How do I add an individual contact? |

Let's say you meet Brad Pitt while getting coffee. He gives you his email address and would love to receive your marketing pieces. SCORE, you think! To add his email, or another individual's email, please go to your contacts page. Then, click the Options button in your contact box and select to "Add New Individual Contact". You will then be able to add in all useful information and move them into a distribution list.

You can go to Contacts > Import/Update Contacts to select from where to import your contacts. You can import your contacts from: an Outlook CSV File, Salesforce.com, Constant Contact, Market Leader, Sharper Agent, Top Producer 8i, and from a WebMail Account. Webmail accounts include: Gmail, AOL, Yahoo, Plaxo, Apple Address Book, Outlook, Outlook.com, and even LinkedIn!



You can view the status of any running imports, as well as the status of any past imports from your My Imports page. This is found under: Contacts > Import/Update Contacts > My Imports. If you're curious to see which contacts didn't make the cut in one of your past imports, from this page you can also download a list of all the contacts not imported.

| I keep getting the error that my file does not contain a properly named email field. What should I do? |

Check out the How To Guide here. If you still need help, contact support@rezora.com



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