



Add your contacts

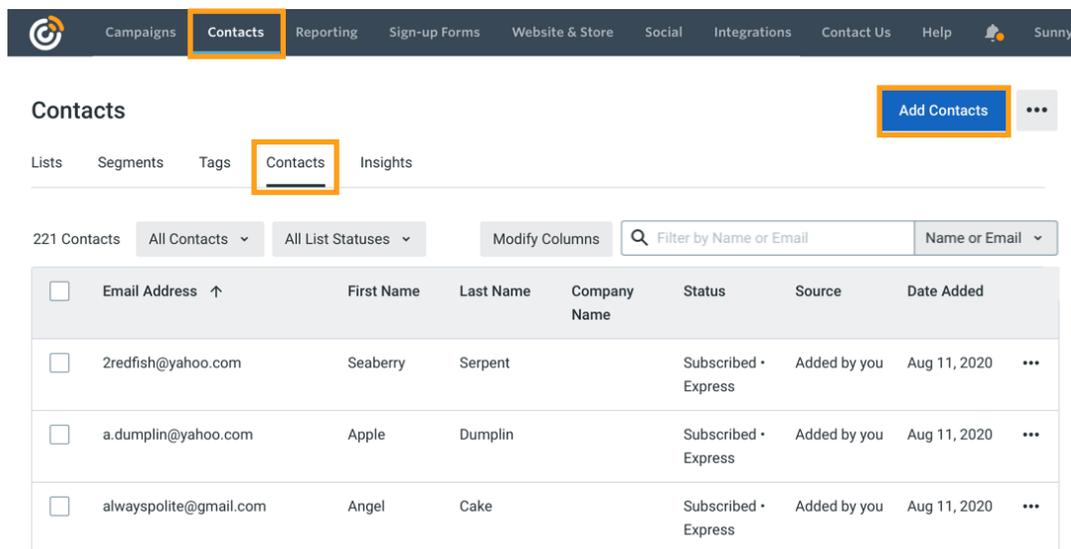
Getting your contacts added to your Constant Contact account is as important as designing and sending your email.

Your contacts are the people who receive your Constant Contact emails. This guide will go over all the ways you can add contacts to your account.

Contacts can be stored in lots of different places, and we can help you consolidate them! Whether you have an organized spreadsheet or a bowl full of business cards, it's easy to add your contacts to an email list in your Constant Contact account.

To get started:

1. Log into your Constant Contact account.
2. Go to the **Contacts** tab.
3. Click the **Contacts** sub-tab.
4. Click the **Add Contacts** button.



The screenshot shows the Constant Contact dashboard. The top navigation bar includes 'Campaigns', 'Contacts' (highlighted with an orange box), 'Reporting', 'Sign-up Forms', 'Website & Store', 'Social', 'Integrations', 'Contact Us', 'Help', and 'Sunny'. Below the navigation bar, the 'Contacts' section is visible, with 'Add Contacts' (highlighted with an orange box) and a menu icon. The 'Contacts' sub-tab is also highlighted with an orange box. The main content area shows a list of 221 contacts. The table has columns for 'Email Address', 'First Name', 'Last Name', 'Company Name', 'Status', 'Source', and 'Date Added'. Three contacts are visible in the table:

<input type="checkbox"/>	Email Address ↑	First Name	Last Name	Company Name	Status	Source	Date Added	...
<input type="checkbox"/>	2redfish@yahoo.com	Seaberry	Serpent		Subscribed · Express	Added by you	Aug 11, 2020	...
<input type="checkbox"/>	a.dumplin@yahoo.com	Apple	Dumplin		Subscribed · Express	Added by you	Aug 11, 2020	...
<input type="checkbox"/>	alwayspolite@gmail.com	Angel	Cake		Subscribed · Express	Added by you	Aug 11, 2020	...

Here's what we'll go over:

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NOTE

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

01

Create a new contact

Manually entering a contact's details works well if you have just a single contact to add to your account.

To add a single contact:

1. Select **Create a new contact**.
2. Enter the new contact's details and select the lists you want to add the contact to.
3. Click the **Create** button to save the contact.

The 'Add Contacts' dialog box is shown with a close button (X) in the top right corner. Under the heading 'Already have contacts?', there are five options, each with an icon and a description:

- Create a new contact** (highlighted with an orange border): Enter contacts one at a time, including name, email, and other details. Icon: Person with plus sign.
- Type or paste contacts**: Enter several contacts at once, or copy and paste from other apps. Icon: Two people with plus sign.
- Upload from file**: We'll pull in your contacts and their details from a spreadsheet or file. Icon: Document with plus sign.
- Integrations**: Choose from several other apps that integrate with us to add contacts. Icon: Document with plus sign.
- Upload unsubscribed file**: Add previously unsubscribed contacts to avoid sending unwanted emails. Icon: Document with plus sign.

The 'Contact Details' form is shown with a close button (X) in the top right corner. It has a title 'New Contact' and two buttons: 'Cancel' and 'Create' (highlighted with an orange border).

Basic Details

Email Address: leighgrammer@gmail.com

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

First Name: [] Last Name: []

Job Title: []

Company: []

Lists Create List

- Holiday Menus ★
- Live Music and Events ★
- Monthly Specials ★
- Birthday Coupons
- General Interest
- Just Chirp

1 selected

Tags Create Tag

02

Type or paste contacts

Add a group of contacts to your account by typing them in individually or by pasting them all at once.



TIP

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

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 of information. If you don't need to use a column, just leave it with the default title of "Select".

3. Once you're done, click **Continue**.

Type or paste contacts

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



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"/>		

4. Confirm whether you have implied or express permission to email these contacts.

5. Select which lists you want to add them to.

6. Click **Import**.

Add Multiple 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

Type or paste contacts

Copy and paste the names and emails for a handful of contacts to quickly add them to a 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.

To paste contact names and email addresses:

1. Select **Type or paste contacts**.
2. Click the **Paste names & emails** tab.
3. Type or paste the names and email addresses of your contacts.
4. Once you're done, click **Continue**.

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

5. Confirm whether you have implied or express permission to email these contacts.
6. Select which lists you want to add them to.
7. Click **Import**.

03

Upload 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](#).

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

Don't worry about any duplicates in your spreadsheet - we take care of those for you!

Upload from file

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



Upload from file

Step 1 of 3

Continue

We'll merge contacts in your file with existing contacts if they have the same email address.

[Watch a short video tutorial.](#)

Drag and drop your file here
or [browse your computer](#)

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

Once your file is selected:

1. Use the drop-downs to [match the column headers](#) from your file with the field names in your Constant Contact account.

If your file has a column header that we couldn't match for you, we'll highlight it red.

Any unmatched columns won't be imported into your account.

Choose the field name that matches the closest, or select "Create new custom field" from the drop-down.

2. When you're finished, click **Continue**.

These are the field names in Constant Contact.

These are the column headers in your spreadsheet.

Match field names
Step 2 of 3

Continue

Now let's match the columns in your file with Constant Contact field names.

3 unmatched columns.

Matched	Matched	Matched	Matched	Unmatched
A	B	C	D	E
Email	First Name	Last Name	Date Subscribed	Class
example@example.com	Mary	Smith	5/15/2016	Bikram
example1@example.com	Jonathan	Gregory	2/3/2015	Bikram
example2@example.com	Nathan	Brex	8/9/2015	Asana

3. Confirm whether you have implied or express permission to email these contacts.
4. Select which lists you want to add them to.
5. Click **Upload** to finish importing your contacts.

Select lists
Step 3 of 3

Upload

Add these contacts to a list.
[Watch a short video tutorial.](#)

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

I have [implied permission](#)

I have [express permission](#)

Search lists

Weekly Newsletter

WooCommerce - All Customers (315)

04

Import 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 **Integrations**.
2. Choose an [integration to connect](#) to your account.

Integrations

Choose from several other apps that integrate with us to add contacts.



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.

[Suggest Integrations](#) [Visit Marketplace](#)

Featured



Shopify
Connect Your Shop



Etsy
Connect Your Shop



Zapier
Connect with 1500+ Apps

All **Connected**

Find the Integration for You!

[A-Z](#) [All Integrations](#)



BigCommerce
Connect Your Store



Constant Conta...
Mobile Email Mark...



Etsy
Connect Your Shop



Eventbrite
Add Event

More resources

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

Articles

- [Move Contacts to Different Lists](#)
- [Search for a Contact or Group of Contacts](#)
- [View and Edit a Contact's Details](#)

Video tutorials

- [Manage Your Contacts and Lists](#)
- [Create and Manage Tags in Your Account](#)
- [Grow Your Contact List](#)

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