

Add contacts to your account

Getting your contacts added to your Constant Contact account is as important as designing and sending your emails.



Here's what we'll go over:

Whether you have an organized spreadsheet or a bowl full of business cards, it's easy to add your contacts to an email list! This guide will go over all the ways you can add contacts to your Constant Contact account.

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Get to your contacts dashboard

To get started:

1. Go to the **Contacts** tab.
2. Click **All contacts** to get to your dashboard, or **Add contacts** to go straight to your contact upload options.

In order to be compliant with [CAN-Spam](#), [CASL](#), and [GDPR](#), you need to have permission to send email to your contacts.

The screenshot shows the Contacts dashboard with a navigation bar at the top containing 'Home', 'Marketing', 'Contacts', 'Reporting', and 'Tools', along with a 'Create' button. A dropdown menu is open under 'Contacts', showing options: 'All contacts', 'Segments', 'Lists', 'Tags', and 'Add contacts'. Below the navigation, there are tabs for 'Lists', 'Segments', and 'Tags'. The 'Contacts' section includes a header with a sub-header and a link to a knowledge base article. The 'Insights' section features three cards: 'Subscribed' (308), 'New subscribers (30 days)' (5), and 'Subscriber growth (30 d...)' (2%). Below the insights, there is a section for '9 Lists' with a 'Filter by List' button. A table lists the contacts with columns for checkboxes, stars, list names, and contact counts.

<input type="checkbox"/>	★	List name ↑	Contacts
<input type="checkbox"/>	☆	Floral Craft Club Members	43
<input type="checkbox"/>	☆	General Interest	255



Add a single contact

If you have just a single contact to add to your account, you can easily enter the new contact's details manually.

To add a single contact:

1. After clicking **Add contacts**, select **Create a new contact**.
2. Enter the new contact's email address and click **Continue**.
3. Enter the new contact's details and select the lists you want to add the contact to.
4. Click the **Create** button to save the contact.

Add contacts [Close]

Add or import contacts
One at a time, a few at once, or a whole file upload - you have options.

- Create a new contact**
Enter contacts one at a time, including name, email, and more.
- Type or paste contacts**
Enter several contacts at once, or copy and paste from other apps.
- Upload from file**
We'll pull in your contacts and their details from a spreadsheet or file.

Add Contact [Close]

Email address
rita.wright@gmail.com

Cancel Continue

New Contact [Cancel] [Create]

Campaign channel

Email address
rita.wright@gmail.com

I have permission to send email. [Learn More](#)

Basic details

First name [] Last name []

Lists [Create list]

- Birthday Coupons
- Live Music and Events
- Proofreaders
- Pub Quiz Regulars
- Empty List
- General Interest

0 selected



Type or paste multiple contacts

You can add a small group of contacts to your account by typing them in individually or pasting them all at once.

To add multiple contacts:

1. Select **Type or paste contacts**.
2. Use the column drop-downs to select the info you want to store and then type in one contact per row. You can enter up to five columns. If you don't need a column, just leave it with the default title of "Select." Then click **Continue**.
4. Confirm if you have implied or express permission to email these contacts.
5. Select the lists you want to add them to.
6. Click **Import**.

Add or import contacts

One at a time, a few at once, or a whole file upload - you have options.



Create a new contact

Enter contacts one at a time, including name, email, and more.



Type or paste contacts

Enter several contacts at once, or copy and paste from other apps.



Upload from file

We'll pull in your contacts and their details from a spreadsheet or file.

Add Multiple Contacts

Your contacts must have an email address.

Enter contact details

Paste names & emails

Email address	First name	Last name	- Select -	- Select -
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Add Contacts - Organize

Your contacts must have an email address.

Add contacts to list

I have [permission to email](#) these contacts.

- I have [implied permission](#) to email these contacts.
- I have [express permission](#) to email these contacts.

Add to Email List



Tag contacts

Separate multiple tags with a comma.

Add a tag



Cancel

Import



TIP

If you have more than 20 contacts to add, we recommend using a spreadsheet and uploading them from a file instead.



Type or paste multiple contacts

For a handful of contacts, you can quickly add them by copying and pasting their names and email addresses.

To paste contact names and email addresses:

1. Click the **Paste names & emails** tab.
2. Type or paste the names and email addresses of your contacts.
3. Once you're done, click **Continue**.
4. Confirm if you have implied or express permission to email these contacts.
5. Select the lists you want to add them to.
6. Click **Import**.

Add Multiple Contacts

Your contacts must have an email address.

Enter contact details

Paste names & emails

Enter names and emails, or just emails. Press Enter after each address.

John Smith jsmith@address.com
Mary Smith msmith@address.com
jdoe@address.com
mdoe@address.com

You can also paste names and emails from other programs like [Outlook or Gmail](#).

Cancel

Continue

Add Contacts - Organize

Your contacts must have an email address.

Add contacts to list

I have permission to email these contacts.

- I have [implied permission](#) to email these contacts.
 I have [express permission](#) to email these contacts.

Add to Email List



Tag contacts

Separate multiple tags with a comma.

Add a tag



Cancel

Import



TIP

If you collect more than just contact names and email addresses, we recommend adding the information to a spreadsheet and uploading them from a file instead.



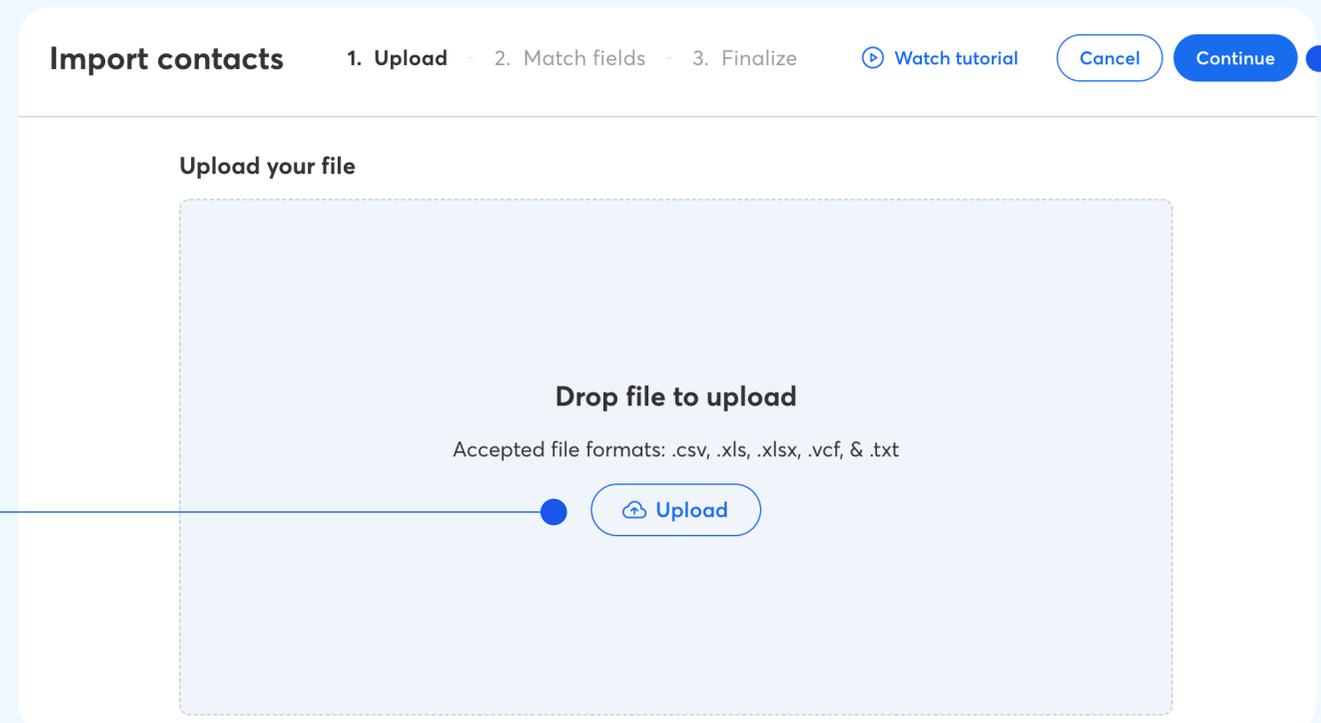
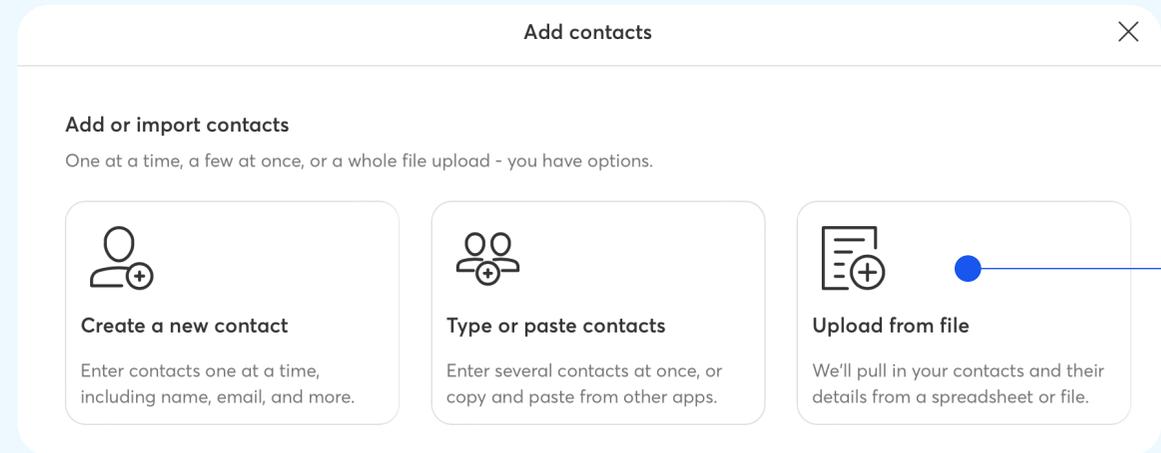
Upload contacts from a file

If your contacts are stored in an .XLS, .XLSX, .CSV, .VCF, or plain text file, you can easily [import them](#).

Before you upload, make sure that your file is [formatted properly](#). Don't worry about any duplicates in your spreadsheet — we take care of those for you!

To upload multiple contacts:

1. Select **Upload from file**.
2. Drag and drop your file into the window or click **Upload** to select the file.
3. Click **Continue**.



Upload contacts from a file

Once your file is uploaded:

1. Review your file columns and make sure the headings are correct. Use the drop-downs to [match the column headers](#) from your file with the field names in Constant Contact.

Choose the field name that matches the closest, or select **Create custom field**.

2. When you're finished, click **Continue**.
3. Confirm if you have implied or express permission to email these contacts.
4. Select the lists you want to add them to.
5. Click **Import** to finish.

Import contacts ✓ Upload — 2. Match fields — 3. Finalize [Back](#) [Continue](#)

Matching the fields in your file "OpenTable_Guest Email Addresses.xlsx" (231.56KB)

✓ We found 2,447 contacts to import
All columns in your file were automatically matched.

3 / 3 columns mapped ✓

File column	Preview data ⓘ	Status	Constant Contact field
Last Name	Abbatigo, Abbatigo, ...	✓	Name
First Name	Andrea, John, ...	✓	Name

SUGGESTED MATCHES

- Last name
- Job title

BASIC FIELDS

⊕ Create custom field

✓ Upload — ✓ Match fields — 3. Finalize [Back](#) [Import](#)

Finalize your file OpenTable_Guest Email Addresses.xlsx

Permissions

Do you have permission to email contacts?

Email marketing consent Required
I have **permission** to email these contacts.

Implied permission

Express permission

Get organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)
We'll automatically create a new list for this upload if you don't select one.

Select or create new list



Import contacts from other applications

If you've been collecting contacts in another program or email client, you can easily sync your lists and keep them up-to-date in your Constant Contact account with an integration.

If you've used another email marketing service, we can help you [move your contacts from there](#) as well.

To import contacts from an integration:

1. Click to view some popular apps to sync your contacts from or click **View all apps**.
2. Choose an [integration to connect](#) to your account.

Add contacts ✕

Create a new contact

Enter contacts one at a time, including name, email, and more.

Type or paste contacts

Enter several contacts at once, or copy and paste from other apps.

Upload from file

We'll pull in your contacts and their details from a spreadsheet or file.

i [Add unsubscribed email addresses](#) from other apps to stay compliant with spam laws.

Tools to grow your audience
Save time when you use the right tools.

Turn visitors into customers

Promote your products and lift conversion rates by syncing your Shopify store with Constant Contact.

WIX

Woo

+6

BigCommerce

eBay

ShipStation

Eventbrite

SurveyMonkey

View all apps

Apps & integrations
Discover and connect apps to help run your business. Automatically sync contact and engagement data to save time, target your messaging, and deliver more successful campaigns.

All integrations Connected integrations

Filter by category

Recommended for you ▼

All integrations 55	
Ecommerce 13	Featured
Email 6	<div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="width: 30%; text-align: center;"> <p>Wix</p> <p>Connect to Wix ...</p> </div> <div style="width: 30%; text-align: center;"> <p>Zoho</p> <p>Built by Constant C... ...</p> </div> <div style="width: 30%; text-align: center;"> <p>Zapier</p> <p>Connect with 3,000... ...</p> </div> </div>
CRM (Customer relat... 13	
Contact management 10	
Social media 4	
Scheduling and booki... 5	
Event management 2	
Phone and SMS 4	



More resources

Keeping your contact list organized and growing is a big part of email marketing. Check out these additional resources to learn more about managing your contacts in Constant Contact.

For even more how-to articles, tutorials, and guides, visit our [Knowledge Base](#).

Articles

- [Using the Contact Management Dashboard](#)
- [Move contacts to different lists](#)
- [View and edit a contact's details](#)
- [Understanding contact segmentation](#)

Video tutorials

- [Add contacts to your account](#)
- [Manage your contacts and lists](#)
- [Create and manage tags](#)
- [Different ways to grow your contact list](#)