How to Choose Contacts

In this step of the "Create an Email" wizard, you'll select the contact list (or lists) of recipients you want to send your email to. If this is your first email, you will need to create a list or lists and add contacts.

→ After clicking the "Create an Email" tab or link from the Main Menu, the "Choose Contacts" step will be the second step in the process (after "Email Details").

→ Select one or more contact lists of recipients to whom you want to send your email by checking the box next to the "List Name".

→ You may create a new list by clicking on the **Add a New Contact List** button then typing a list name in the "Contact List Name field. Then, import contacts to this new list using an import method from the drop-down menu below. After you've imported your list, select **Save List**. Then ensure you've selected this list(s) of those who you want to receive this email, click **Next**.

→ To manage or update existing contact lists, or add information for individual contacts, click the "Manage Contacts" tab near the top of the screen, or from the Main Menu in the EasyContact application select the "Add & Manage" link under the "Contacts" heading in the grey box to the right.

Note: For more information on how to add contacts from the EasyContact Main Menu, click on the "Online Help" link under "Help & Support" in the right-hand gray box, or the "Free Online Help" link at the very top of the EasyContact application screen to go to the "Online Help Center". Here, you'll find additional Help documents on "How to Add Contacts One at a Time", "How to Add Contacts from Microsoft Outlook and Other Popular Email Programs", "How to Add Contacts From a Spreadsheet" and "How to Edit Contacts and Email Addresses."