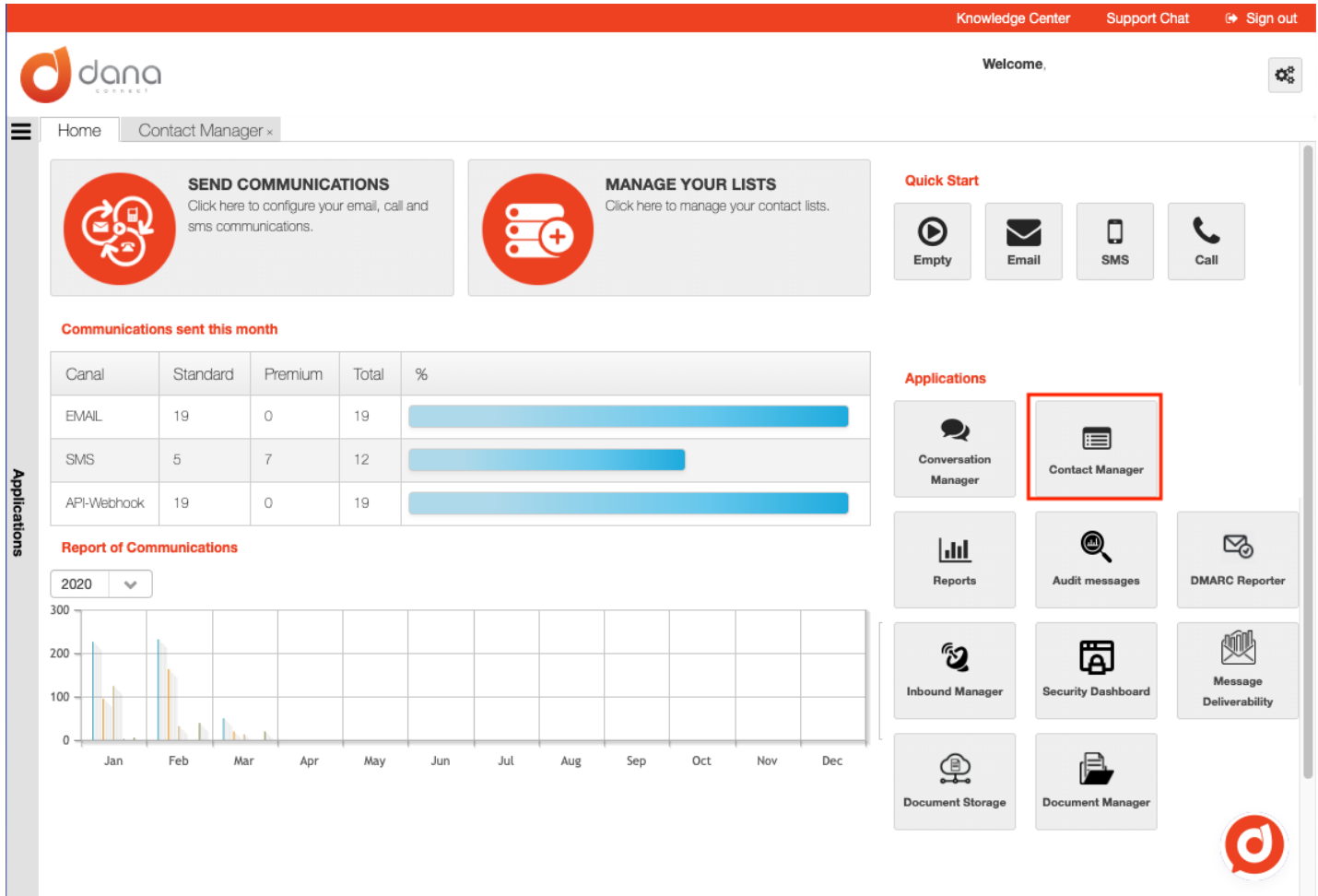# Create or Import a Basic Contact List

To start sending emails or SMS from your conversations, you have first to create a contact list with at least the email or phone numbers of the people you want to contact.

1. From the Home screen, click on the Contact Manager application icon

2. Click on New Contact List
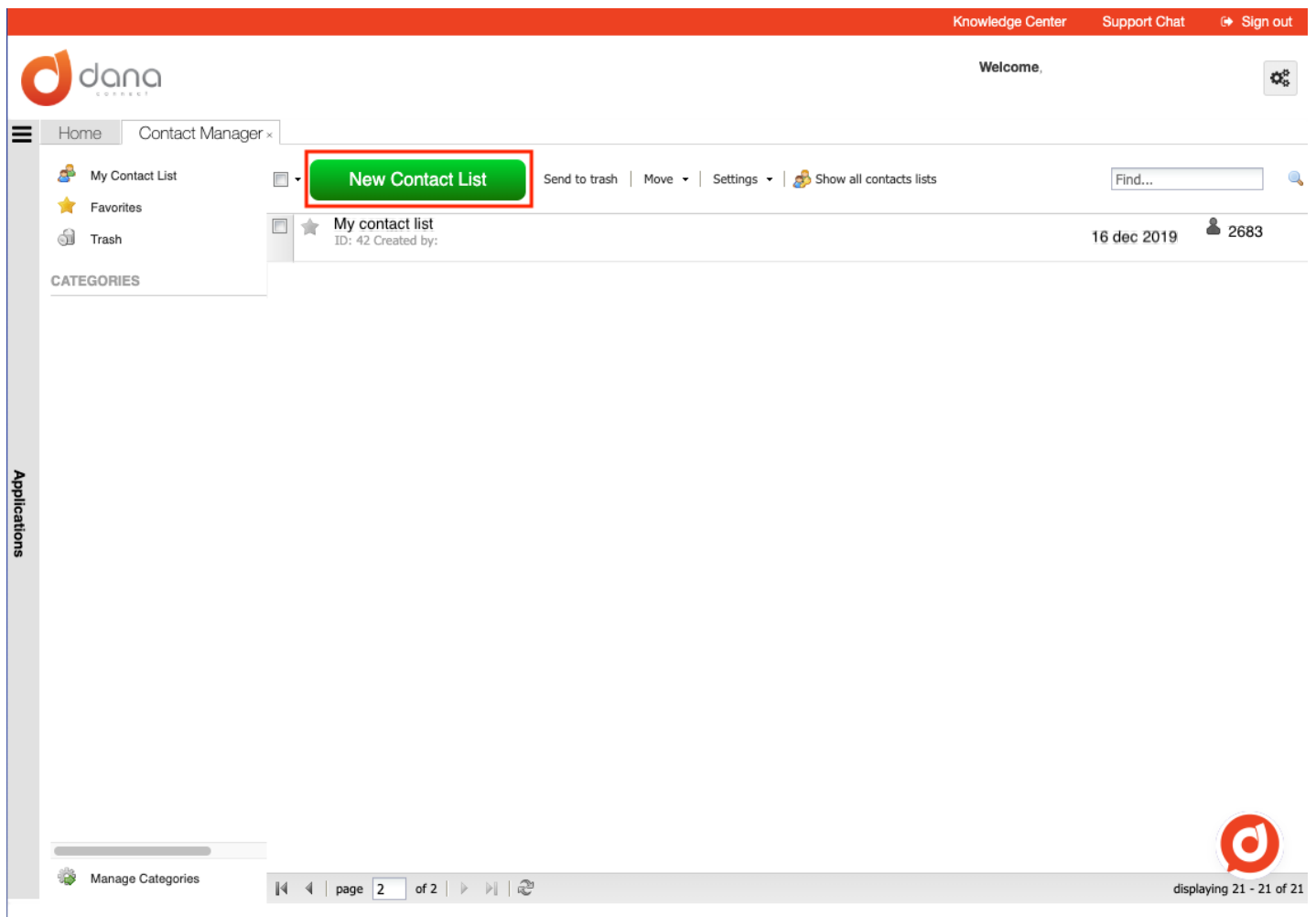
3. In the next screen you get a basic Contact List configuration. Give a name your Contact List and click on Create.

ⓘ You can add

4. Click on "Import" to import your list or you can also add the data manually by clicking on "New Record".

5. Click on "Upload" and then on "Browse" to upload a CSV or an Excel file from your computer.

dana

Welcome,

Home   Contact Manager ×

↩ My First Contact List

Select Source...

⊕
Upload from File

☒
Copy/Paste from Excel

Applications

6. Click on the blue "Import" button

Select Source...

⊕
Upload from File

☒
Copy/Paste from Excel

Browse...

Selected: C:\fakepath\My customers.csv

Import

7. You will be prompted to a window where you have to match the columns in your uploaded list to your contact list. In the "Separated by" dropdown menu select the kind of punctuation used to separate the fields in the file you have uploaded. Comma is the most common separator.

8. Now you will see a similar window with the columns already separated and sorted. At this point, DANAconnect automatically maps the columns in your uploaded file with the columns in your Contact List.

In some cases the names don't match, so you have to make the mapping manually by selecting the name of the column in the dropdown menu.

9. Click on the "Done" button when you are finished mapping the columns.

Name Selected by you	Last Name Selected by you	Email Selected by system
Jenine	Brockett	jbrockett0@nju.edu
Agata	Ellington	aellington1@widey.ca
Carlyle	Massie	cmassie2@mtb3.ca
Vitoria	Louedey	vlouedey3@mozilliar.org
Hobey	Meadway	hmeadway4@hallo123.co
Lynette	Chapple	lchapple5@redoit.cal

Encoding: Detected by system

Separated by: Comma

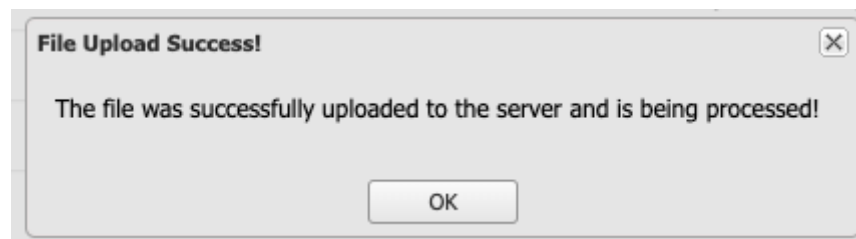**Delimiter:** Double Quotes

Options: Insert all records

☑ **File includes headers with field names**

☐ **Force inserts in case of failure**

Back   Done

10. You get a confirmation message saying the file was uploaded. Click on ok.

File Upload Success!   ☒

The file was successfully uploaded to the server and is being processed!

OK

11. Your Contact list is ready to start sending messages.

dana

Welcome,

Home | Contact Manager ×

← **My First Contact List**

| New Record | Delete | Import | Export | Operations ▾ | Show | All | New Segment | | | | Find... | | UID | | 🔍 |

	UID	Name	Last Name	Email	Phone
☐	1	Jenine	Brockett	jbrockett0@nju.edu	8429148229
☐	2	Agata	Ellington	aellington1@widey.ca	4685020593
☐	3	Carlyle	Massie	cmassie2@mtb3.ca	2777608801
☐	4	Vitoria	Louedey	vlouedey3@mozilliar.org	6361882963
☐	5	Hobey	Meadway	hmeadway4@hallo123.co	6559342021
☐	6	Lynette	Chapple	lchapple5@redoit.cal	8183477569
☐	7	Neddie	Arnaldy	narnaldy6@ezinearticles.com	5233346357
☐	8	Catlin	Monard	cmonard7@tripod.com	5004850843
☐	9	Tobe	Sivyer	tsivyer8@wiley.com	7147074791
☐	10	Codi	Corfield	ccorfield9@latimes.com	3231543732
☐	11	Edgard	Seekings	eseekingsa@sina.com.cn	3117822738
☐	12	Tobit	Prozescky	tprozesckyb@google.nl	5999046288
☐	13	Gay	Rawcliff	grawcliffc@diigo.com	6167786751
☐	14	Alessandro	Harbour	aharbourd@opensource.org	1094952897
☐	15	Nero	Gutridge	ngutridgee@goo.ne.jp	8821418141
☐	16	Claiborne	Pirri	cpirrif@slate.com	7469197972
☐	17	Dorian	Hammerstone	dhammerstoneg@wunderground.com	8629082536
☐	18	Fielding	Nickerson	fnickersonh@devhub.com	4566840091
☐	19	Jorie	de Aguirre	jdeaguirrei@de.vu	3354495798
☐	20	Gregg	Mercy	gmercyj@stumbleupon.com	4881588045
☐	21	Rosalia	McAdam	rmcadamk@ehow.com	2114381153
☐	22	Chrisse	Alstead	calsteadl@google.ru	2375744109
☐	23	Rorke	St. Queintain	rstqueintainm@dion.ne.jp	7557945808
☐	24	Alisander	Dunsire	adunsiren@hubpages.com	1056969467
☐	25	Justus	Macvey	jmacveyo@chicagotribune.com	7052352062

Applications