Add contacts to your account

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

Constant Contact

Here's what we'll go over:

Whether you have an organized spreadsheet or a bowl full of business cards, it's easy to add your contacts to an email list! This guide will go over all the ways you can add contacts to your Constant Contact account.

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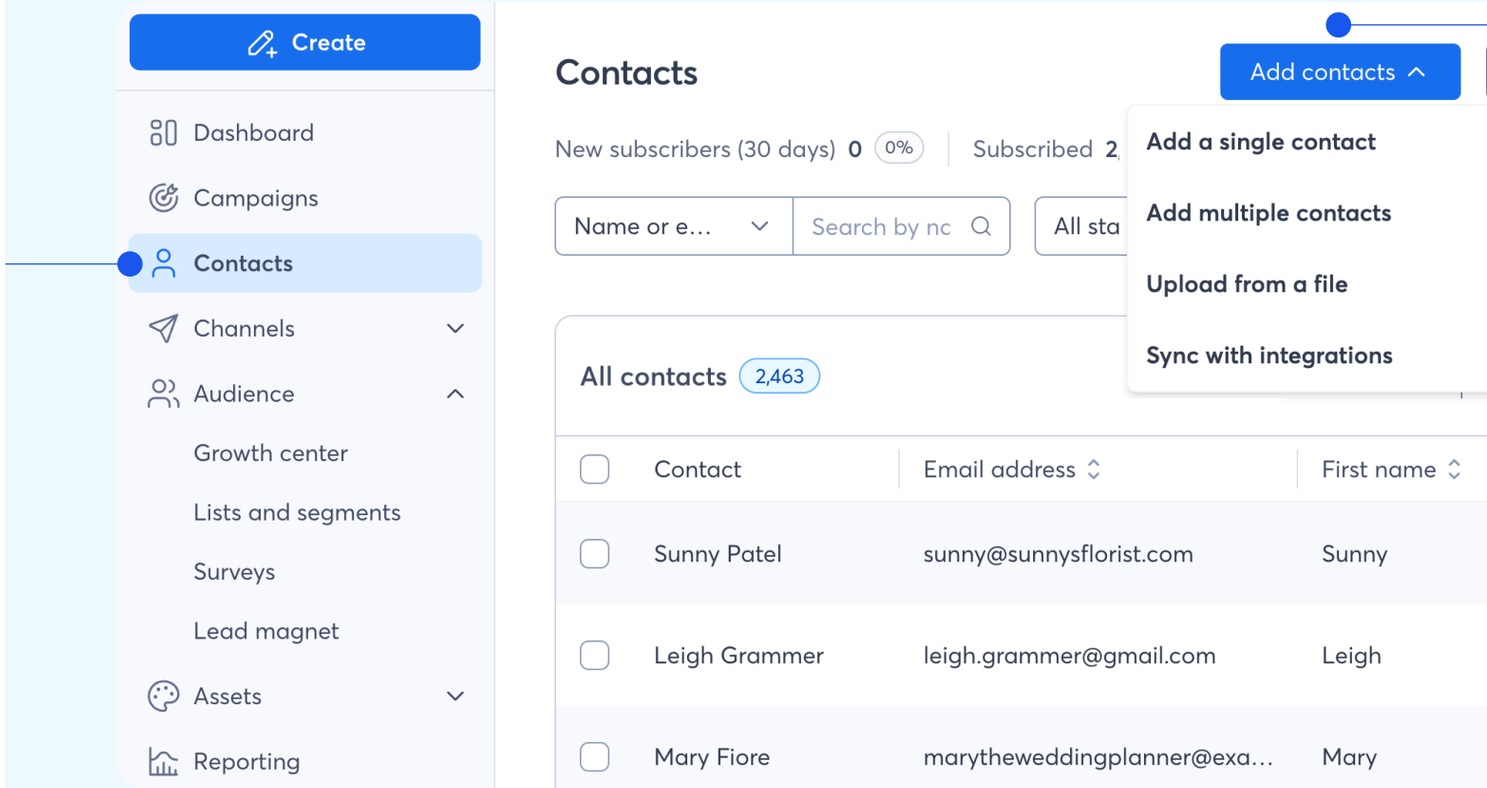
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Get to your contacts dashboard

To get started:

1. Go to the **Contacts** page.
2. Click the **Add contacts** button.

In order to be compliant with CAN-SPAM, CASL, and GDPR, you need to have permission to send email to your contacts.

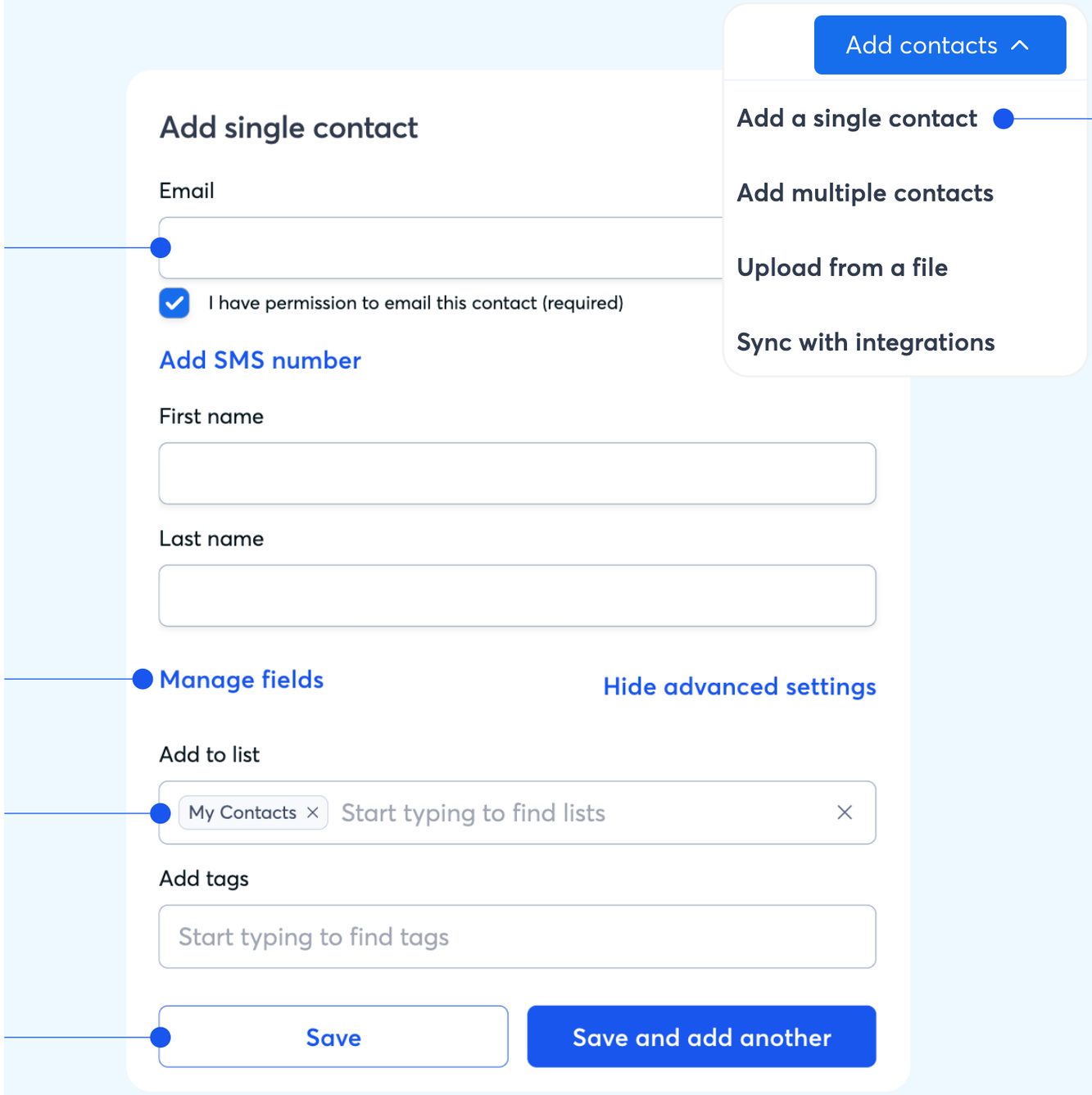


Add a single contact

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. After clicking **Add contacts**, select **Add a single contact** from the drop-down.
2. Enter the new contact's email address and any other details you've collected. You can click **Manage fields** to enter more details.
3. Select the lists you want to add the contact to.
4. Click **Save** to add the contact.

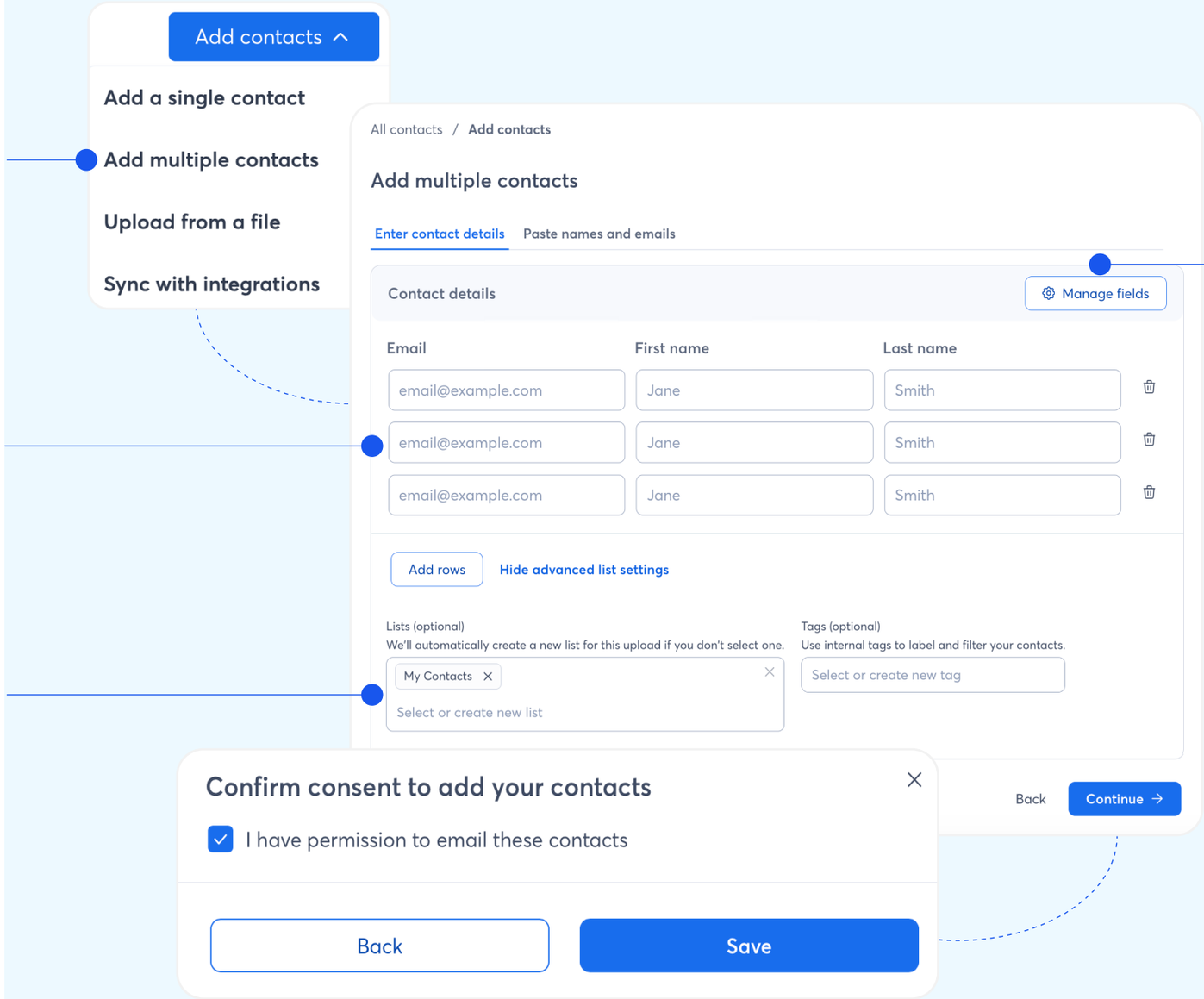


Type or paste multiple contacts

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

To add multiple contacts:

1. Select **Add multiple contacts** from the **Add contacts** drop-down.
2. Enter one contact per row, and click **Manage fields** if you want to enter additional details.
3. Select the lists you want to add the contacts to. Then click **Continue**.
4. Confirm if you have permission to email these contacts.
5. Click **Save**.



TIP

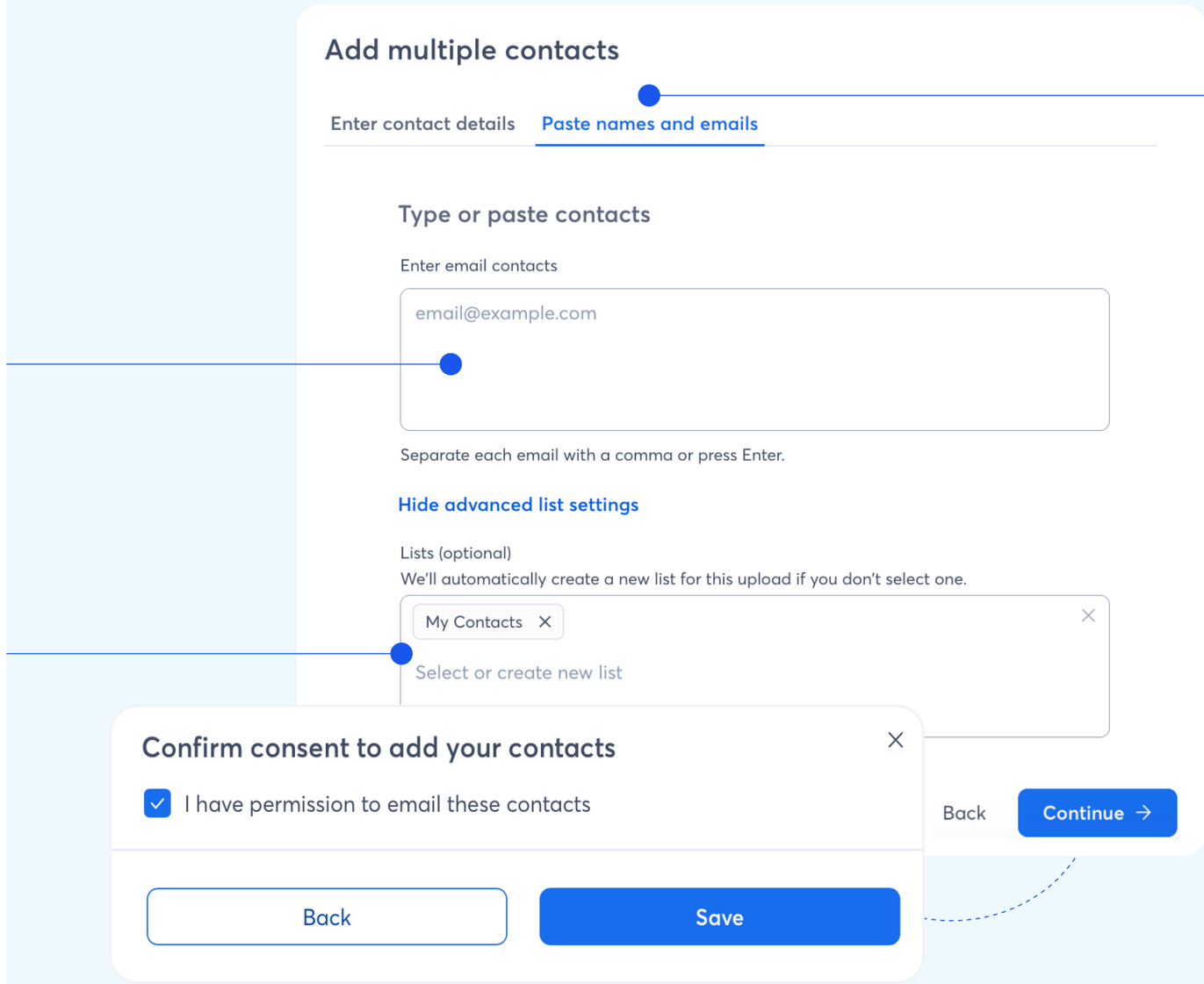
If you have more than 20 contacts to add, we recommend using a spreadsheet and uploading them from a file instead.

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 and emails** tab.
2. Type or paste the names and email addresses of your contacts, pressing Enter after each one.
3. Select the lists you want to add the contacts to.
4. Once you're done, click **Continue**.
5. Confirm if you have permission to email these contacts.
6. Click **Save**.



TIP

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.

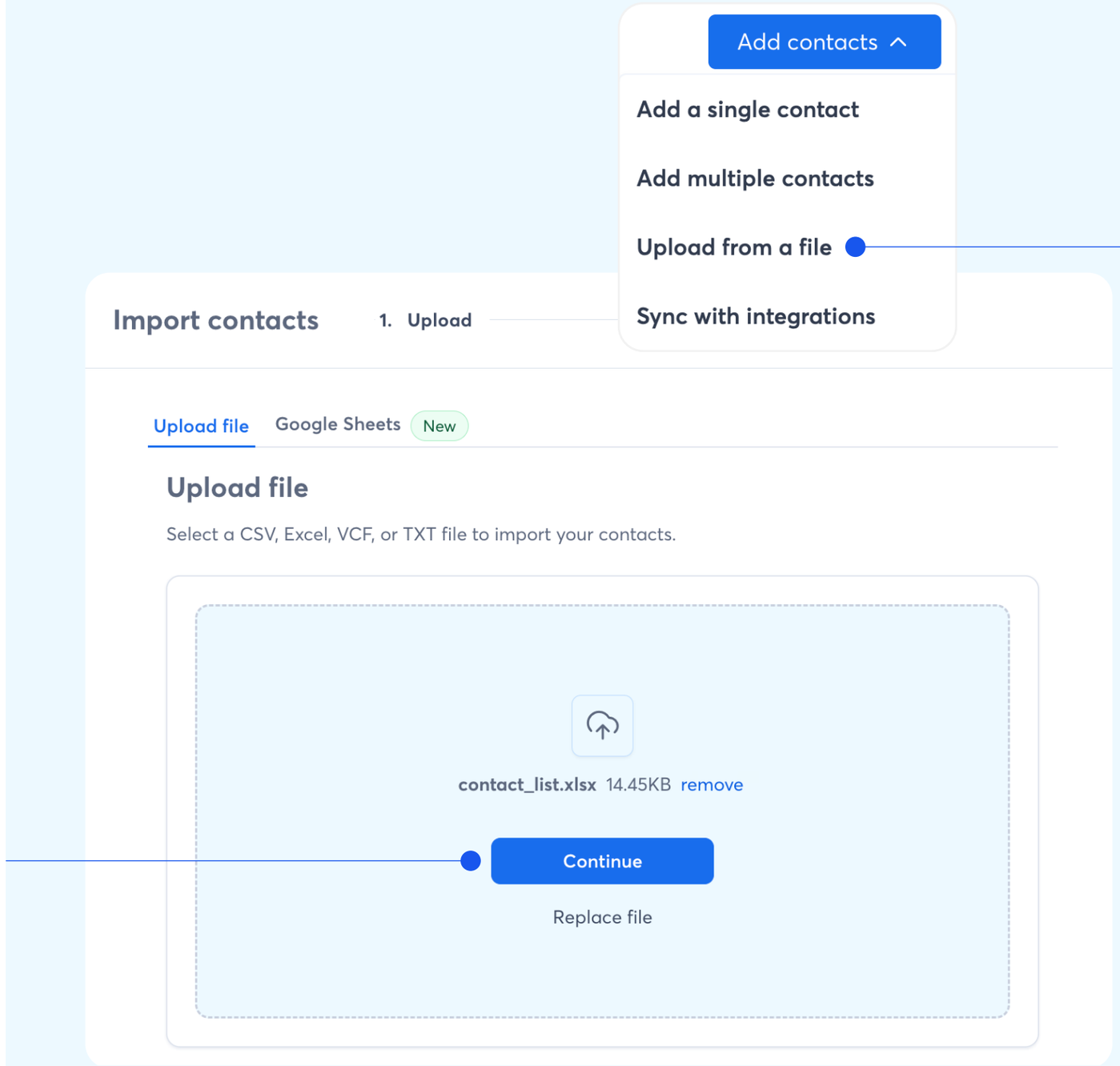
Upload contacts from a file

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 a file**.
2. Select your file or drag and drop it into the window.
3. Click **Continue**.

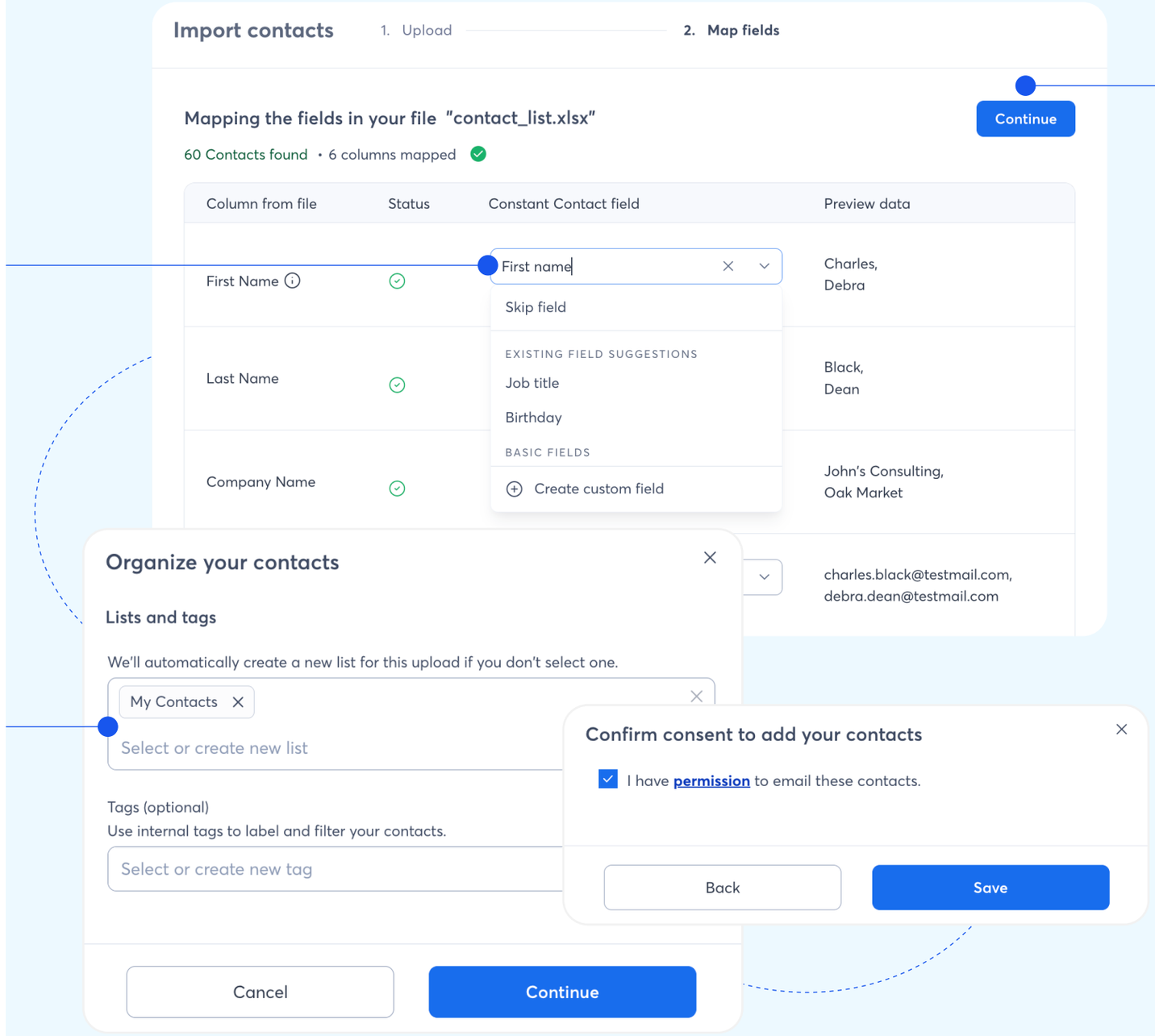


Upload contacts from a file

Once your file is uploaded:

1. Review your file columns and make sure the headings are correct. 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 custom field**.
2. When you're finished, click **Continue**.
4. Select the lists you want to add them to and click **Continue**.
5. Confirm if you have permission to email these contacts.
6. Click **Save** to finish.



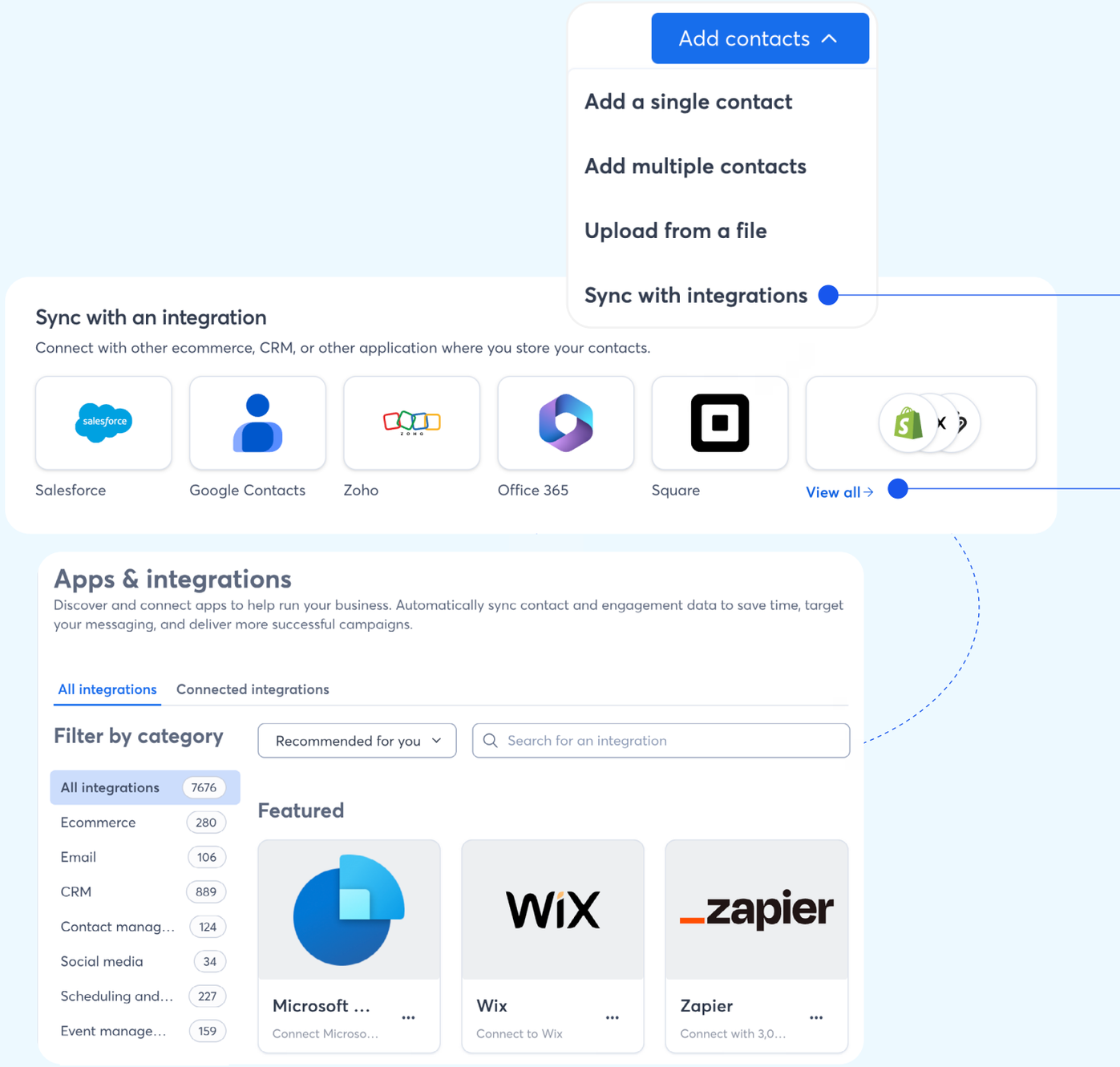
Import contacts from other applications

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 **Sync with integrations**.
2. Select one of the popular apps or click **View all**.
3. 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.

For even more how-to articles, tutorials, and guides, visit our Knowledge Base.

Was this guide helpful?

Using the Contact Management Dashboard

Move contacts to different lists

View and edit a contact's details

Understanding contact segmentation

Using the audience growth center