



## ESP Quick Tip #70: Import an Email Marketing List

2024-03-19 - Jennifer M - ESP Quick Tips

To import a contact list, click on the Import File button. Select the format of the file you want to import. The file must contain a contact first name, contact last name, and email address.

**Note:** *If you are using a CSV format, make sure the first row contains a header for each column.*

The screenshot shows a dark blue header with the 'esp' logo and the text 'Campaign List 2020'. Below the header, there is a section titled 'Select a File Format'. This section contains five buttons arranged in a grid: 'CSV', 'IIF', 'vCard', 'Outlook', and 'Google'.

After you click on a file format, click on the Browse button to navigate to the file on your computer. Select the file, click on open, and then click on the Upload button.

The screenshot shows a dialog box with a dark blue header and a close button (X) in the top right corner. The main content area has a title 'Upload your Contacts from a single CSV file' and a subtitle 'Please make sure each column in your CSV contains a heading.' Below this, there is a checked checkbox labeled 'Check file for conflicts before importing into CRM'. At the bottom, there is a file input field with the placeholder text 'Upload File', a 'Browse' button, and an 'Upload' button. A blue arrow points from the 'Browse' button to the 'Upload' button.

Map the fields from the file using the available options for company and contact information. The system will sometimes assign an option for a field, but you may also have to map some fields.

Entity Resource **Suggestions** Skip

Contact Home Email

Contact Work Email

Contact Other Email

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**Email**

jdoe1@abc.com
jdoe2@abc.com
jdoe3@abc.com

Entity Resource Skip

Select a field to import to... ▾

**Contact Title**

Edit Skip

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**Title**

CEO
COO
President

Entity Resource **Suggestions** Skip

Contact Home Phone

Contact Home Fax Phone

Contact Mobile Phone

Contact Office Phone

Contact Office Fax Phone

Contact Other Phone

Contact Orders Fax Phone

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**Phone**

555-555-5555
555-555-5555
555-555-5557

If there is a field in the uploaded file which you do not want to map, click on the Skip option.

Entity Resource **Skip**

Select a field to import to... ▾

**Contact ID**

Edit Skip

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**User Id**


Entity Resource **Skip**

Select a field to import to... ▾

**Contact First Name**

Edit Skip

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**First Name**

John
Jane
Jennifer

Entity Resource **Skip**

Select a field to import to... ▾

**Contact Last Name**

Edit Skip

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**Last Name**

Doe
Doe
Doe

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