ESP Quick Tip #70: Import an Email Marketing List

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To import a contact list, click on the Import File button. Select the format of the file you want to import. The file must contain a contact first name, contact last name, and email address.

Note: *If you are using a CSV format, make sure the first row contains a header for each column.*

After you click on a file format, click on the Browse button to navigate to the file on your computer. Select the file, click on open, and then click on the Upload button.

Map the fields from the file using the available options for company and contact information. The system will sometimes assign an option for a field, but you may also have to map some fields.

Entity Resource **Suggestions** Skip

Contact Home Email
Contact Work Email
Contact Other Email

Email
jdoe1@abc.com
jdoe2@abc.com
jdoe3@abc.com

Entity Resource Skip

Select a field to import to... ▼

Contact Title
Edit   Skip

Title
CEO
COO
President

Entity Resource **Suggestions** Skip

Contact Home Phone
Contact Home Fax Phone
Contact Mobile Phone
Contact Office Phone
Contact Office Fax Phone
Contact Other Phone
Contact Orders Fax Phone

Phone
555-555-5555
555-555-5555
555-555-5557

If there is a field in the uploaded file which you do not want to map, click on the Skip option.

Entity Resource Skip

Select a field to import to... ▼

Contact ID
Edit   Skip

User Id

Entity Resource Skip

Select a field to import to... ▼

Contact First Name
Edit   Skip

First Name
John
Jane
Jennifer

Entity Resource Skip

Select a field to import to... ▼

Contact Last Name
Edit   Skip

Last Name
Doe
Doe
Doe

[Learn more about Creating and Managing Lists in Email Marketing](#)