



How to Add Contacts One at a Time

You can add contacts one at a time as described below. You may also import contacts from a Microsoft Excel spreadsheet or a number of popular email programs including Microsoft Outlook and Gmail. For more information, go to the EasyContact Main Menu and click on the “Online Help” link under “Help & Support” in the right-hand gray box.

To add individual contacts to your existing contact lists:

- ➔ Click on the “Manage Contacts” tab near the top of the EasyContact application screen, or select the “Add & Manage” link under the “Contacts” heading on the Main Menu screen.
- ➔ Click the **Add Contacts** button from the list of choices on the upper-left side of screen.
- ➔ Enter an email address into the “Email” field.
- ➔ Enter a First Name (optional) and Last Name (optional).
- ➔ Click the checkbox to the left of the list(s) you want to add this email address to.
- ➔ Make sure the box next to “Check this box to send opt-in messages to subscribers” is checked to verify that recipients wish to receive emails from you. For more information on the Opt-In feature, see the Help document on “Understanding the Opt-In Feature” in the “Free Online Help” link at the very top of the EasyContact application screen to go to the “Online Help Center”.
- ➔ Click the **Add button**.
- ➔ Repeat for each contact you want to add.

To add information to individual contacts:

- ➔ After you've added the contact using the steps above, click the **Find/Edit Contacts** button from the list on the upper-left side of the screen.
- ➔ Find contacts using the search fields in the "Find Contacts" box.
- ➔ Click on the contact name in the "Search Results" box to edit contact information for that contact.
- ➔ Be sure to click Apply to save your changes.