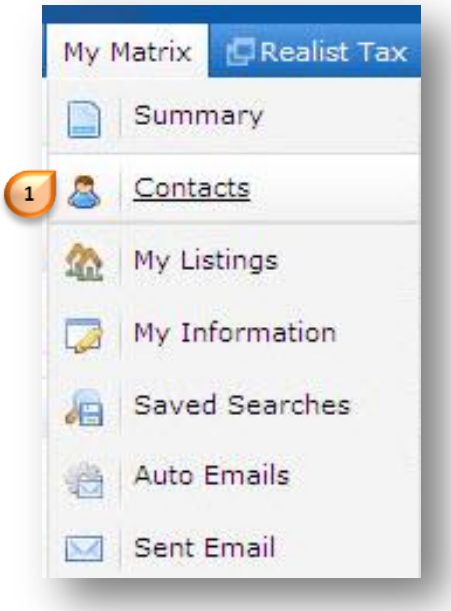
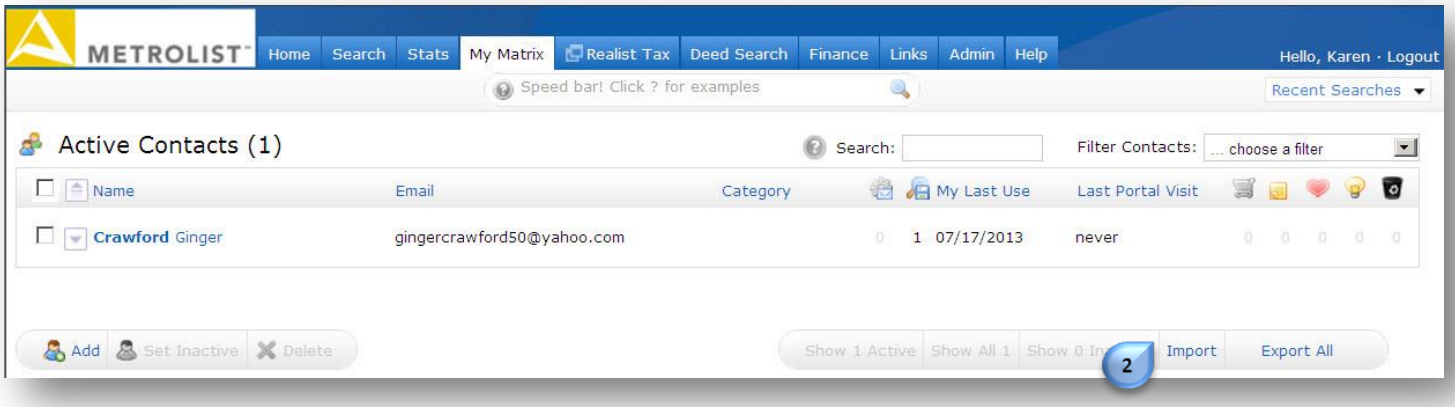
Import Contacts

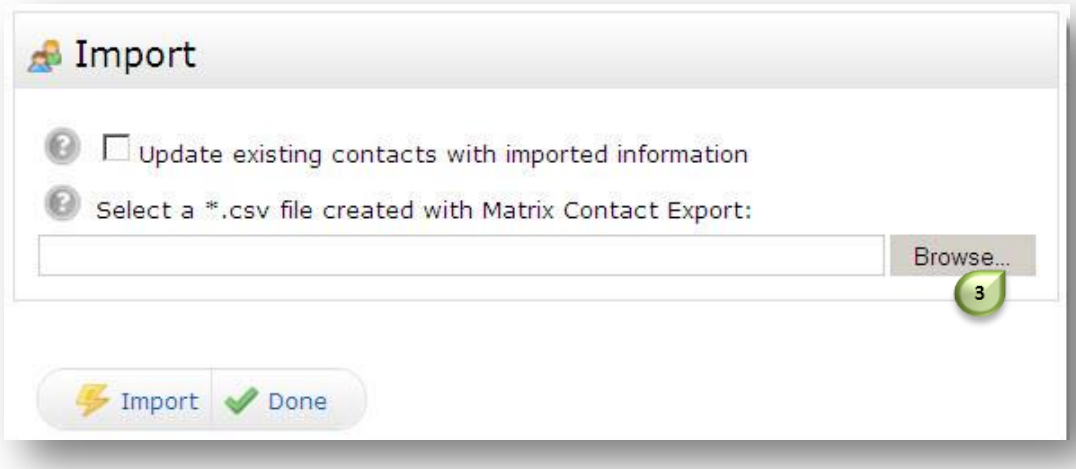
Hover over the **"My Matrix"** tab, select **"Contacts."** 1



Click **"Import"** 2

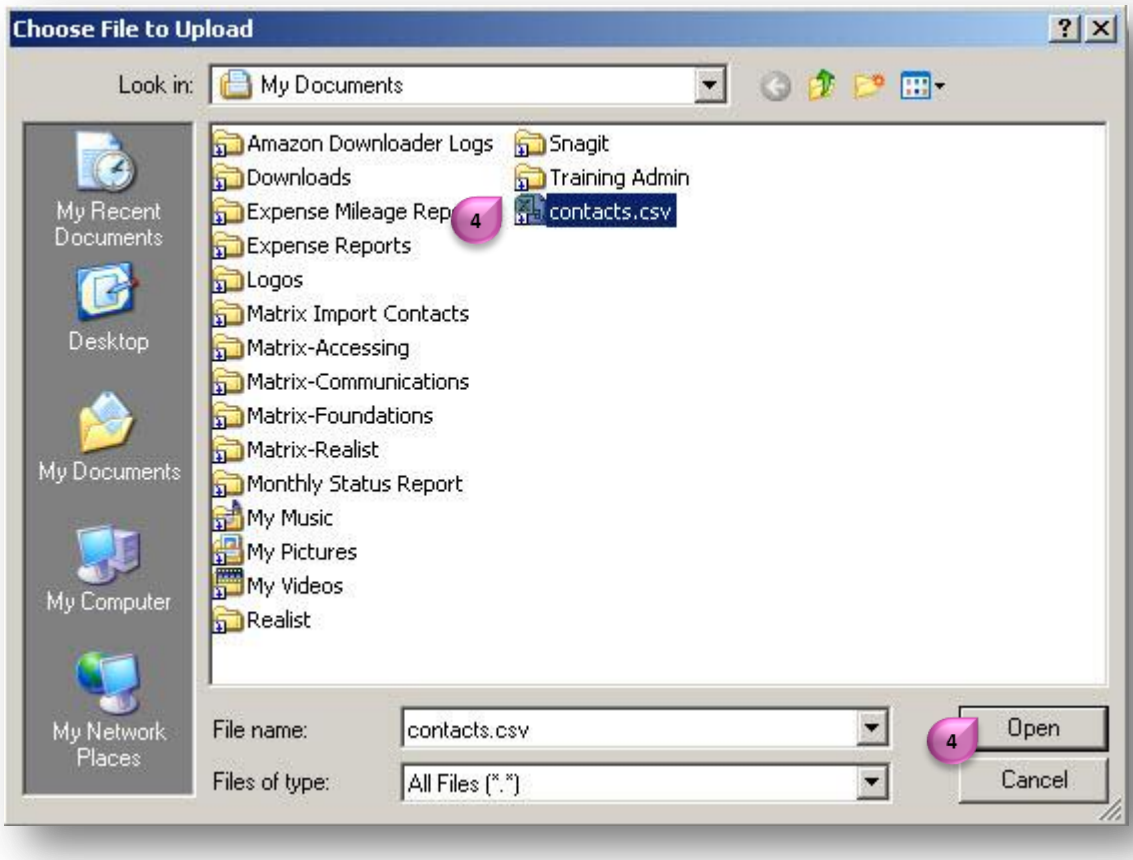


From the Import page, click **"Browse"** 3

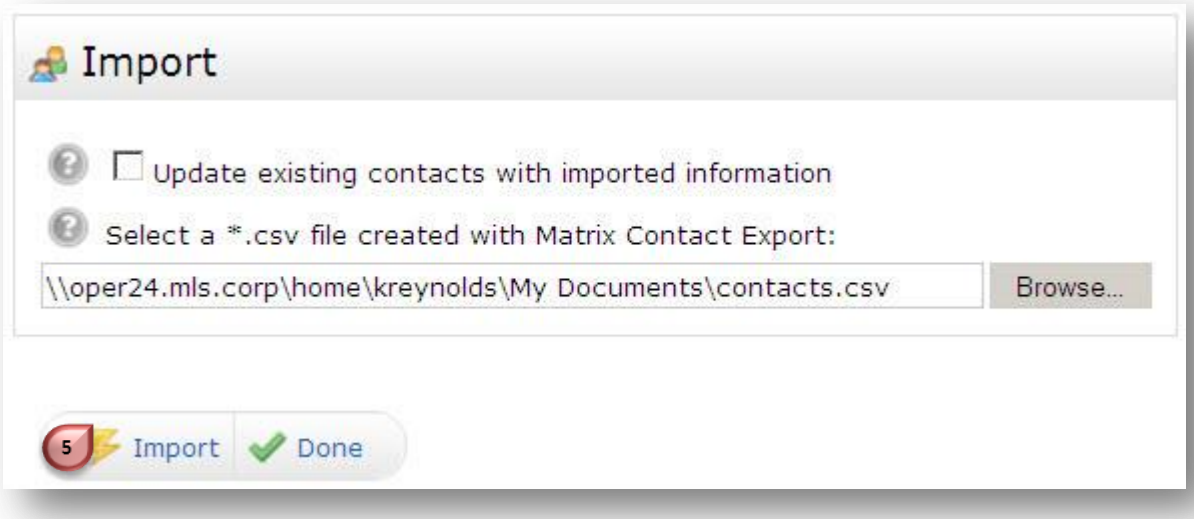


Import Contacts

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

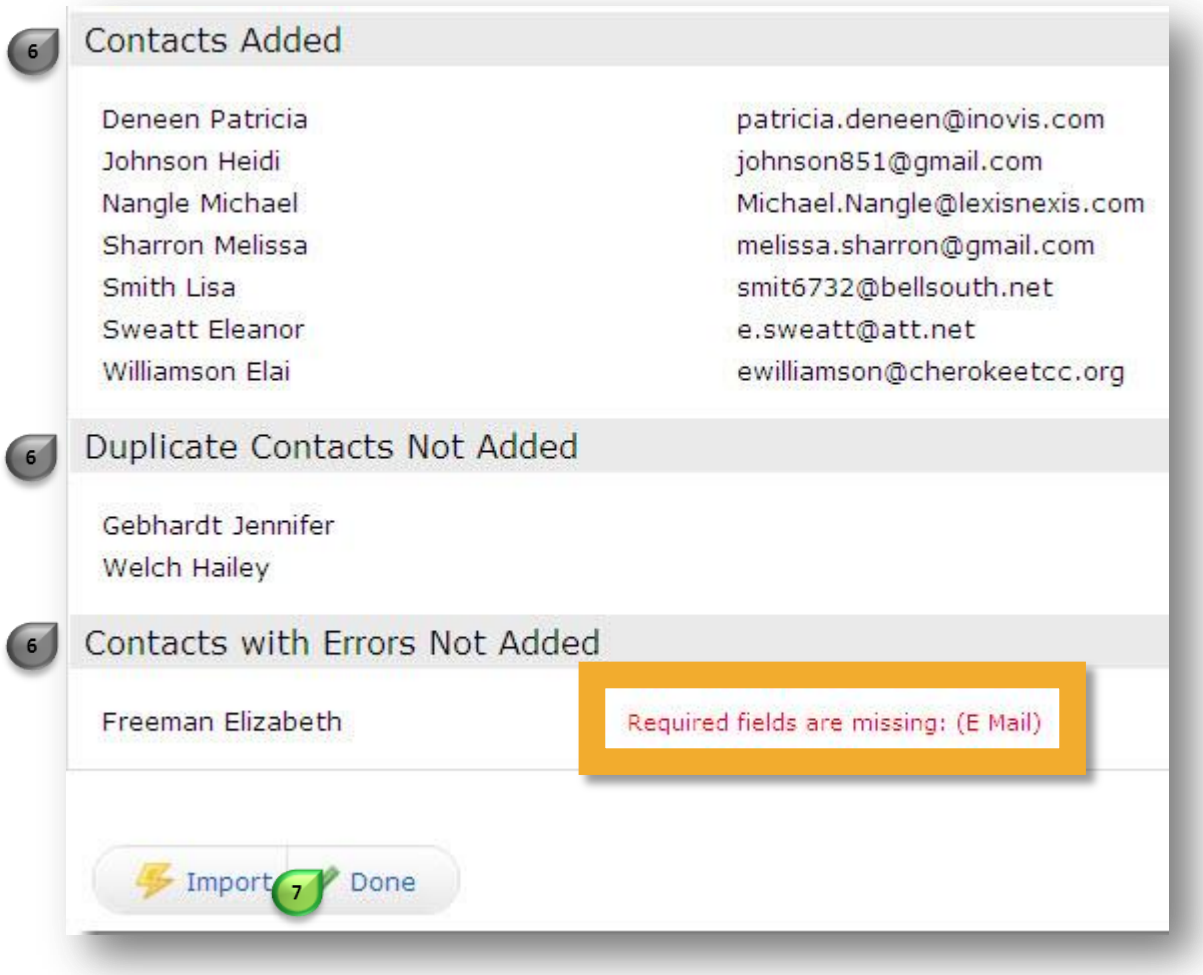


Import Contacts

Contacts have <u>Three Required Fields</u>

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

Imported Contacts appear in three possible categories 6



Click **"Done"** 7

Congratulations! You have imported your Contacts into Matrix!