

# 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.

Get to your contacts dashboard	3
Add a single contact	4
Type or paste multiple contacts	5
Upload contacts from a file	7
Import contacts from other applications	9



# Get to your contacts dashboard

To get started:

- 1. Go to the **Contacts** page.
- 2. Click the **Add contacts** button.

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

Create

Dashboard

Campaigns

**Contacts**

Channels

Audience

Growth center

Lists and segments

Surveys

Lead magnet

Assets

Reporting

Contacts

New subscribers (30 days) 0 0% | Subscribed 2

Name or e...

Search by nc

All sta

All contacts2,463

Contact

Email address

First name

Sunny Patel

sunny@sunnysflorist.com

Sunny

Leigh Grammer

leigh.grammer@gmail.com

Leigh

Mary Fiore

marytheweddingplanner@exa...

Mary

Add contacts

Add a single contact

Add multiple contacts

Upload from a file

Sync with integrations



# 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 **Add a single contact** from the drop-down.
2. Enter the new contact's email address and any other details you've collected. You can click "Add or remove fields" to enter more details.
3. Select the lists you want to add the contact to.
4. Click **Save** to add the contact.

Add contacts ^

Add a single contact

Add multiple contacts

Upload from a file

Sync with integrations

Contacts

New subscribers (30 days) 0 0%

Subscribed

See more insights

Name or... v

Search by Q

All statuses

All contacts 2,463

Contact

Email address

Sunny Patel

sunny@sunnysfl

Leigh Grammer

leigh.grammer@

Show 50 v

<

Page 1 of 1

Add new contact

All contacts are required to have an email or SMS number.

Email

SMS number

US

+1 (000) 000-0000

First name

Last name

Add or remove fields

Add to list (required)

Start typing to find lists

Save and create another

Save

# 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 **Add multiple contacts** from the **Add contacts** drop-down.
2. Enter one contact per row, and click **Manage fields** if you want to enter additional details. Then click **Continue**.
3. 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 contacts**.



## TIP

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

The screenshot displays the 'Add multiple contacts' workflow. At the top, a navigation bar includes 'Add contacts ^', 'Add a single contact', 'Add multiple contacts' (highlighted with a blue dot), 'Import from a file', and 'Integrations'. The main interface is divided into two steps. Step 1, 'Add multiple contacts Step 1 of 2', features a 'Cancel' button and a 'Continue →' button. It has two tabs: 'Enter contact details' (active) and 'Paste names and emails'. Under the active tab, there's a 'Manage fields' button. Below this is a table with three columns: 'Email address', 'First name', and 'Last name'. The first three rows are populated with 'email@email.com', 'First name', and 'Last name' respectively, each with a trash icon to its right. A fourth row is empty. Step 2, 'Add multiple contacts Step 2 of 2', includes a 'Back' button and an 'Import contacts' button. It contains a 'Learn about consent' section with the text: 'Please be aware that in order to send messages to these contacts, you must confirm consent in order to comply with federal and local laws.' Below this, there are three options: 'Email marketing consent' (unchecked, with a 'Required' tag), 'Implied permission' (selected with a blue radio button), and 'Express permission' (unchecked).

# 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 and emails** tab.
2. Type or paste the names and email addresses of your contacts, pressing Enter after each one.
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 contacts**.

### Add multiple contacts

Step 1 of 2

Cancel

Continue →

Enter contact details Paste names and emails

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

John Smith jsmith@address.com

### Add multiple contacts

Step 2 of 2

Back

Import contacts

#### Learn about consent

Please be aware that in order to send messages to these contacts, you must confirm consent in order to comply with federal and local laws.

☐ **Email marketing consent** Required  
I have [permission](#) to email these contacts.

☒ **Implied** permission

☐ **Express** permission

#### Add to a list

Add all the contacts to a list to help stay organized and differentiate between your contacts in the future.

Lists (optional)

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

Select or create new list



#### 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 a file**.
2. Drag and drop your file into the window or click **Upload** to select the file.
3. Click **Continue**.

Add contacts ^

Add a single contact

Add multiple contacts

Upload from a file ●

Sync with integrations

Import contacts

1. Upload

2. Match fields

3. Finalize

Watch tutorial

Cancel

Continue

Upload your file

Drop file to upload

Accepted file formats: .csv, .xls, .xlsx, .vcf, & .txt

Upload

# 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.

The screenshot displays the 'Import contacts' workflow in Constant Contact, specifically the 'Match fields' step. The progress bar at the top shows 'Upload' as complete, 'Match fields' as the current step, and 'Finalize' as the next step. A green message box states: 'We found 2,447 contacts to import. 7 columns in your file were automatically mapped.' Below this, a table shows the mapping of file columns to Constant Contact fields. The 'Last Name' column is mapped to 'Last name', and the 'First Name' column is mapped to 'First Name'. A dropdown menu for 'Last name' is open, showing options like 'Skip field', 'Job title', 'Birthday', and 'Create custom field'. The 'Finalize' step is also visible, showing a checkbox for 'Email marketing consent' (required), a section for 'Get organized' with a list of contacts ('My Contacts') and a tag selection field.

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

Matching the fields in your file "OpenTable\_Guest Emails.xlsx" (387.9KB)

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

7 / 17 columns mapped

File column	Preview data ⓘ	Status	Constant Contact field
Last Name	Abbatino, Abbatino, ...	✓	Last name ✕ ✓
First Name	Andrea, John, ...	✓	Skip field

SUGGESTED MATCHES

- Job title
- Birthday

BASIC FIELDS

⊕ Create custom field

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

**Finalize your file** OpenTable\_Guest Emails.xlsx (387.9KB)

**Permissions**

Do you have permission to email contacts?

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

**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

Tags (optional)  
Use internal tags to label and filter your contacts.



# 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. Select **Sync with integrations**.
2. Select one of the popular apps or click **View all**.
3. Choose an [integration to connect](#) to your account.

The screenshot displays the Constant Contact interface. At the top right, a blue button labeled 'Add contacts' has a dropdown menu open, showing options: 'Add a single contact', 'Add multiple contacts', 'Upload from a file', and 'Sync with integrations' (which is highlighted with a blue dot). Below this, the 'Sync with an integration' section is visible, with the text 'Connect with other ecommerce, CRM, or other application where you store your contacts.' Below this text are six integration tiles: Salesforce, Google Contacts, Zoho, Office 365, Square, and a 'View all' link with a blue dot. Below the 'Sync with an integration' section is the 'Apps & integrations' section. It has a sub-header '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.' Below this are two tabs: 'All integrations' (selected) and 'Connected integrations'. Below the tabs is a 'Filter by category' section with a dropdown menu set to 'Recommended for you' and a search bar. Below the filter section is a list of categories with counts: 'All integrations' (7676), 'Ecommerce' (280), 'Email' (106), 'CRM' (889), 'Contact manag...' (124), 'Social media' (34), 'Scheduling and...' (227), and 'Event manage...' (159). Below the categories is a 'Featured' section with three tiles: 'Microsoft ...' (Connect Microso...), 'Wix' (Connect to Wix), and 'Zapier' (Connect with 3,0...).



# 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](#).

**Was this guide helpful?**

[Using the Contact Management Dashboard](#)

[Move contacts to different lists](#)

[View and edit a contact's details](#)

[Understanding contact segmentation](#)

[Using the audience growth center](#)