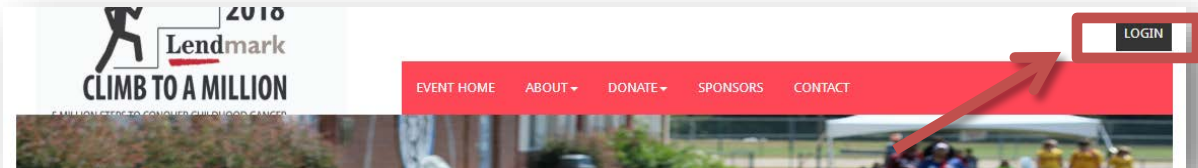


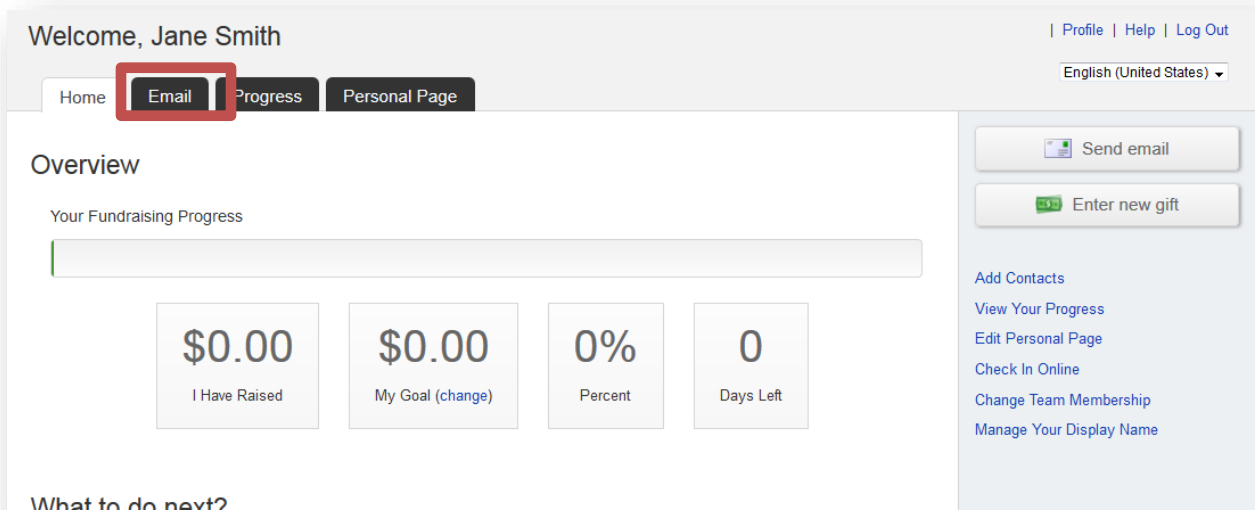
## How to Upload Contacts from Gmail or Yahoo

**NOTE: If you use Hotmail, Outlook or another email provider, please refer to the guide for uploading contacts with a CSV file.**

### STEP 1- Login to your Participant Center

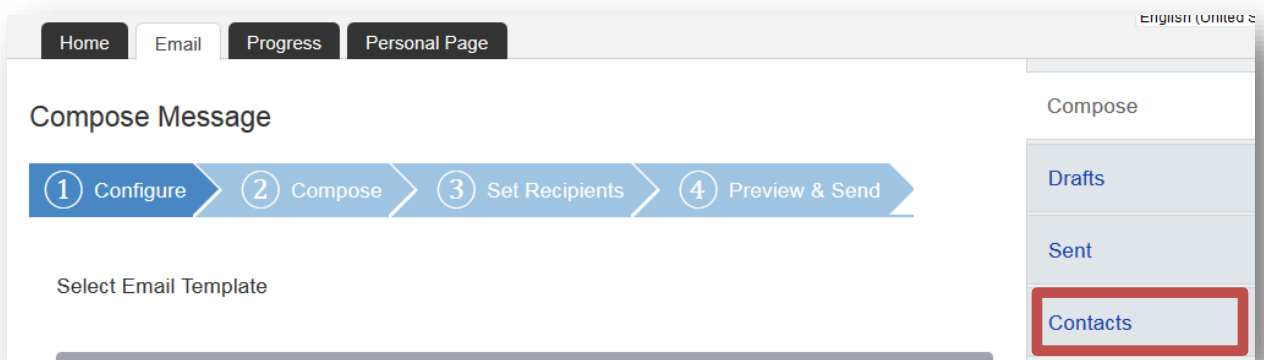


**STEP 2- On your Participant Center home page and click the “Email” tab to access the Email functionality.**

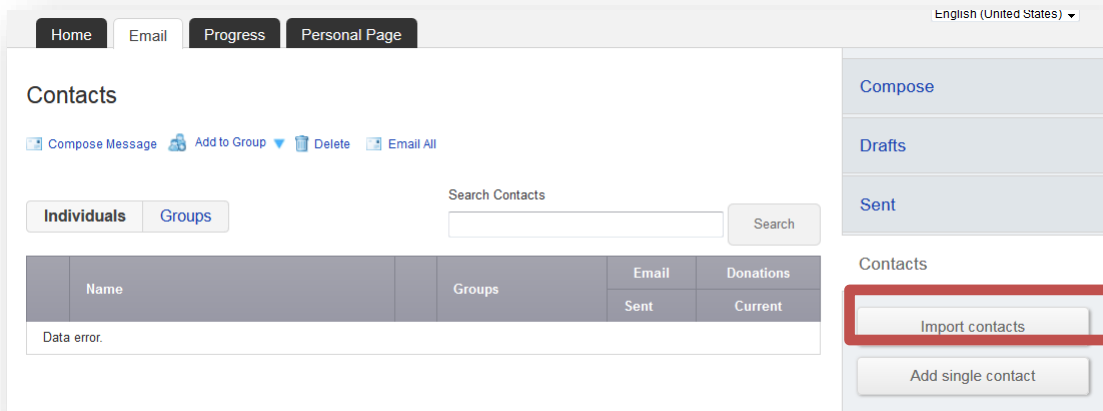


**-CONTINUE ON NEXT PAGE-**

**STEP 3-Click “Contacts” in the links on the right-side of the screen.**



**STEP 4- Click “Import Contacts”**



**-CONTINUE ON NEXT PAGE-**

**STEP 5-Choose the button next to either Gmail or Yahoo and click “Next”**

**Import Contacts**

1 Select Source → 2 Retrieve Contacts → 3 Select Contacts  
4 View Results

**Select an Import Source** [\(Tell me more\)](#)

Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.

Let's begin by identifying where you keep your address book.

You can import contacts directly from an email service below:

- Gmail
- YAHOO!

OR you can upload a .csv file exported from another email client:

File-based import for...

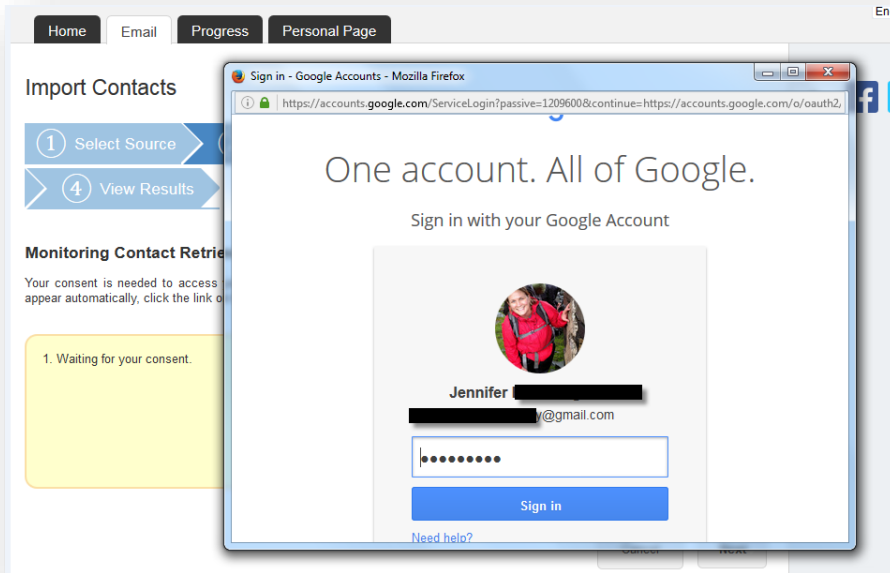
- 

(Hotmail, Apple, Outlook, AOL)

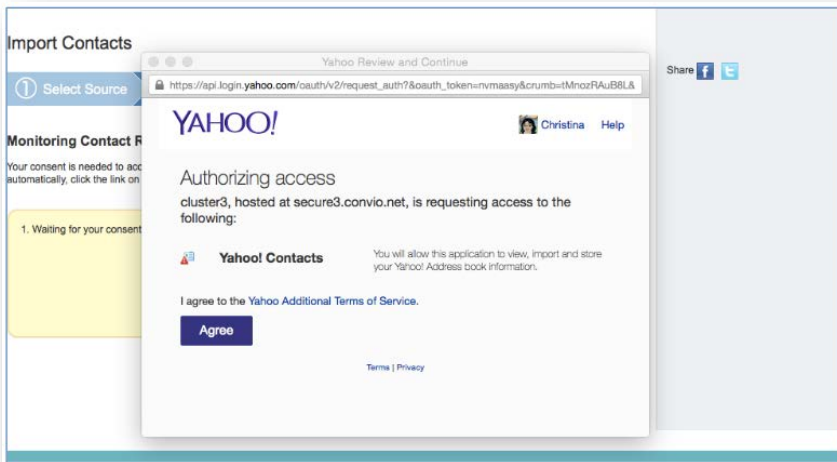
Cancel **Next**

**-CONTINUE ON NEXT PAGE-**

**STEP 5-Login to your Yahoo or Gmail email account to link to the Participant Center**



Yahoo or Google may request for you to authorize access. Click “Allow access” so that you confirm permission for your Participant Center to access your email contacts:



-CONTINUE ON NEXT PAGE-

### STEP 7- Select Contacts to Import

You can opt to import ALL of your contacts from your email address book.

### Select Contacts to Import

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

- Import all 1819 contacts into your Participant Center Address Book.
- Import some of the retrieved contacts into your Participant Center Address Book.

*\*We recommend you review your contacts so you can select the email addresses that are current.*

Click the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the “Next” button.

**Select Contacts to Import**

Your contacts were successfully retrieved. Import all or some of the retrieved contacts into your Participant Center Address Book.

- Import all 635 contacts into your Participant Center Address Book.
- Import some of the retrieved contacts into your Participant Center Address Book.

(Select all or none)

	First Name	Last Name	Email
<input checked="" type="checkbox"/>	Stan		@gmail.com
<input type="checkbox"/>	Christina		@hotmail.com
<input type="checkbox"/>	Jillian		@hotmail.com
<input type="checkbox"/>	Lindsay		@yahoo.com
<input type="checkbox"/>			@hotmail.com
<input type="checkbox"/>			@emerson.edu

(Select all or none)      « < 1-100 of 635 > »

Cancel      **Next >**

-CONTINUE ON NEXT PAGE-

**STEP 8- Confirm and complete a final review of the contacts that will be imported. Review your imported email addresses:**

**View and Work with Results** [\(Tell me more\)](#)

Results of the contact import are listed in the sections below.

✔ 4 Successfully Saved Contacts, 4 New  
⚠ 2 Possible Duplicate Contacts to Resolve, 0 Resolved

▾ Successfully Saved Contacts

This list shows the retrieved contacts that were successfully saved into your Participant Center Address Book.

First Name	Last Name	Email
Imaeyan		@yahoo.com
Timothy		arthur@emerson.edu
Christopher		beck@milwaukeebrewery.com
Nancy		@journal sentinel.com

▸ Possible Duplicate Contacts

Finished

-CONTINUE ON NEXT PAGE-

If you have any duplicates to resolve, be sure to review.

**View and Work with Results** [\(Tell me more\)](#)

Results of the contact import are listed in the sections below.

✔ **4 Successfully Saved Contacts, 4 New**

⚠ **2 Possible Duplicate Contacts to Resolve, 0 Resolved**

▶ **Successfully Saved Contacts**

▼ **Possible Duplicate Contacts**

This list shows the retrieved contacts whose name or email address closely matches an existing contact in your Participant Center Address Book.

GMAIL Contact	Possible Duplicate Contact	Resolve Possible Duplicate?		
		Add	Update	Ignore
<b>Brett</b> [redacted] da[redacted]@yahoo.com	<b>Brett</b> [redacted]			
<b>John</b> [redacted] john[redacted]@gmail.com	<b>John I</b> [redacted] jc[redacted]@gmail.com			

[Finished](#)

**Add**-add to your import for your Participant Center Contacts

**Update**- Modify a current contact you have in your Participant Center Contacts

**Ignore**- Do not add this contact to your Participant Center Contacts

**STEP 9-** After you click “Finished” on the bottom of the page, you’re ready to start sending some emails.