

IMPORTING CONTACT LISTS AND SENDING EVITES

1 CREATE EXCEL FILE

Create an Excel Spreadsheet file containing your customers' contact information. Your file should have **2 columns: NAME** and **EMAIL**. Make sure you label each column by writing "NAME" at the top of Column A and "EMAIL" at the top of Column B (see example below).

	A	B	C	D
1	NAME	EMAIL		
2	Customer One	customer1@company.com		
3	Customer Two	customer2@company.com		
4	Customer Three	customer3@company.com		
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2 IMPORT FILE

Now, import the Contact List file to your Feathr Dashboard. Click **Import List** and follow the 4 steps.

- 1 - Welcome: Click **Next** after reading.
- 2 - List: Select your Excel file and click **Next**.
- 3 - Verify : Verify your contacts' information and then click **Next**.
- 4 - Import: Choose a name for your Contact List and then click **Finish** to import.

3 SEND EVITE

Lastly, click **Send Invites** to begin a send request.

- 1 - Select your **Target Contact List** that you just imported.
- 2 - Input a **From Address**.
- 3 - Create a **Subject** line.
- 4 - **Preview Evite** to make sure everything looks good.
- 5 - You can **Send** your evite immediately or schedule it to be sent on a specific day.

If you have questions, please reach out to your Customer Success Manager: