Add contacts- one by one

If you only have a few contacts to add, adding a contact one by one is a great way to add to your group quickly. (If you have a lot of contacts, try importing from a spreadsheet or copying and pasting to speed things up).

Here's how to add a single contact to a group:

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 Add a single contact option.

Step 6: A form will appear, enabling you to add a new contact. There will always be an email address field, but the other fields that appear depend upon the custom fields you have set up previously.

Complete the form, and click the Add Contact button at the bottom of the page.

You've added a contact!

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

You can continue to add contacts via this page, and you will see a little history of all of the subscribers you have added so you can keep track of what you've added.

Keep it Clean!

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.

Here are the articles for Adding contacts by copying and pasting, and Adding contacts by importing a spreadsheet.

© 2026 Mailvio <support@mailvio.com> | 2026-11-28 04:05

Subscriber Management

Unique solution ID: #1084
Author: Mailvio Support
Last update: 2026-10-13 01:47

© 2026 Mailvio <support@mailvio.com> | 2026-11-28 04:05
URL: https://support.mailvio.com/content/9/85/en/add-contacts-one-by-one.html