

Import Contacts via CSV

To get your contacts into the People page on the [web application](#), you can upload a CSV file and have these contacts synced to the People page in one easy upload.

Having these contacts in the People page is important because it's where we pull from to auto-fill personalized information in the [dynamic fields](#) in your templates.

Note

CSV uploads are limited to 1000 contacts.



To Upload a CSV

1. Create a new Group in the People tab.
2. Click **Actions > Import CSV into this Group**.

Note

Make sure you have at least a name and an email address for each contact in your CSV and that you map to those fields.



Tip

If your CSV file exceeds the limits for your plan, please break it into smaller CSVs and upload each.

