Add contacts- copy and paste

A really easy way to add lots of contacts is by simply copying and pasting their details into the system.

The copy-and-paste tool allows you to do just that. You can copy and paste pretty much anything. The tool automatically scans the text for email addresses and then imports them en masse.

If you need to import more information other than email addresses, for example, first name, last name, etc. we would recommend using the Import from Spreadsheet facility instead.

Here's how to copy and paste subscribers...

Step 1: Before you begin, you must make sure you are logged in to the Mailvio control panel.

Step 2: From your Dashboard, click the Contacts tab at the top and select Groups.

Step 3: Make sure you have added at least one group. Now click on the group name towards the left of the page. This will take you into the group view where you can do a lot of things, one of which is adding new contacts.

Step 4: From the group page you are now on, click the Add Contacts button.

Step 5: Select the From copy & paste option.

Step 6: Next, you will see a screen with a big box in the middle of it. Simply copy all of your email addresses from wherever you have them (word, notepad, excel, etc) and paste them into this box. Finally, click the Add Contacts button.

Step 7: Any valid email addresses will now be imported. You can watch as the data is processed. If any duplicates exist, they will not be imported. If any invalid emails exist, they will not be imported but you will have the chance to amend them if, for example, there is a spelling mistake. And if any email addresses have previously unsubscribed, or are on your blacklist, they will not be imported.

You've added your contacts!

Congratulations! You have added some contacts to your group. You can now go ahead and send campaigns, automation, and much more.

Keep it Clean!

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URL: https://support.mailvio.com/content/9/71/en/add-contacts-copy-and-paste.html

Subscriber Management

It's really important that you only send emails to people who really want to receive them. Please make sure that when you are adding contacts, you are only adding the details of people who have permitted you to do so. If you don't you could end up in trouble not only with the contacts but also with us as we may block your account if we receive complaints.

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