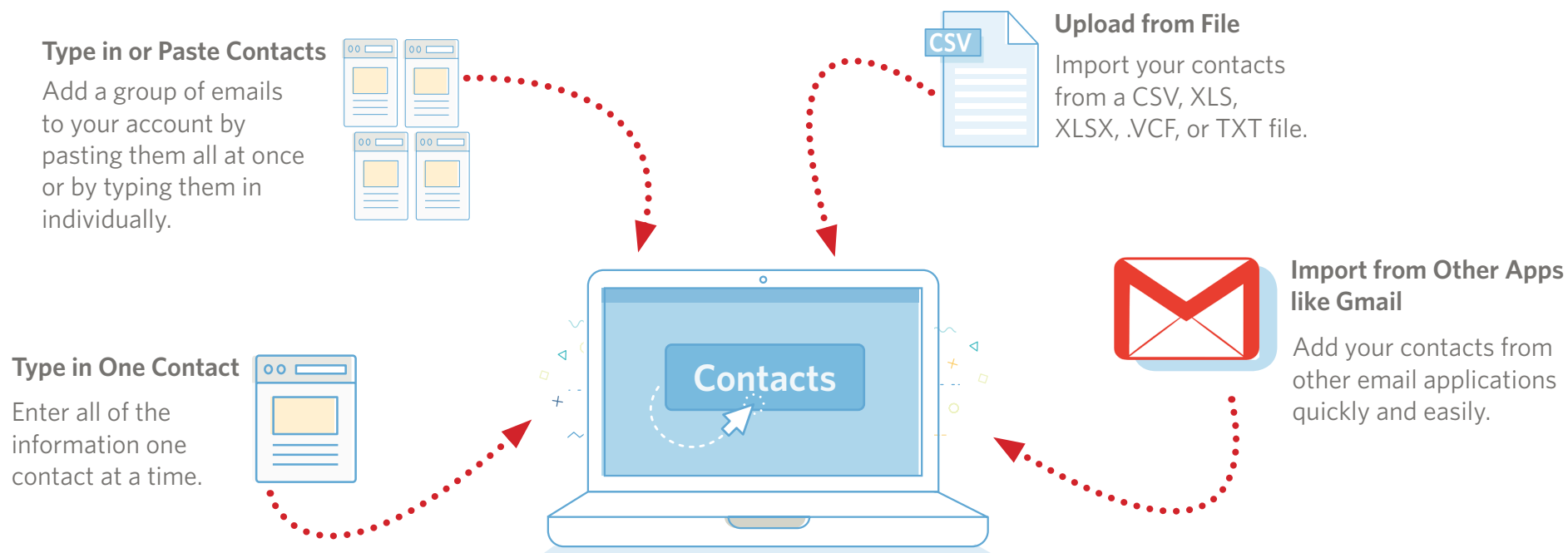


How-To Guide

Add Your Contacts

Getting your contacts into your Constant Contact account is just as important as designing and sending your campaigns. After all, your contacts are the people those campaigns are going to. This guide will explain all of the ways that you can add your contacts. Before you get started, you need to have [permission to send email](#) to them. This is so you'll be compliant with [CAN-Spam](#) and [CASL](#) laws. To jump right in, click on an image for instructions for the method you're using.



Add Contacts

How you add contacts to your account will depend on how you have those contacts stored already and what works best for you. You can choose to type them in, copy and paste, upload from a file or use an app to connect whatever program you use to your Constant Contact account.

Here's how to start:

- Log into your account.
- Click the **Contacts** button.
- Then **Add Contacts**.

Now you can choose how you'll add your contacts to your account.



Before you add your contacts, [review these suggestions](#) for ways to make the process even smoother!

[Contacts](#) | [Reports](#) | [Activity](#) | [Sign-Up Tools](#)

Contact Management

 Advanced

Contacts

- Active (378)
- Unsubscribed (0)
- [View All Contacts](#)
- ☰ **Email Lists** +
- ★ Yoga Classes ▾
- General ▾

Active Contacts List (378)

378 Contacts *Select contacts to organize, export or remove...*

<input type="checkbox"/>	Name	Email	Company	City, State	⚙
<input type="checkbox"/>	Elbert Allison	examplecontact@company...			
<input type="checkbox"/>	Francis Ball	examplecontact@company...			
<input type="checkbox"/>	Sandy Barnes	examplecontact@company...			
<input type="checkbox"/>	Tasha Barrett	examplecontact@company...			
<input type="checkbox"/>	Cathy Blake	examplecontact@company...			

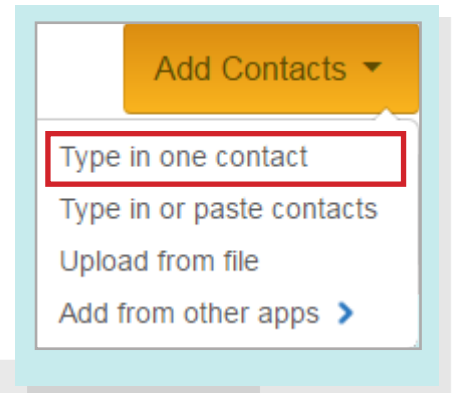
Add Contacts ▾

- Type in one contact
- Type in or paste contacts
- Upload from file
- Add from other apps >

Type in One Contact

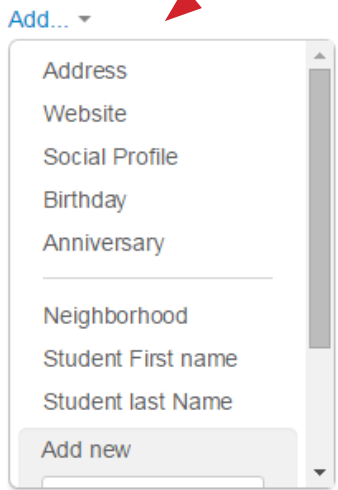
When you choose **Type in one contact** you get to [add a single contact with whichever details](#) you'd like to store. A contact can be created with as little as a name, email address, or social profile, but you can add as much information as you'd like. By default, the [permission check-box](#) is checked for you. Make sure to uncheck it if needed. When you're finished, click **Save**.

You can add more fields from the **Add** dropdown to complete your contact record.



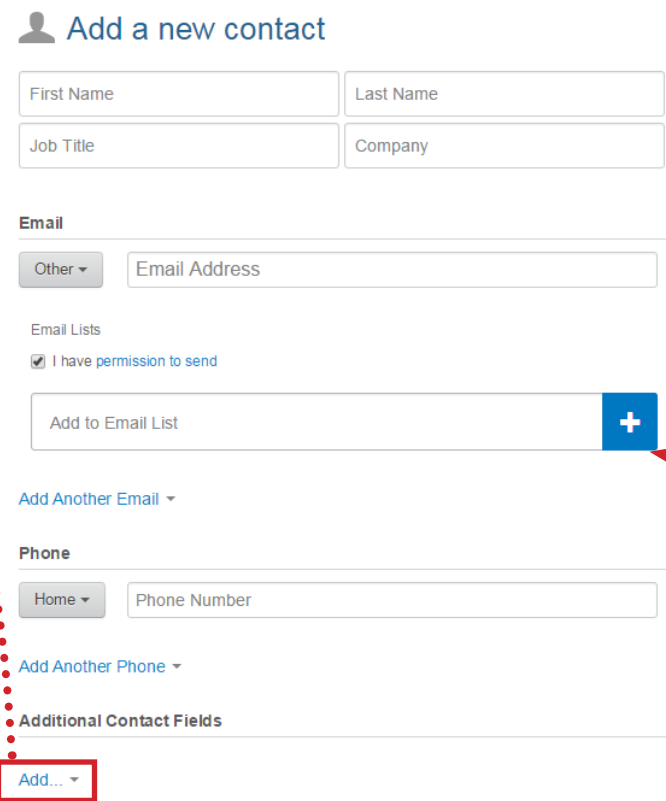
Add Contacts ▾

- Type in one contact
- Type in or paste contacts
- Upload from file
- Add from other apps >



Add... ▾

- Address
- Website
- Social Profile
- Birthday
- Anniversary
- Neighborhood
- Student First name
- Student last Name
- Add new



Add a new contact

First Name Last Name

Job Title Company

Email

Other ▾ Email Address

Email Lists

I have permission to send

Add to Email List +

Add Another Email ▾

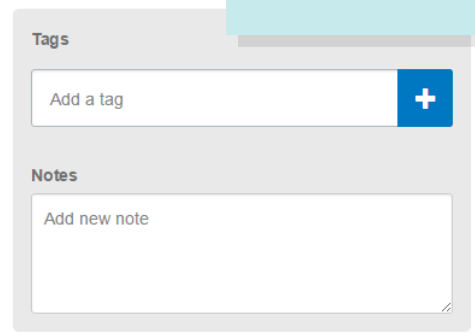
Phone

Home ▾ Phone Number

Add Another Phone ▾

Additional Contact Fields

Add... ▾

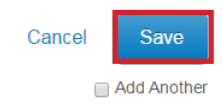


Tags

Add a tag +

Notes

Add new note

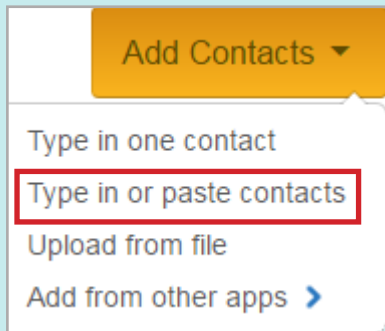


Cancel Save

Add Another

Contacts that are not added to lists won't be able to receive campaigns, so don't forget to add a list.

Type in or Paste Contacts



If you have a bunch of contacts and only a few details for each one, choose **Type in or paste contacts**. From here, there are two options based on the amount of information you have.

Enter Contact Details Tab

Use the drop-downs to select what type of information you want to store in each column, and then type in one contact per row. You can enter up to five columns of information. If you don't need to use a column, just leave it with the default title of "Select".

Add Multiple Contacts

Contacts must have at least first name, last name, email address, or social profile.

Enter contact details	Paste names & emails			
Email address - other	First name	Last name	- Select -	- Select -
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Type in or Paste Contacts

Paste Names & Emails

Your other choice is to click the **Paste names & emails** tab. You can paste up to 5,000 contacts into this field. While this method is great when you only have email addresses, you can include names as well. Copy (**Ctrl + C**) your contact information, then click inside the field and Paste (**Ctrl + V**). Then click **Continue**.

Add Multiple Contacts

Contacts must have at least first name, last name, email address, or social profile.

Enter contact details **Paste names & emails**

Enter names and emails, or just emails. Press Enter after each address.

John Smith jsmith@address.com
Mary Smith msmith@address.com
jdoe@address.com
mdoe@address.com

i You can also paste names and emails from other programs like [Outlook or Gmail](#).

Cancel **Continue**

Type in or Paste Contacts

After you've entered the contact information, you need to add them to a list. By default, your account will have a General Interest list. You can create as many new [lists](#) as you need. You can also [tag](#) this particular group of contacts for future reference or to better segment your list and focus your marketing efforts. Click **Apply** when you're done, then click **Import**.

Add Multiple Contacts - Organize

Contacts must have at least first name, last name, email address, or social profile.

Add contacts to list
I have [permission to email](#) these contacts.

Add to Email List


Tag contacts
Separate multiple tags with a comma.

Add a tag

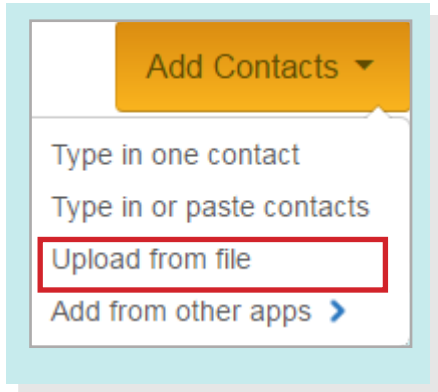
Manage Email Lists

- General Interest
- Social Circle
- Wknd Cycle Trips
- Yoga Classes

[Create a new list...](#)

 Click "Create a new list..." to make a new list for these contacts.

Upload From File

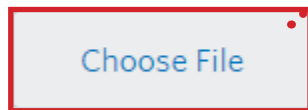


If you're storing contacts in an .XLS, .XLSX, .CSV, .VCF, or plain text file; or if you've [exported them from an email client](#) into any of these formats, you can [import](#) your contacts into your Constant Contact account. Click **Upload from file** to select the file that has your contacts.

For the smoothest upload, make sure that your file is [formatted](#) properly. Spending a few minutes naming your columns, removing empty records, etc. will make your import process move faster. Your file cannot have hidden elements, macros, or multiple worksheets.

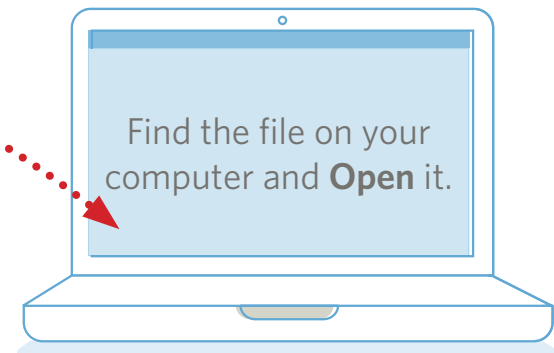
Click **Choose File** to use a file from your computer.

Upload from file



(Accepted file formats: .xls, .xlsx, .csv, .txt)

We'll make sure you don't add duplicate contacts. [Here's how](#)



Now you can preview how we will import your contact information.

Upload From File

Make sure that Constant Contact is [correctly matching the column headers](#) from your file to the field names in your Constant Contact account. Click the drop-down to choose a different name if needed. You can create a custom field by choosing "Create New Custom Field" from the dropdown - just type in the name of your column.

[Contacts](#) [Reports](#) [Activity](#) [Sign-Up Tools](#) [Autoresponder](#)

Upload from file

TomThumb_251.csv

We'll make sure you don't add duplicate contacts. [Here's how](#)

When you're finished setting up your column headers, click **Next**.

[Cancel](#)

Here's a preview from your file.

Make sure the columns in your file match the Constant Contact field names.

Preview ([5 of 251 contacts shown](#), 3 columns total)

<input type="text" value="First name"/> ▼	<input type="text" value="Last name"/> ▼	<input type="text" value="Email address"/> ▼
A	B	C
First Name	Last Name	Email address
Tom1	Thumb1	TomThumb1@google.com
Tom2	Thumb2	TomThumb2@google.com

Upload From File

Now you need to add your contacts to a list. Every account comes with a General Interest list. You can create as many new [lists](#) as you need. You can also [tag](#) this particular group of contacts for future reference or to better segment your lists and focus your marketing efforts. Click **Upload** when you're done.

Upload from file

Cancel

Upload

Select lists to add your contacts to. [What's a list?](#)

I have [permission to email](#) these contacts.

- Select all
- General Interest (127)
- Social Circle
- TomThumbTest (251)
- Wknd Cycle Trips

[+ Create a new list](#)

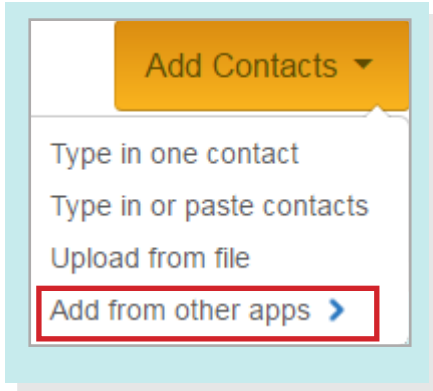
[> Tag your contacts](#)

[What's a tag?](#)

Click the arrow to create a new tag for your list, or see the tags you've already made.

Check-off the box next to the list you want to add your contacts to, or click "Create a new list" to make a new one.

Add from Other Apps - Gmail



Bringing your contacts over from other applications is really easy, and there are several choices under the **Add from other apps**. We'll show you how to [connect your Gmail](#) account to your Constant Contact account and copy over your contacts.

First, make sure you're logged in to the Google account containing your contacts. You can do this in a separate browser window. After you click **Add from other apps > Gmail** in Constant Contact, click **Connect with Google**.

 If you don't want to use the Import tool you can always manually export your contacts from Gmail or any email client and use the Import from File instructions to get them into them to Constant Contact.



Import Contacts from Google


To add your Gmail contacts we'll need to connect with your Google account.
For your security, we do not store any of your Gmail login information.

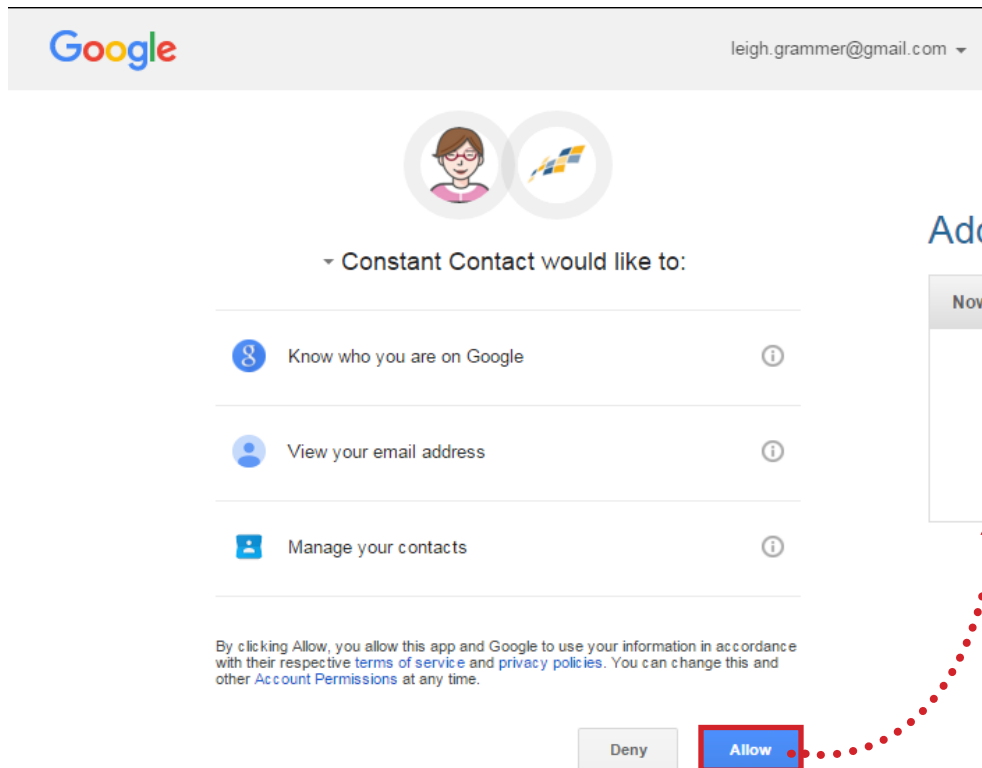
Cancel

Connect with Google

Add from Other Apps - Gmail







Next you'll give Google permission to connect with your Constant Contact account by clicking **Allow**. If you have multiple lists in your Gmail account, select which lists you want to copy to Constant Contact, then click **Continue**.

 If you select multiple Gmail lists, they will be combined into one Constant Contact list.



Google leigh.grammer@gmail.com

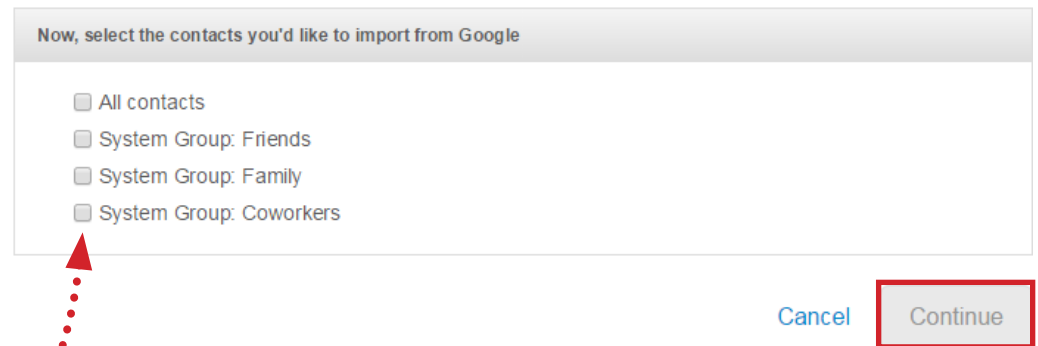
Constant Contact would like to:

-  Know who you are on Google 
-  View your email address 
-  Manage your contacts 

By clicking Allow, you allow this app and Google to use your information in accordance with their respective [terms of service](#) and [privacy policies](#). You can change this and other [Account Permissions](#) at any time.

Deny **Allow**

Add Contacts from Google - Select contacts



Now, select the contacts you'd like to import from Google

- All contacts
- System Group: Friends
- System Group: Family
- System Group: Coworkers

Cancel **Continue**

Add from Other Apps - Gmail

Now add these contacts to a list. By default your account will have a General Interest list. However, you can create as many new [lists](#) as you need. You can also [tag](#) this particular group of contacts for future reference or to better segment your lists and focus your marketing efforts. Click **Import** when you're done.



Add Contacts from Google - Organize

Add contacts to list
I have [permission to email](#) these contacts.

General Interest ✕ +

Tag contacts
Separate multiple tags with a comma.

Add a tag +

Cancel

Import


You'll be asked to confirm that these contacts are yours and you have [permission to mail](#) to them.

Conclusion

All of your newly added contacts and lists can be found under the Contacts tab. From here you'll be able to keep track of your contacts by [status](#), [edit](#) or [delete](#) individual contacts, or even [export](#) your contacts list as needed.

Contact Management

Add Contacts ▾

Search Contacts... 
Advanced

Contacts

Active (378)

- Unsubscribed (0)
- [View All Contacts](#)

Email Lists

- General Interest
- Wknd Cycle Trips
- Yoga Classes

[View All Lists](#)


Tags

- \$10 New Customer Off...
- April (13)
- August (13)

Active Contacts List (378)

Make Contacts my default view

378 Contacts Select contacts to organize, export or remove...

<input type="checkbox"/>	Name	Email	Company	City, State	
A					
<input type="checkbox"/>	Allison, Elbert	examplecontact@company...			
B					
<input type="checkbox"/>	Ball, Francis	examplecontact@company...			
<input type="checkbox"/>	Barnes, Sandy	examplecontact@company...			
<input type="checkbox"/>	Barrett, Tasha	examplecontact@company...			
<input type="checkbox"/>	Blake, Cathy	examplecontact@company...			
<input type="checkbox"/>	Bowers, Philip	examplecontact@company...			
<input type="checkbox"/>	Briggs, Lula	examplecontact@company...			
<input type="checkbox"/>	Brown, Reginald	examplecontact@company...			
<input type="checkbox"/>	Burke, Kendra	examplecontact@company...			
<input type="checkbox"/>	Burns, Kent	examplecontact@company...			
<input type="checkbox"/>	Burton, Ray	examplecontact@company...			



Get New Contacts!
[Grow your contact list](#)

with our list sign-up forms and tools.



We could have an app to help you bring contacts directly into Constant Contact. Check out our [Marketplace](#).