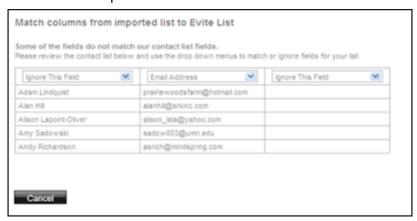# How to Add Contacts from Microsoft Outlook and Other Email Programs

You may import contacts from a spreadsheet, a number of popular email programs or you may add contacts one at a time. For information on importing contacts through these other methods, visit the "Online Help Center" by going to the EasyContact Main Menu and clicking on the "Online Help" link under "Help & Support" in the right-hand gray box.

To import contacts from Microsoft Outlook:

- First, export your contacts using the Import and Export process from the "File" menu at the top of the "Contacts" screen in Outlook. Save the files in a Comma Separated Values (.CSV) format to a place you can easily locate on your computer.

- Click the "Manage Contacts" tab near the top of the EasyContact application screen, or select the "Add & Manage" link under the "Contacts" heading in the grey box to the right.

- Select "Import Email Addresses" from the left menu.

- Check the green arrow to the left of the box next to the contact lists you want to add the imported email addresses to. (You can also create a new list by clicking the **Add New Contact List** button and then add the contacts to this new list.)

- From the drop-down menu, select "Import from Outlook". A new window will open.

- Make sure the box next to "Send opt-in messages to subscribers." is checked if you want to verify that your email recipients wish to receive emails from you. For more information on the Opt-In feature, see the "Understanding the Opt-In Feature" help document in the "Online Help Center."

- Click the **Browse** button to find and select the .CSV file on your computer that you wish to upload.
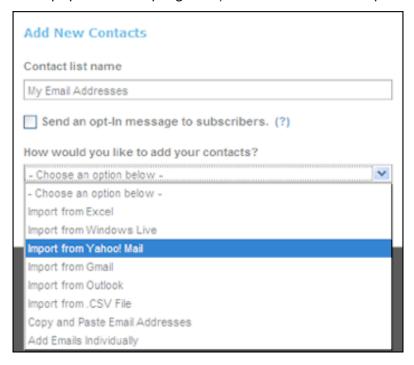
➔ During your list's import, you will need to tell EasyContact which columns will fill particular fields in your new contacts list. Required fields will be auto-matched as accurately as possible, however you may need to use the drop-down menus to ensure the headers match the information found in those particular columns.

Match columns from imported list to Evite List

Some of the fields do not match our contact list fields.
Please review the contact list below and use the drop down menus to match or ignore fields for your list.

Ignore This Field ▾	Email Address ▾	Ignore This Field ▾
Adam Lindquist	prairiewoodsfarm@hotmail.com	
Alan Hill	alanhill@srkinc.com	
Alison Lapoint-Oliver	alison_lala@yahoo.com	
Amy Sadowski	sadow003@umn.edu	
Andy Richardson	asrich@mindspring.com	

[Cancel]

➔ Click the Save List button.

To import contacts from other popular email programs:

➔ Click the "Manage Contacts" tab near the top of the EasyContact application screen, or select the "Add & Manage" link under the "Contacts" heading in the grey box to the right, then choose **Import Email Addresses** from the list of choices on the left side of the screen.

➔ Check the green arrow to the left of the contact list(s) you want to add the imported email addresses to. (You can also create a new list by clicking the **Add New Contact List** button and then add the contacts to this new list.)

➔ From the drop-down menu, select "Import from Yahoo" (or Gmail, LinkedIn, WindowsLive or other popular email programs). A new window will open.

Add New Contacts

Contact list name

My Email Addresses

☐ Send an opt-In message to subscribers. (?)

How would you like to add your contacts?

- Choose an option below - ▾

- Choose an option below -
Import from Excel
Import from Windows Live
Import from Yahoo! Mail
Import from Gmail
Import from Outlook
Import from .CSV File
Copy and Paste Email Addresses
Add Emails Individually

➡️ Make sure the box next to "Send opt-in messages to subscribers." is checked if you want to verify that your email recipients wish to receive emails from you. For more information on the Opt-In feature, see the "Understanding the Opt-In Feature" help document in the "Online Help Center."

➡️ Enter your email address and password for the email program you selected. EasyContact will not store your password; it will only be used for the purpose of importing contacts from that email account.

➡️ Click the **Import Save List** button.

➡️ Click **OK** at the bottom of the message that appears to agree that the email addresses you're importing are those of people you know and not from a purchased email list.

➡️ During your list's import, you will need to tell EasyContact which columns should fill particular fields in your new contacts list. Required fields will be auto-matched as accurately as possible, however you will need to use the drop-down menus to fine-tune headers to describe the information found in those particular columns.

➡️ EasyContact will automatically import contacts from that email account.

➡️ Click **Save** to complete the import.

Note: An unlimited number of contacts is permitted, but EasyContact can only import 1,500 contacts at a time. If you have more than 1,500 contacts, multiple imports will be required.