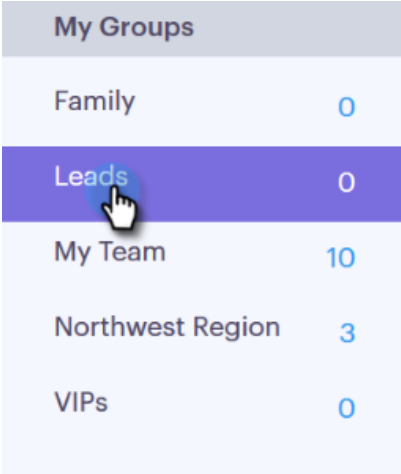


Import Contacts via CSV

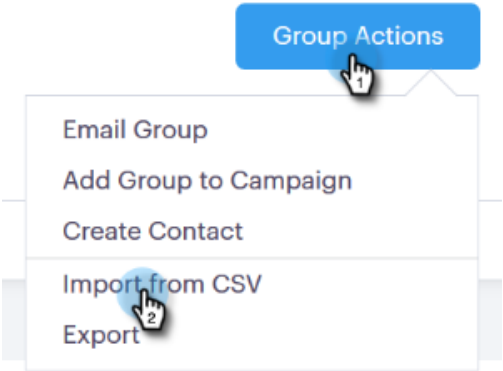
Having contacts in the People page is important because it's where we pull from to auto-fill personalized information in the dynamic fields in your templates. Make sure you have at least a name and an email address for each contact in your CSV and that you map to those fields.

1. Select your group (or create a new one) in the People tab.



My Groups	
Family	0
Leads	0
My Team	10
Northwest Region	3
VIPs	0

2. Click **Group Actions** and select **Import CSV**.



3. Click **Browse**.

Import People

Upload CSV File Map Fields Complete

File

(Choose a file or drag it here)

Not sure how to format your data?
Download a sample CSV [file here](#).

Cancel Next

4. Locate the file on your computer and select it.

Note

Groups are limited to 1000 contacts.

5. Click **Next**.

Import People

Upload CSV File Map Fields Complete

File

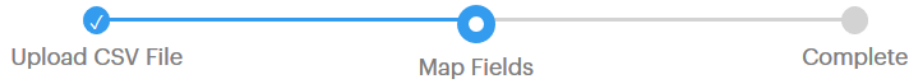
(Choose a file or drag it here)

Not sure how to format your data?
Download a sample CSV [file here](#).

Cancel Next

6. Map the columns in your CSV to their respective fields in Sales Connect. Click **Next** when done.

Import People



CSV Field	Sales Connect Field	First Record
first_name	first_name	Davey
last_name	<div style="border: 1px solid #ccc; padding: 2px;">Do not import first_name last_name company title home_phone work_phone mobile email name</div>	Gordon
default_address		Cleptoc+19@gmail.com
account		Acme

Buttons: Cancel, Next