
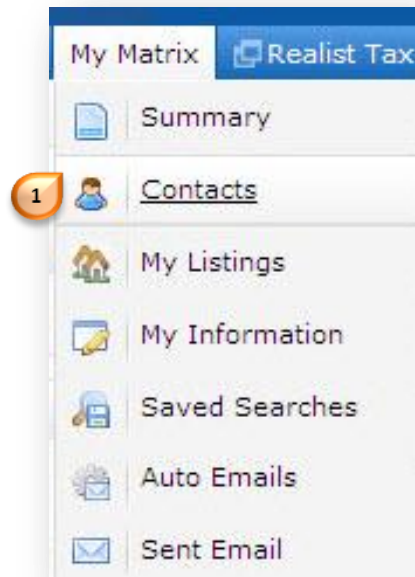
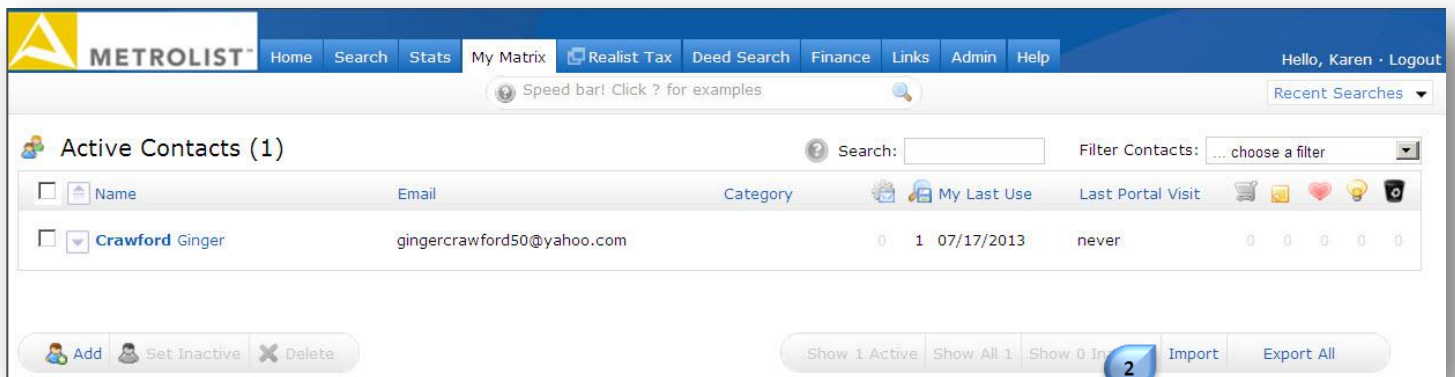



Import Contacts

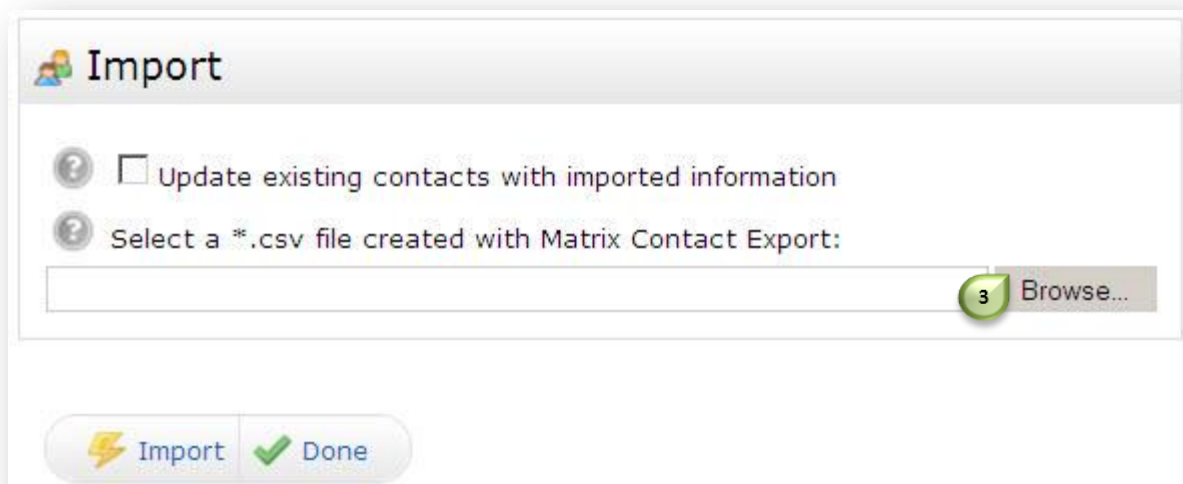
Hover over the “My Matrix” tab, select “**Contacts.**” 



Click “**Import**” 

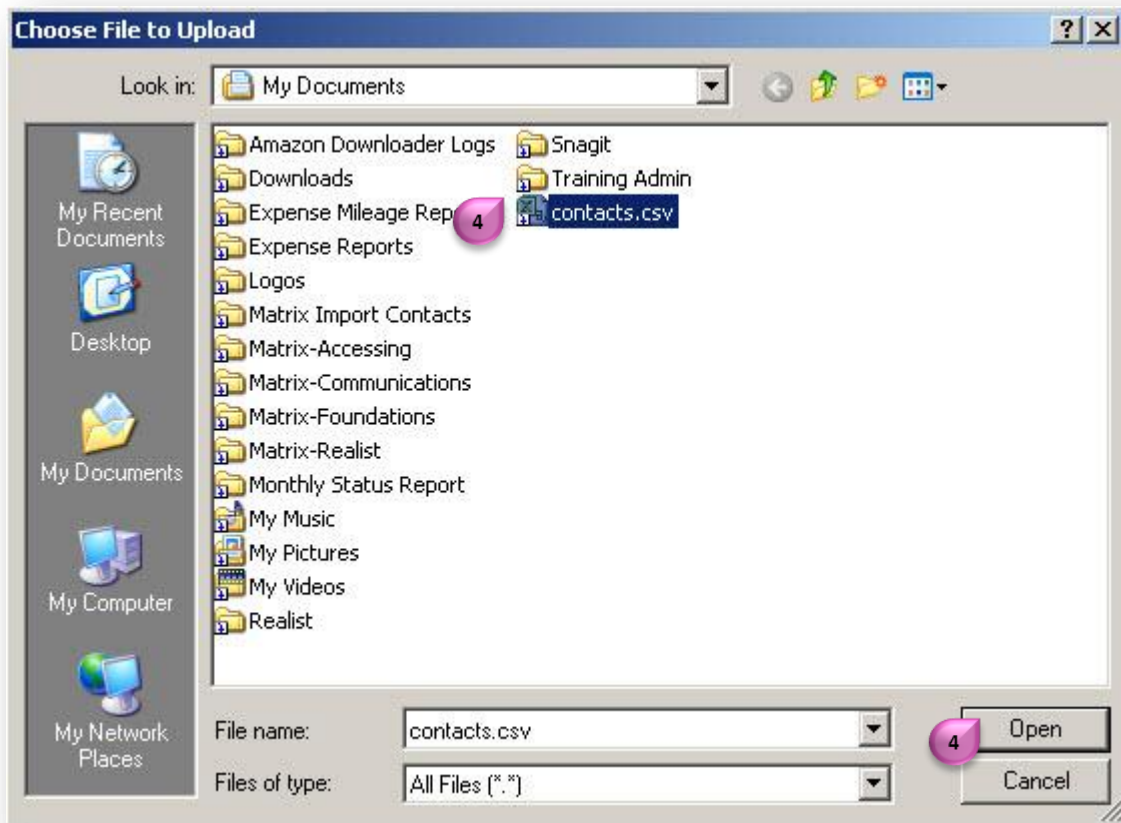


From the Import page, click “**Browse**” 

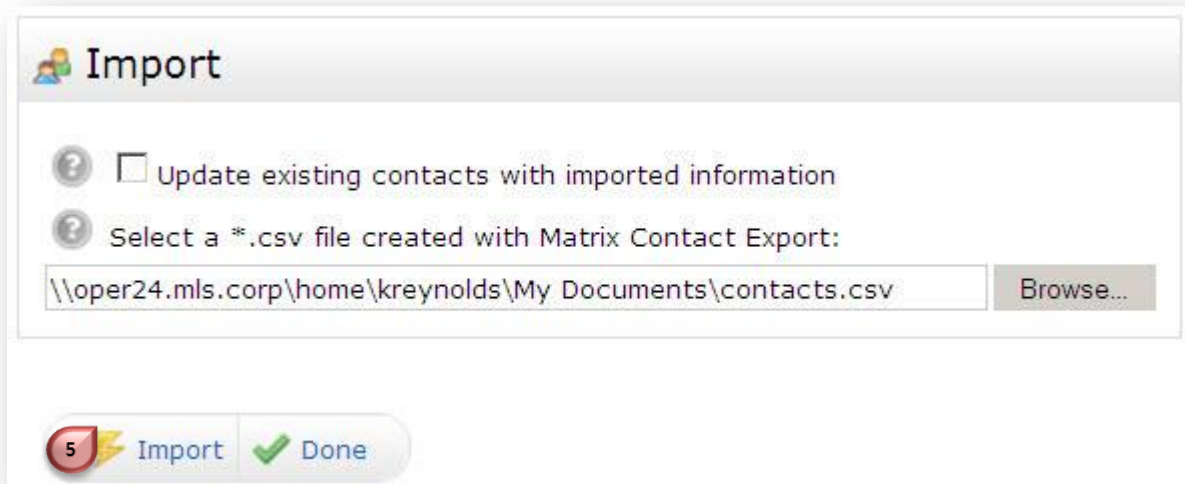


Import Contacts

In the Browse window, select your ***.CSV** file and click **“Open.”** 4




The path for your selected file appears in the Select a .CSV File field, click **“Import.”** 5

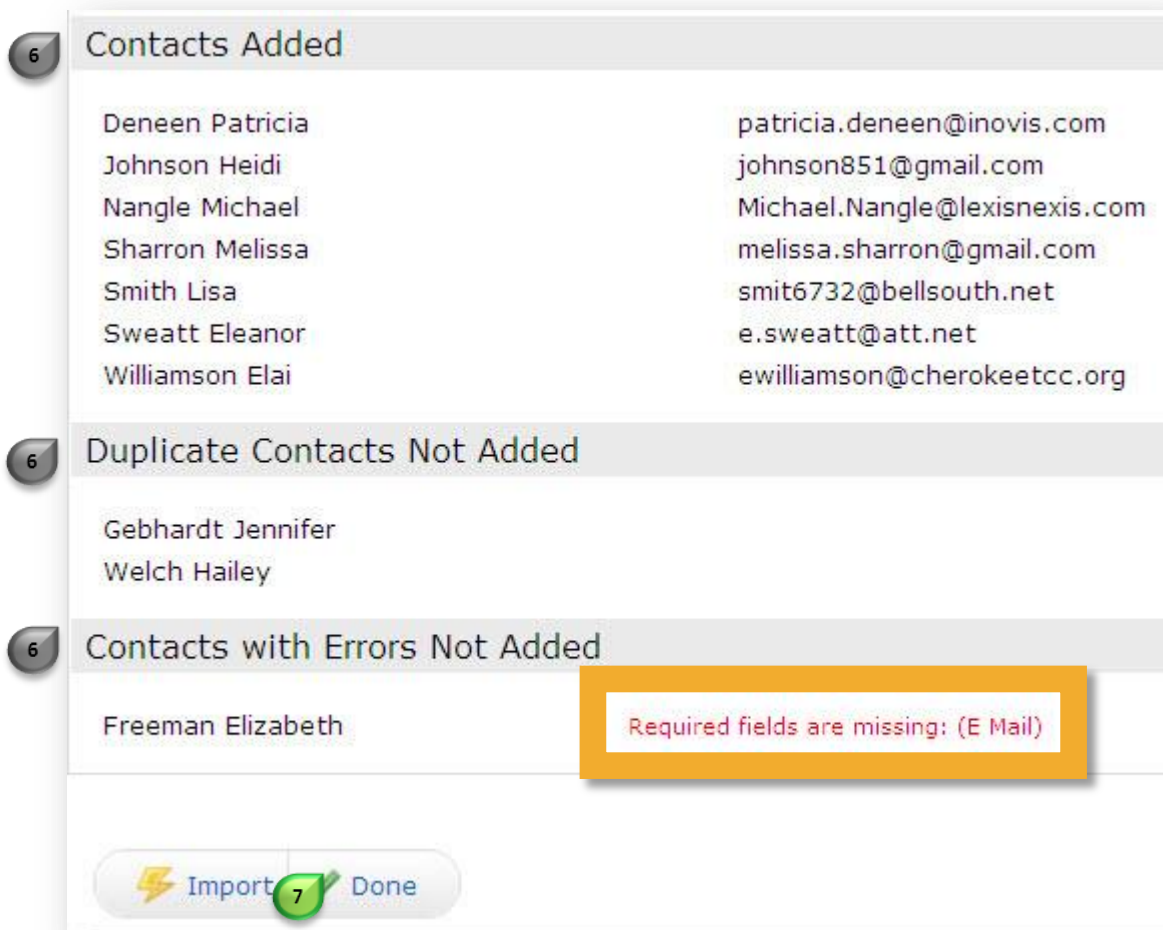



Import Contacts

Contacts have Three Required Fields


- 1. First Name*
- 2. Last Name*
- 3. Email Address*

Imported Contacts appear in three possible categories 




 **Contacts Added**



Deneen Patricia	patricia.deneen@inovis.com
Johnson Heidi	johnson851@gmail.com
Nangle Michael	Michael.Nangle@lexisnexis.com
Sharron Melissa	melissa.sharron@gmail.com
Smith Lisa	smit6732@bellsouth.net
Sweatt Eleanor	e.sweatt@att.net
Williamson Elai	ewilliamson@cherokeetcc.org

 **Duplicate Contacts Not Added**

Gebhardt Jennifer
Welch Hailey

 **Contacts with Errors Not Added**

Freeman Elizabeth Required fields are missing: (E Mail)

Click **“Done”** 

Congratulations! You have imported your Contacts into Matrix!