

How to add multiple contacts to the Contacts List

Access the Contacts List.

Click on the import  button.

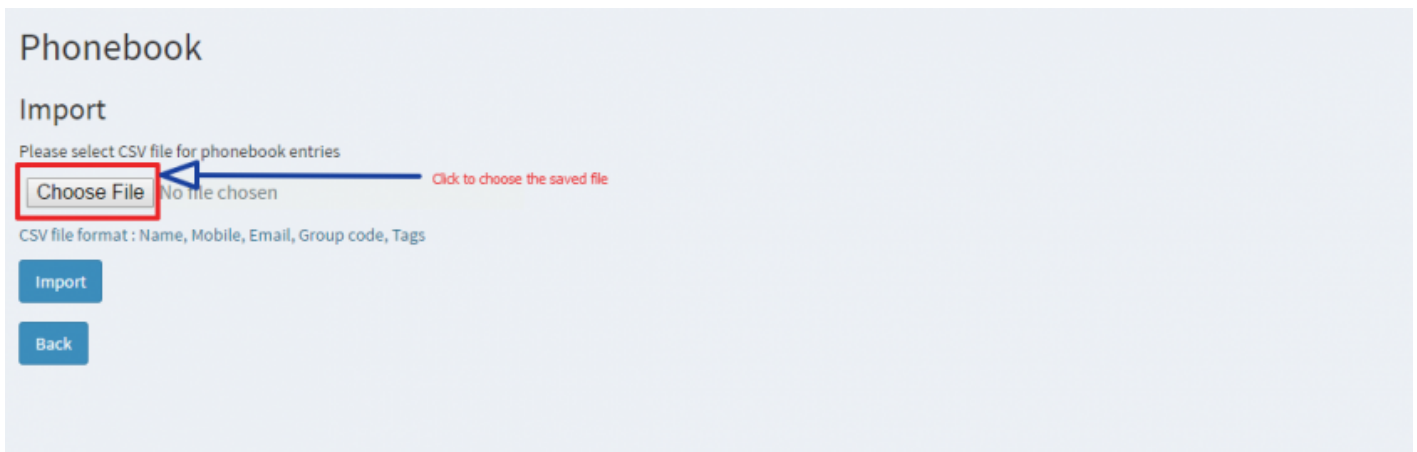
Prepare an [excel file](#) with the contacts arranged in the order: name, mobile number, email, group code and tags as in the example below.

	A	B	C	D	E
1	name	Mobile	email	group code	tags
2	Keri Teng	0722 111 111	keri@yahoo.com	FRD	
3	Peli Nank	0724 222 222	pnank@gmail.com		

Note: Name and mobile number are mandatory.

Save the excel file in the csv format, for example, [contacts.csv](#).

Choose the saved file and click [import](#).



The screenshot shows the 'Phonebook Import' page. At the top, it says 'Import'. Below that, it says 'Please select CSV file for phonebook entries'. There is a 'Choose File' button highlighted with a red box. A blue arrow points from the text 'Click to choose the saved file' to the 'Choose File' button. Below the button, it says 'No file chosen'. Further down, it says 'CSV file format : Name, Mobile, Email, Group code, Tags'. At the bottom, there are two buttons: 'Import' and 'Back'.

Click [import](#) to confirm the importation.

Phonebook

Import confirmation

*	Name	Mobile	Email	Group code	Tags
1.	Kerry Teng	0722111111	keri@yahoo.com	FRD	
2.	Pell Nank	0724222222	pnank@gmail.com		

Import above phonebook entries ?

Import

Back

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