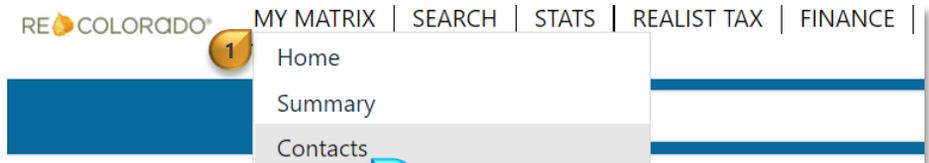


Hover over **My Matrix** 1

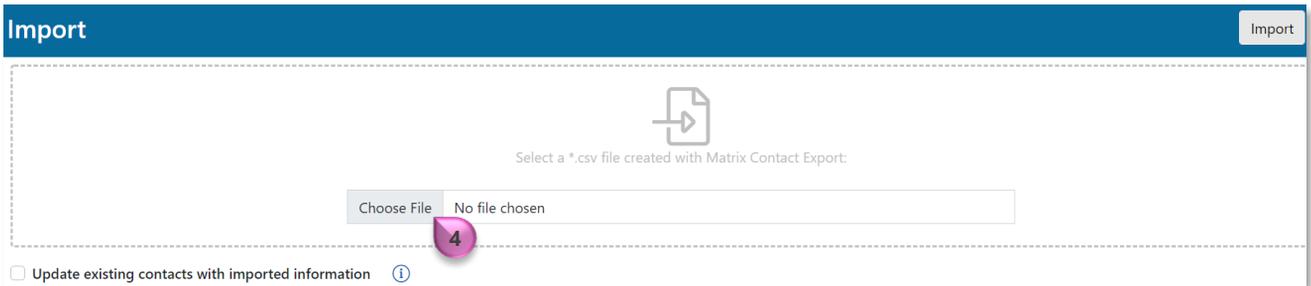


Select **"Contacts"** 2



Click **"Import"** 3

Click **"Choose File"** 4



Note: Only *.CSV File* formats can be imported. To access the sample *.CSV* click the **"Download .csv template"** 1

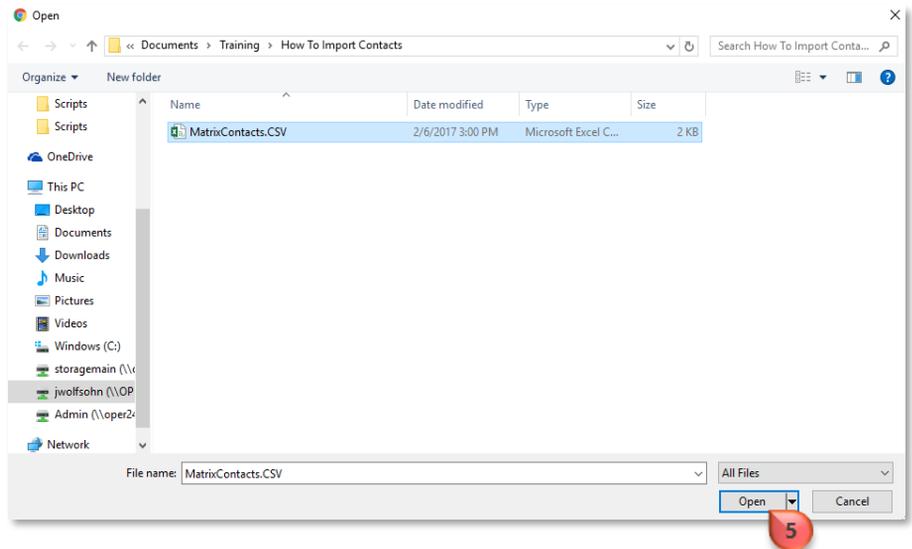
Download .csv template

The Contact Importer requires CSV files that are formatted in the same manner as those created by the Matrix Contact Export. The field names must be specified on the first line of the file. Not all fields need to be included - only name_first, name_last and email1 are mandatory. Refer to the template below to see how to format a CSV file for import.

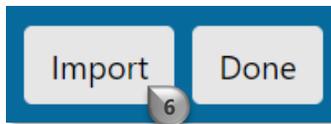
Download .csv template 1

Select the desired file and click "Open" **5**

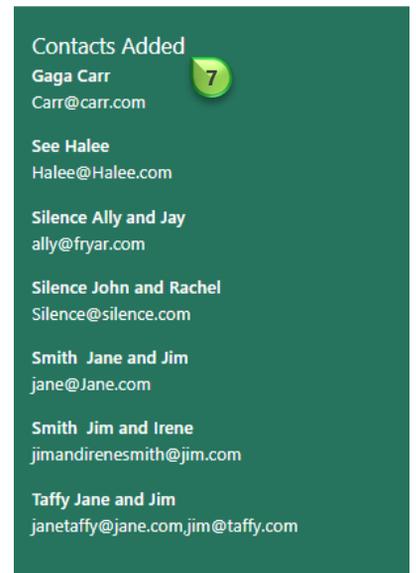
Note: For a *Contact* to be imported it must include a *First Name, Last Name, and Email Address*



Click "Import" **6**



Contacts Added will display **7**



Duplicate Contacts Not Added **8** and **Contacts with Errors Not Added** **9** will populate if applicable



Click "Done" **10**

