

Adding Contacts

Import or Add New Contacts



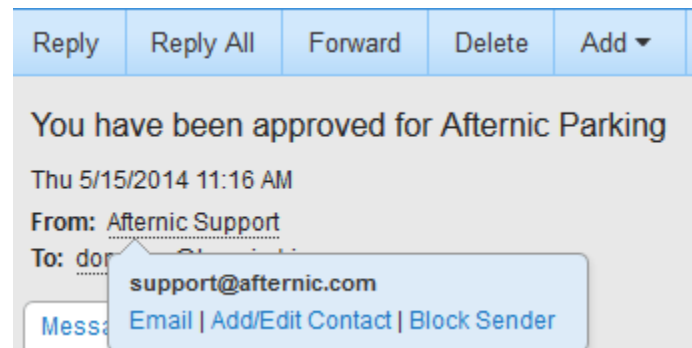
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Three Ways to Add Contacts

- ▶ Adding from an email
- ▶ Typing in the information
- ▶ Import existing contacts

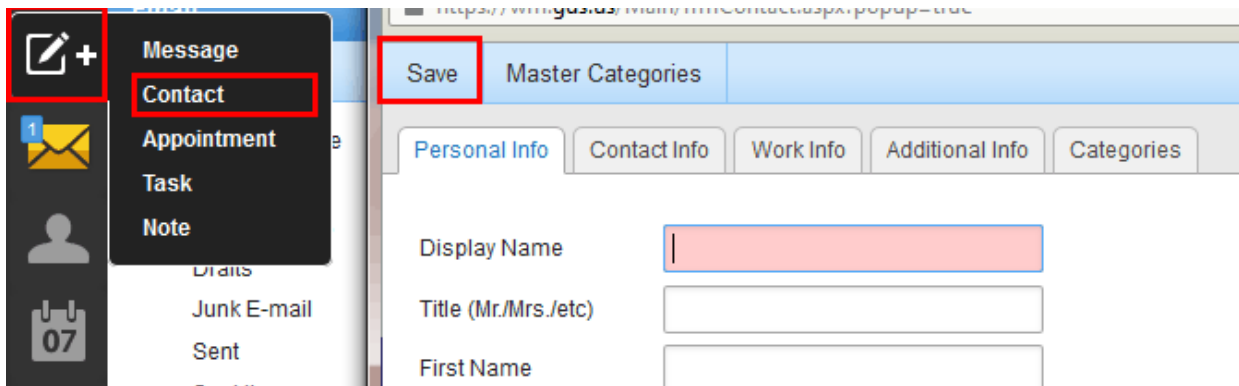
Adding Contact from Email

- ▶ View the desired message
- ▶ Hover or click on the email
- ▶ Select to Add/Edit contact
- ▶ A new contact window opens, containing the display name and email address.
- ▶ Add any additional information you want.
- ▶ Save.



Create New Contact

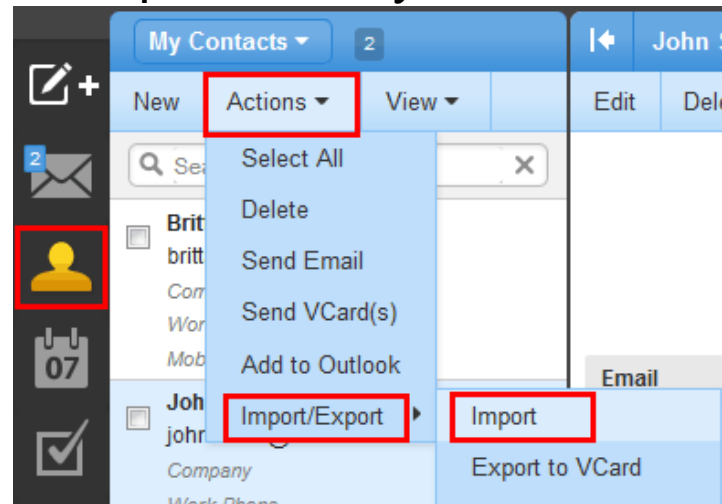
- ▶ Click New
- ▶ Click Contact
- ▶ In the box that opens, complete as many fields as you'd like.
- ▶ Click Save



Importing Contacts – CSV File

CSV files (comma separated values) are a common way to move data from one program to another. These steps assume you have a CSV file from another program.

- ▶ Click the **Contacts** icon.
- ▶ Click the **Actions**
- ▶ Click **Import/Export** and click **Import**.
- ▶ Click **Choose File** to find to the CSV file you wish to upload and click **Next**.



Importing Contacts – CSV File

- ▶ Map the contact fields in your list to the available fields.
- ▶ Click **Next**
- ▶ If any conflicts occur, decide if you want to add, replace, or skip the contact in question.
- ▶ Once any conflicts are resolved, you are done.

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Next	
Name	Name (Mr./Mrs./etc)
First Name	First Name
Middle Name	Middle Name
Last Name	Last Name
Suffix	Suffix
Company	Job Title
Business City	Work Phone
Business State	Work Fax
Business Postal Code	Home Fax
	Pager
	Job Title
	Company Name
	Work Address
	Work City
	Work State
	Work Zip
	Work Country
	Website
	Department
	Office

If the fields do not match, click the drop down and find the best match in your CSV file.