


# Add contacts to your account

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





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. This guide will go over all the ways you can add contacts to your account:

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# 1 Get to your contacts dashboard

## To get started:

1. Go to the **Contacts** tab.
2. Click **All contacts** to get to your dashboard, or **Add contacts** to go straight to your contact upload options.



### Note

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

The screenshot shows the HubSpot Contacts dashboard. The navigation bar at the top has a blue background with the HubSpot logo, 'Home', 'Marketing campaigns', 'Contacts', and a menu icon. The 'Contacts' tab is highlighted, and a dropdown menu is open showing 'All contacts' and 'Add contacts'. Below the navigation bar, the 'Contacts' section has a header with 'Discover improvements to help you manage your contacts' and a 'Create List' button. The 'Contacts' sub-header has tabs for 'Lists', 'Segments', 'Tags', and 'Contacts'. The 'Insights' section shows four cards: 'Subscribed' (308), 'New subscribers (30 days)' (5), 'Subscriber growth (30 d...)' (2%), and 'Unsubscribed' (4). Below the insights is a table of 9 lists with columns for 'List name', 'Contacts', and 'Date created'.

<input type="checkbox"/>	★	List name ↑	Contacts	Date created
<input type="checkbox"/>	☆	Floral Craft Club Members	43	Jan 29, 2020
<input type="checkbox"/>	☆	General Interest	255	Feb 17, 2017

## 2 Add a single contact

If you have just a single contact to add to your account, you can easily enter the new contact's details manually.

### To add a single contact:

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

**Add contacts** [X]

Add or import contacts

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

**Contact Details** [X]

**New Contact** [Cancel] **Create** (highlighted)

**Campaign channel**

Email address  
rita.wright@gmail.com

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

**Basic details**

First name [ ] Last name [ ]

**Lists** [Create list]

- Birthday Coupons
- Live Music and Events
- Proofreaders
- Pub Quiz Regulars
- Empty List
- General Interest

0 selected

**Add Contact** [X]

Email address  
[ ]

[Cancel] **Continue** (highlighted)

# 3 Type or paste multiple contacts

You can add a small group of contacts to your account by typing them in individually or by pasting them all at once.

## 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. 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**.
4. Confirm if you have implied or express permission to email these contacts.
5. Select the lists you want to add them to.
6. Click **Import**.

**Create a new contact**  
Enter contacts one at a time, including name, email, and other details.

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

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

**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"/>		

**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.

**Tag contacts**  
Separate multiple tags with a comma.

Add to Email List +

Add a tag +

Cancel Continue

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



# Type or paste multiple contacts

For a handful of contacts, you can quickly add them by copying and pasting their names and email addresses.

## To paste contact names and email addresses:

1. Click the **Paste names & emails** tab.
2. Type or paste the names and email addresses of your contacts.
3. Once you're done, click **Continue**.
4. Confirm if you have implied or express permission to email these contacts.
5. Select the lists you want to add them to.
6. Click **Import**.

**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.

**+**

**Tag contacts**  
Separate multiple tags with a comma.

**+**

Cancel **Import**

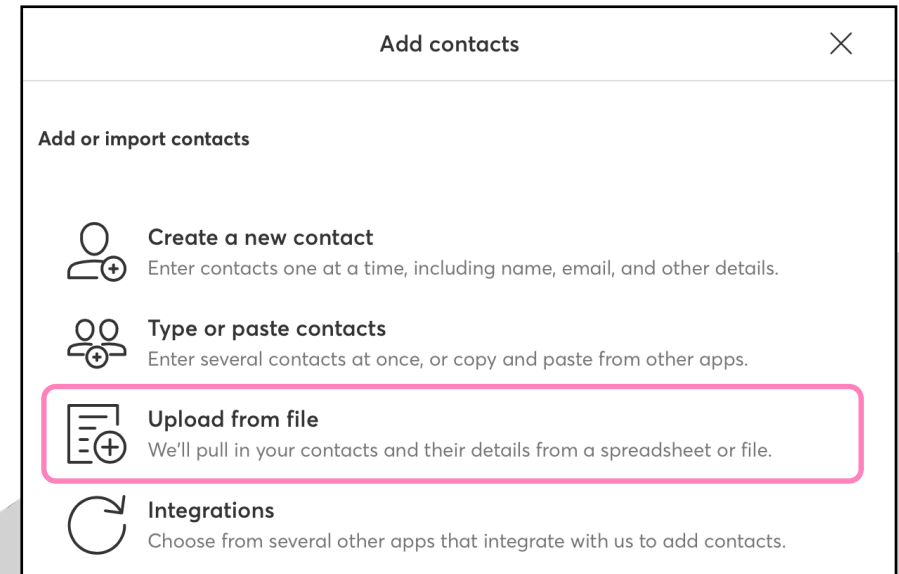
If you collect more than just contact names and email addresses, we recommend adding the information to a spreadsheet and uploading them from a file instead.

# 4 Upload contacts from a file

If your contacts are stored in an .XLS, .XLSX, .CSV, .VCF, or plain text file, you can easily [import them](#).

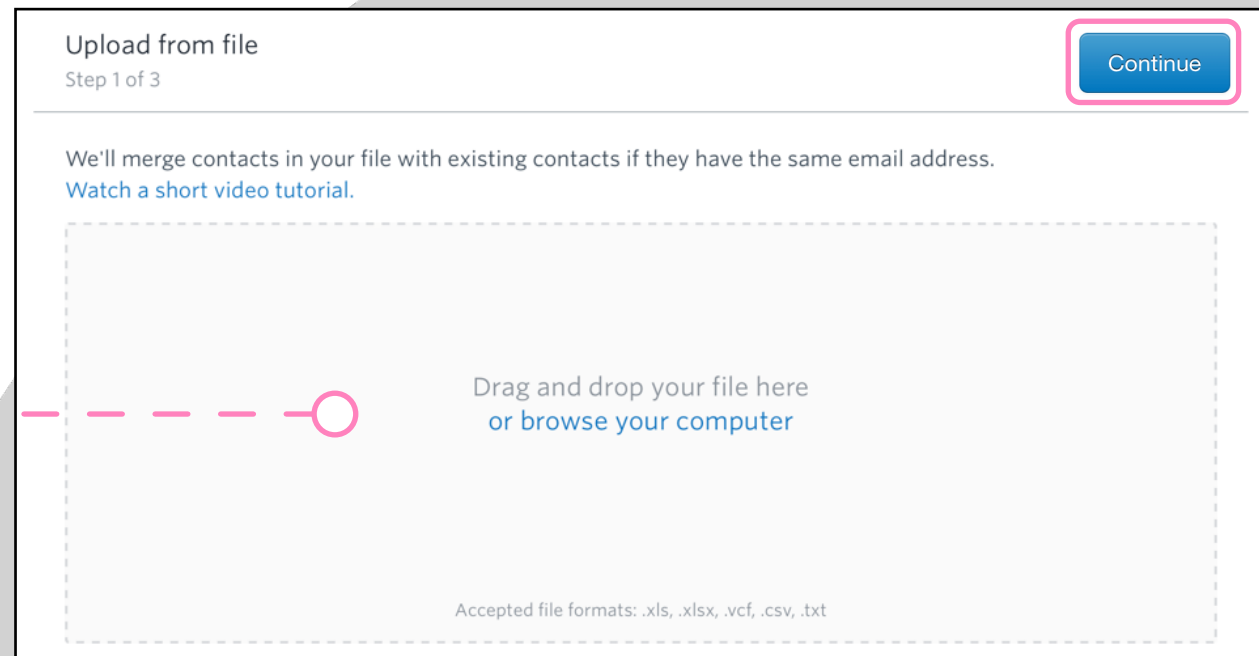


Before you upload, make sure that your file is [formatted properly](#). Don't worry about any duplicates in your spreadsheet — we take care of those for you!



## To upload multiple contacts:

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**.



# Upload contacts from a file

## Once your file is selected:

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

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

3 unmatched columns. Preview (5 of 6 contacts shown, 7 columns total)

Email address	First name	Last name	Date Subscribed	Select a field
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			

**Continue**

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

**Email consent**

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

I have [implied permission](#)

I have [express permission](#)

**Next, choose a list for your contacts**

Select all

Birthday Coupons (33)

Live Music and Events (66)

**Upload**

If your file has a column header that we couldn't match, we'll highlight it red. Unmatched columns won't be imported.



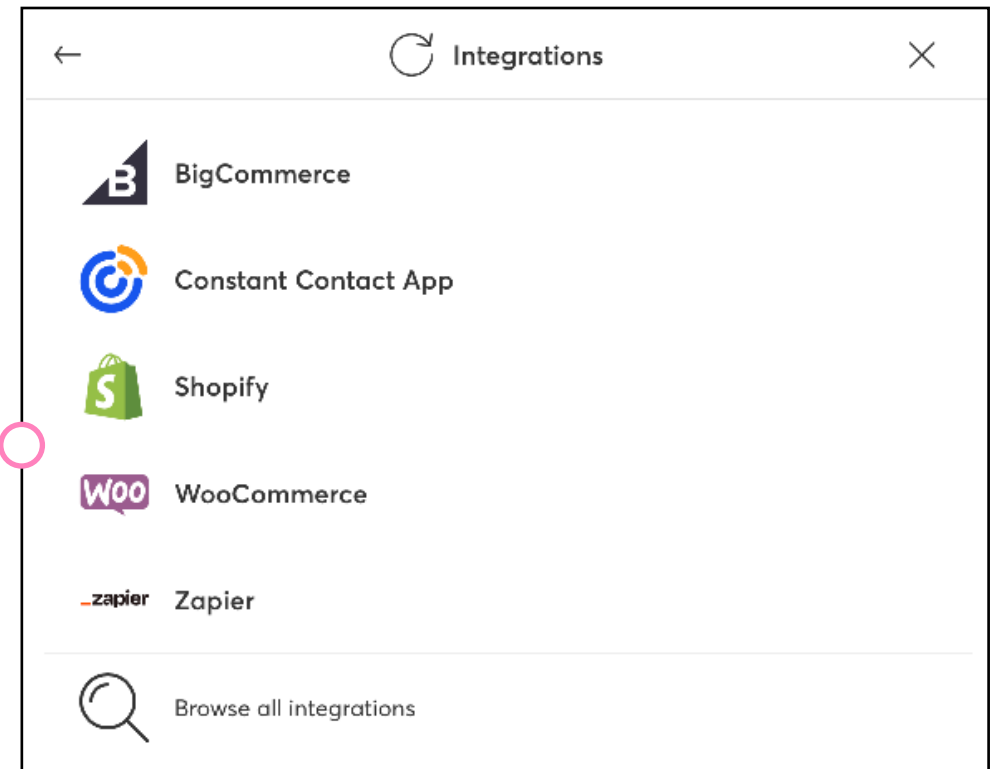
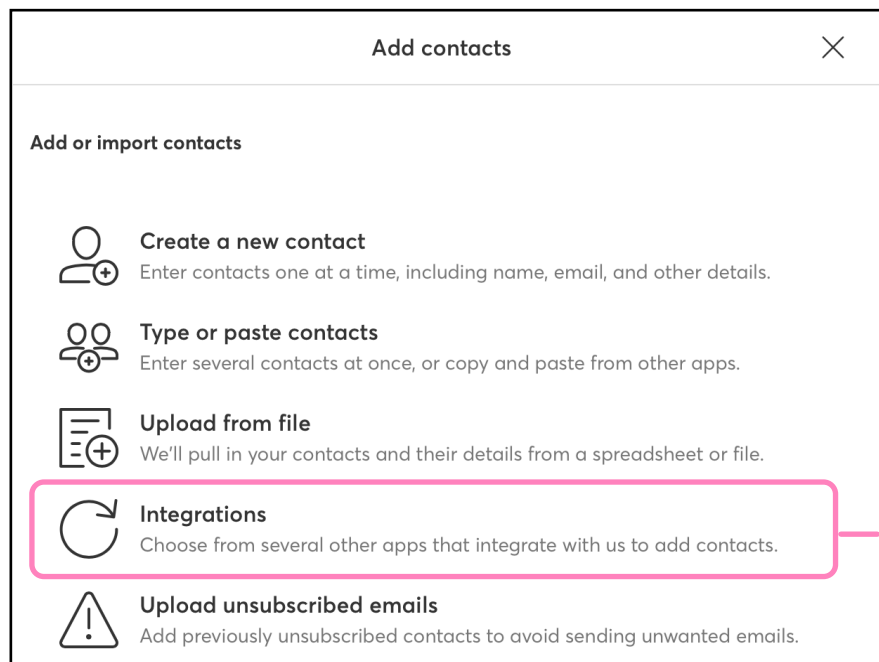
# 5 Import contacts from other applications

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.



# More resources

Keeping your contact list organized 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](#)
- [Understanding contact segmentation](#)

## Video tutorials

- [Manage your contacts and lists](#)
- [Create and manage tags in your account](#)
- [Ways to segment your contacts](#)
- [Ways to grow your contact list](#)

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