

Add contacts to your account

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



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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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.

The screenshot shows a marketing dashboard interface. On the left is a navigation sidebar with a 'Create' button at the top. The 'Contacts' menu item is highlighted with a blue dot and a line pointing to the main content area. The main content area is titled 'Contacts' and features a blue 'Add contacts' button with a dropdown arrow. A dropdown menu is open, listing options: 'Add a single contact', 'Add multiple contacts', 'Upload from a file', and 'Sync with integrations'. Below the button, there are statistics for 'New subscribers (30 days) 0 (0%)' and 'Subscribed 2'. A search bar is present with the text 'Name or e...' and 'Search by nc'. A filter button 'All sta' is also visible. A section titled 'All contacts' shows a count of '2,463'. Below this is a table of contacts with columns for selection, name, email address, and first name.

<input type="checkbox"/>	Contact	Email address ↕	First name ↕
<input type="checkbox"/>	Sunny Patel	sunny@sunnysflorist.com	Sunny
<input type="checkbox"/>	Leigh Grammer	leigh.grammer@gmail.com	Leigh
<input type="checkbox"/>	Mary Fiore	marytheweddingplanner@exa...	Mary



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. Click **Advanced settings** to select the lists you want to add the contact to.
4. Click **Save** to add the contact.

The screenshot shows the 'Add single contact' form. At the top right, there is a blue button labeled 'Add contacts ^'. Below it is a dropdown menu with four options: 'Add a single contact' (highlighted with a blue dot and a line pointing to the first step of the list), 'Add multiple contacts', 'Upload from a file', and 'Sync with integrations'. The main form area has a title 'Add single contact'. It contains an 'Email' input field (with a blue dot and line pointing to the second step), a link 'Add SMS number', 'First name' and 'Last name' input fields, a 'Manage fields' link (with a blue dot and line pointing to the second step), and an 'Advanced settings' link (with a blue dot and line pointing to the third step). At the bottom, there are two buttons: 'Save' (with a blue dot and line pointing to the fourth step) and 'Save and add another'.



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. Click **Advanced list settings** to 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**.

The screenshot illustrates the process of adding multiple contacts. It starts with a dropdown menu for 'Add contacts' which includes options like 'Add a single contact', 'Add multiple contacts', 'Upload from a file', and 'Sync with integrations'. The 'Add multiple contacts' option is selected, leading to a form titled 'Add multiple contacts'. This form has two tabs: 'Enter contact details' (active) and 'Paste names and emails'. The 'Enter contact details' tab shows a table with columns for 'Email', 'First name', and 'Last name'. A 'Manage fields' button is located in the top right of this section. Below the table are 'Add rows' and 'Advanced list settings' buttons. A 'Confirm consent to add your contacts' dialog box is shown in the foreground, with a checked checkbox for 'I have permission to email these contacts' and 'Back' and 'Save' buttons. A 'Continue' button is also visible in the top right of the dialog box.



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. Click **Advanced list settings** to 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**.

Add multiple contacts

Enter contact details **Paste names and emails**

Type or paste contacts

Enter email contacts

email@example.com

Separate each email with a comma or press Enter.

Advanced list settings

Confirm consent to add your contacts

I have permission to email these contacts

Continue →

Back

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.



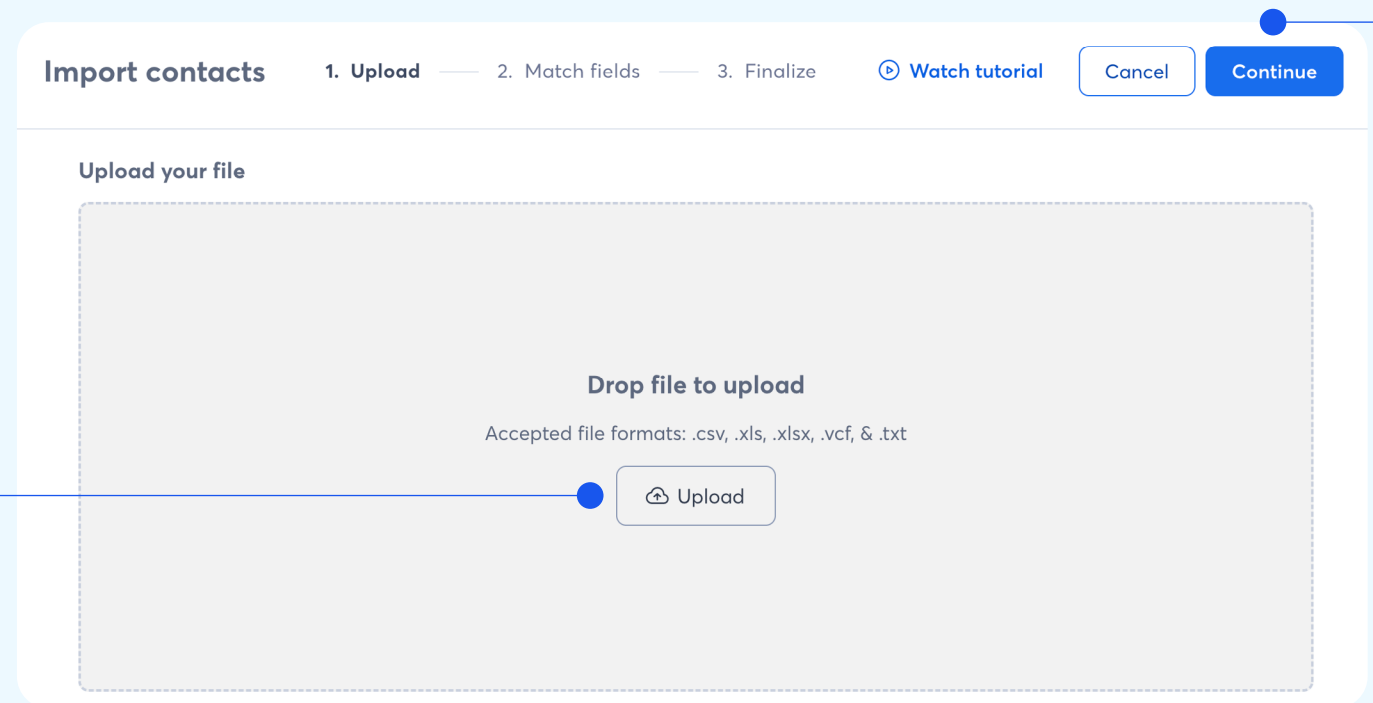
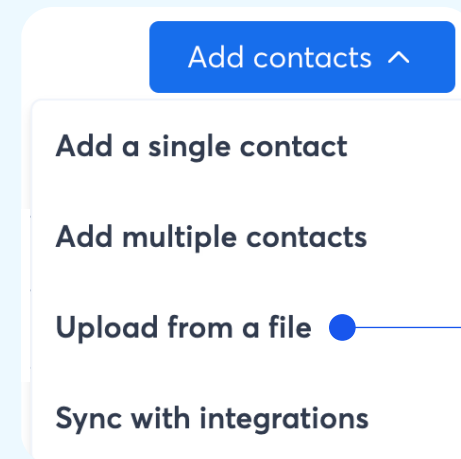
Upload contacts from a file

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. Drag and drop your file into the window or click **Upload** to select the file.
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**.
3. Confirm if you have permission to email these contacts.
4. Select the lists you want to add them to.
5. Click **Import** to finish.

Import contacts ✓ Upload — 2. Match fields — 3. Finalize ▶ Watch tutorial Back Continue

Matching the fields in your file "OpenTable_Guest Emails.xlsx" (387.9KB)

✓ We found 2,447 contacts to import
7 columns in your file were automatically mapped.

7 / 17 columns mapped

File column	Preview data ⓘ	Status	Constant Contact field
Last Name	Abbatico, Abbatico, ...	✓	Last name ✕ ▼
First Name	Andrea, John, ...	✓	Skip field
			SUGGESTED MATCHES
			Job title
			Birthday
			BASIC FIELDS
			+ Create custom field

✓ Upload — ✓ Match fields — 3. Finalize Back Import

Finalize your file OpenTable_Guest Emails.xlsx (387.9KB)

Permissions

Do you have permission to email contacts?

✓ ✉ **Email marketing consent** Required
I have **permission** to email these contacts.

Get organized

Add contacts to specific lists or tag them for easy filtering, the choice is yours.

Lists (optional)

We'll automatically create a new list for this upload if you don't select one.

✕

Select or create new list

Tags (optional)

Use internal tags to label and filter your contacts.



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.

The screenshot shows the 'Add contacts' dropdown menu with the following options: 'Add contacts ^', 'Add a single contact', 'Add multiple contacts', 'Upload from a file', and 'Sync with integrations'. Below this is the 'Sync with an integration' section, which includes a description: 'Connect with other ecommerce, CRM, or other application where you store your contacts.' It features a row of app icons: Salesforce, Google Contacts, Zoho, Office 365, Square, and a 'View all' link.

Apps & integrations

Discover and connect apps to help run your business. Automatically sync contact and engagement data to save time, target your messaging, and deliver more successful campaigns.

[All integrations](#) Connected integrations

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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](#)