

Address Book Importing

If you use an address book from many popular email systems, such as Outlook, Yahoo, and MSN, you can import those addresses into your email center to help your fundraising.

1. Login to your personal headquarters. [Show me how](#)
2. Click on **Address Book Import** underneath **Email** on the headquarters menu. [Show me how](#)
3. Select the type of address file you will be importing from the drop down list. You will need to have created your address book export file before your finish the next step. [Show me how](#)

Where is the data coming from? Microsoft Outlook (.CSV file)

Next

3. Click the **Next** button.
4. Browse your computer and choose the file that you wish to import.
 1. Click the **Browse** button.
 2. You will be directed to a pop-up window where you can browse for your file from your desktop (or any folder or drive accessible from your desktop).
 3. Find your file and click **Open**.
5. Click the **Next** button.
6. If you chose the "Other" address book type, you will label your fields as first name, last name and email address. Otherwise, you can skip to step 7 below.
 1. Each pull down menu has a list of the fields that you imported. Choose the appropriate field from the pull down menu next to the email field that should be associated with it.
 2. Click the **Next** button.

First Name:	- None selected -
Last Name:	- None selected -
Email Address:	- None selected -

Back Continue

7. You will be taken to a confirmation page showing the number of successful addresses you have imported.
8. Click on **Send Email** to start your email.

Note: The system will ignore any duplicate email addresses you may be trying to import. This will cause you to see fewer records in the confirmation page than expected.