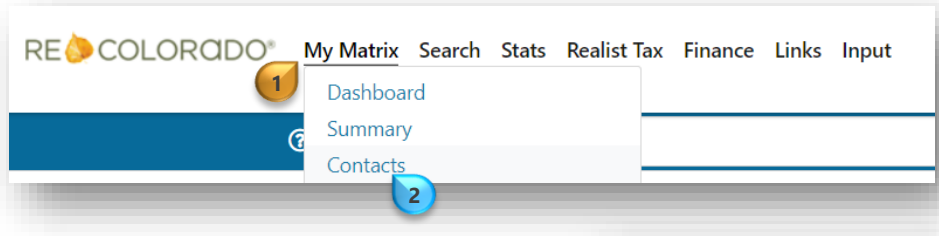


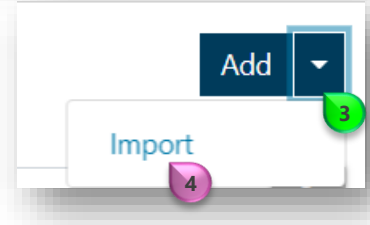
Hover over **My Matrix** 1

Click **Contacts** 2

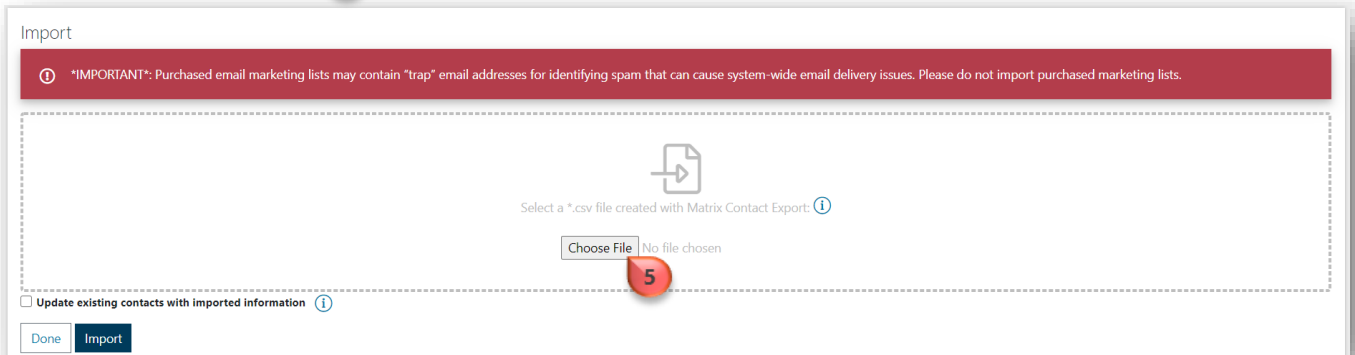


Click the dropdown arrow next to **Add** 3


Click **Import** 4



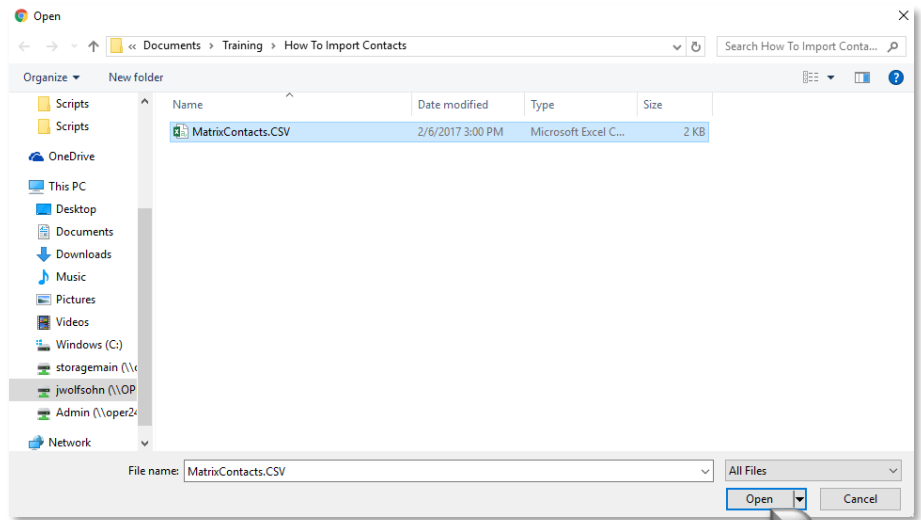
Click **Choose File** 5



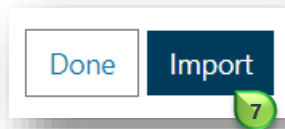
**Note:** Only CSV. *File* formats can be imported

Select the desired file and click "Open" 



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

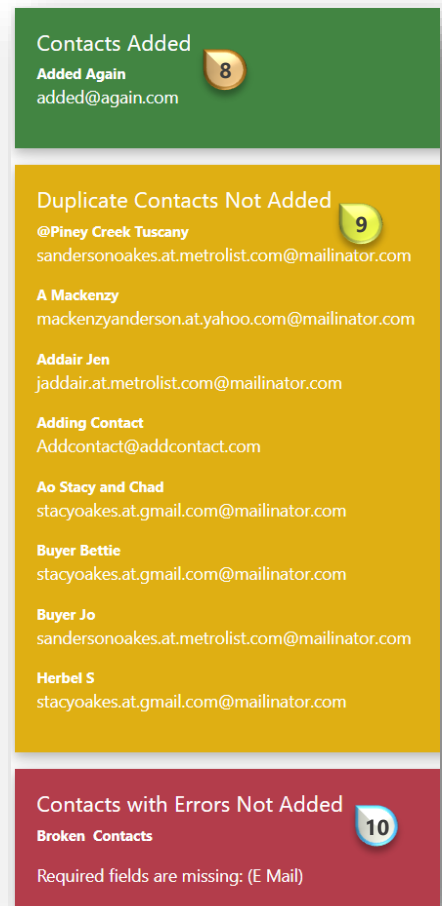


Click "Import" 



**Contacts Added** will display 

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



Click "Done" 

