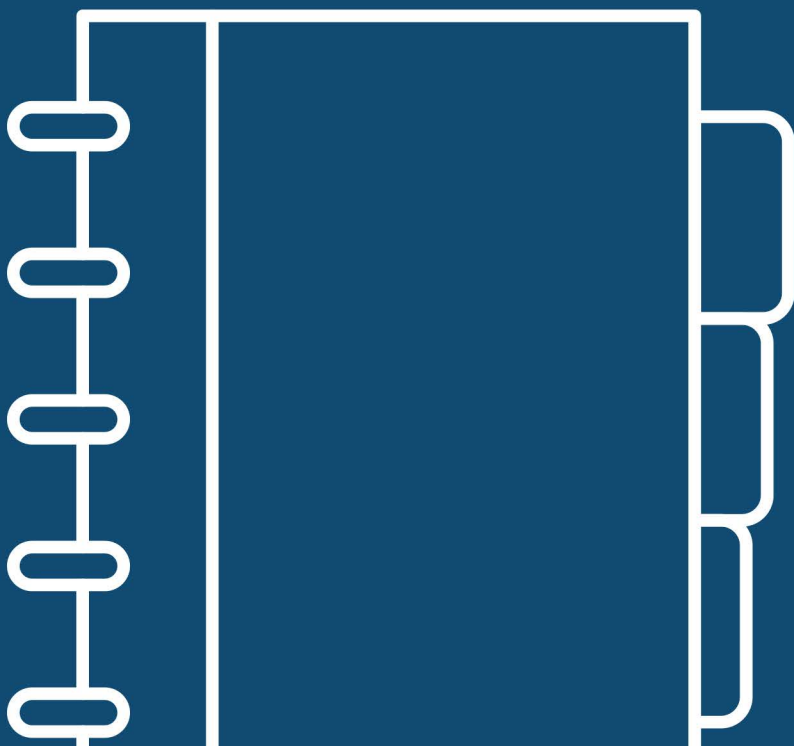


MailMarketing

SEND UNLIMITED EMAIL AT A FIXED COST

IMPORT AND MANAGE YOUR CONTACTS

*Address books or mailing lists
are the best way to gather your
contacts and emails together*



guide

CHAPTER 1. HEADING CREATION	4
CHAPTER 2. LOADING CONTACTS	7
- ADD SINGLE CONTACT	8
- IMPORT MULTIPLE CONTACTS FROM .CSV FILES	10
- IMPORT MULTIPLE CONTACTS FROM .TXT FILES	16
- IMPORT MULTIPLE CONTACTS WITH COPY PASTE	20

IMPORT AND MANAGE YOUR CONTACTS

Address books or mailing lists are the best way to gather your contacts and emails together based, for example, on interests, type of message (newsletters, announcements, alerts) or acquisition mode.

The ability to create and manage different address books allows you to set up separate campaigns for the various websites or groups of people (e.g. prospects and clients) and to customize the message according to the target group.

In MailMarketing there is no limit to the number of lists you can create!

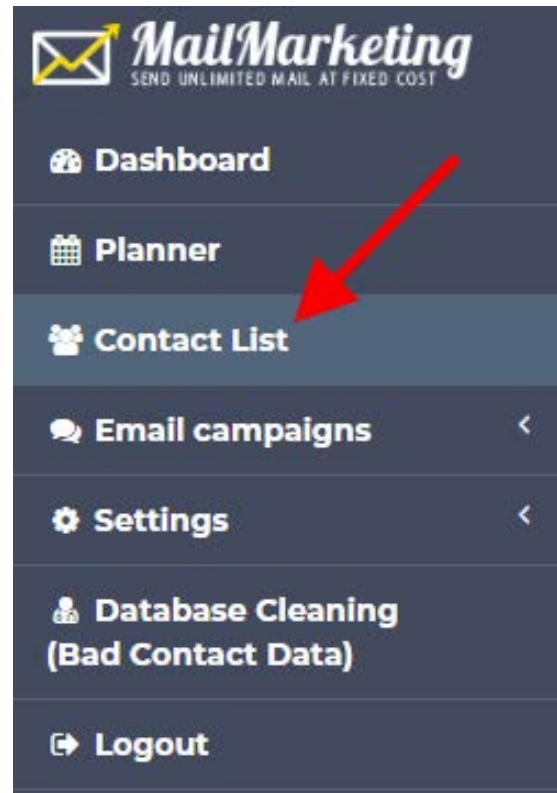
Enjoy your reading!

1. ADDRESS BOOK CREATION

Before uploading the contacts, create an address book, i.e. the list to which you will then associate the individual contacts. The address book is composed of a name and a descriptive note (optional), e.g. date of creation and contact acquisition creation mode.

CREATES THE ADDRESS BOOK AFTER LOGGING IN TO THE YOUR ACCOUNT

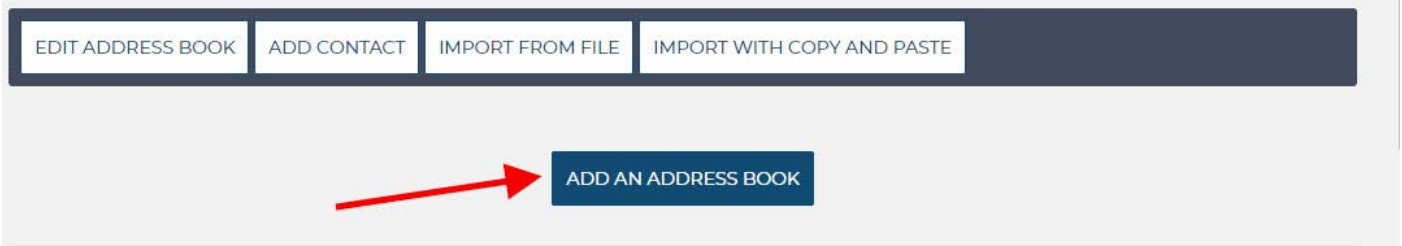
1. In the side menu select Address Book



2. Proceed by clicking the ADD AN ADDRESS BOOK button

Edit address book

In this section you will find all the categories created in your address book. You can enter, edit or delete contact categories. "Access a Contact List" to manage contacts, import or export emails from a CSV file.



3. Enter the address book name and the address book description note.

Add a new address book ✕

Create a new address book. Enter the name of a new address book and a note field

Name

Note

The address book name and note is for internal use and unlike the sender name it will not be displayed by any recipients.

2. LOADING CONTACTS

You can choose different ways to upload your contacts:

- 1. Add a single contact*
- 2. Importing multiple contacts simultaneously from csv files*
- 3. Import multiple contacts simultaneously from txt files*
- 4. Import multiple contacts with Copy Paste*

2. LOADING CONTACTS

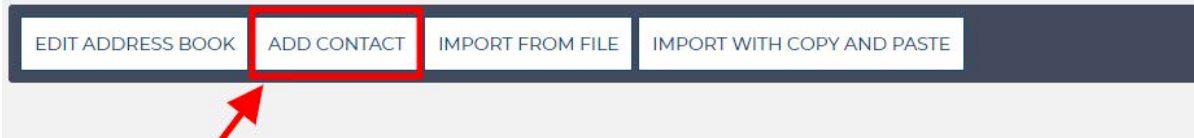
1. *Add a single contact*

To enter a single contact, select in the Address Book Management section:

INSERT CONTACT

Edit address book

In this section you will find all the categories created in your address book. You can enter, edit or delete contact categories. *Access a C manage contacts, import or export emails from a CSV file.



In the contact form you will have the possibility to insert (regarding the contact): personal and geographical and business information. The only mandatory data is the email. All the other contact data is not mandatory, but it is recommended as you would have the possibility to send highly profiled messages.

Personal information

Name <input type="text" value="Enter the name"/>		Surname <input type="text" value="Enter a valid surname"/>	
Email <input type="text" value="Enter an email address"/>	Mobile Phone <input type="text" value="Enter a mobile phone"/>	Birthday <input type="text" value="DD/MM/YY"/>	Gender <input type="radio"/> Male <input type="radio"/> Female

Address and company name

Enter the company name (optional) and contact address, fields are not required.

Company <input type="text" value="Company name"/>			
Address and number <input type="text" value="Enter a valid address"/>			Zip code <input type="text" value="Enter a valid zip"/>
City <input type="text" value="Enter the city"/>	Counties <input type="text" value="Enter the region"/>	Country <input type="text" value="Select the country"/>	

Once the information has been entered, click on **SAVE** or **SAVE AND INSERT ANOTHER** in order to add a new contact. In case you have already added an address book or more address books you can already - at this stage - associate them with the contact.

2. LOADING CONTACTS

2. Importing multiple contacts simultaneously from .CSV files

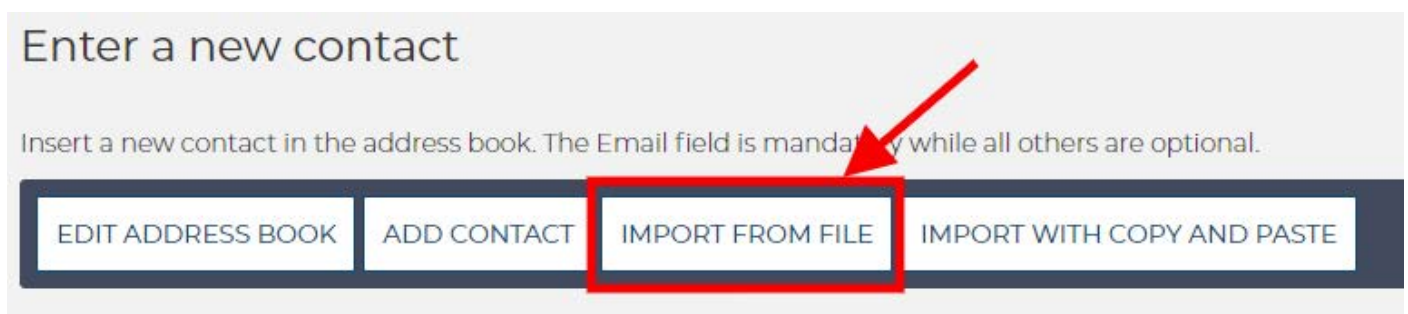
To correctly import your contacts from files you need first of all that the your data in the file is correctly formatted.

Importing from file, both in CSV and TXT format, allows you to upload multiple contacts simultaneously.

The CSV format file allows you to upload more data over and above the email (for example name, surname, date of birth, etc.), associated with the contact. The TXT file allows you to add only the contact's email information. For any added contact you can always manually add more information. The list of contacts cannot contain more than 5,000 contacts, while in the address book there is no limit for what concerns the number of contacts.

In case you have a file with a number of contacts greater than 5,000, we suggest to divide them and load them in several stages. To import contacts from an external file in the Address Book section, select **IMPORT FROM FILE**

Let's see in detail how to import contacts from .csv and .txt format files



IMPORT .CSV FILES

The first thing to do before uploading the list is to format correctly the data in the file.

1. DOWNLOAD THE CSV EXAMPLE FILE TO VIEW HOW ENTER THE DATA CORRECTLY.

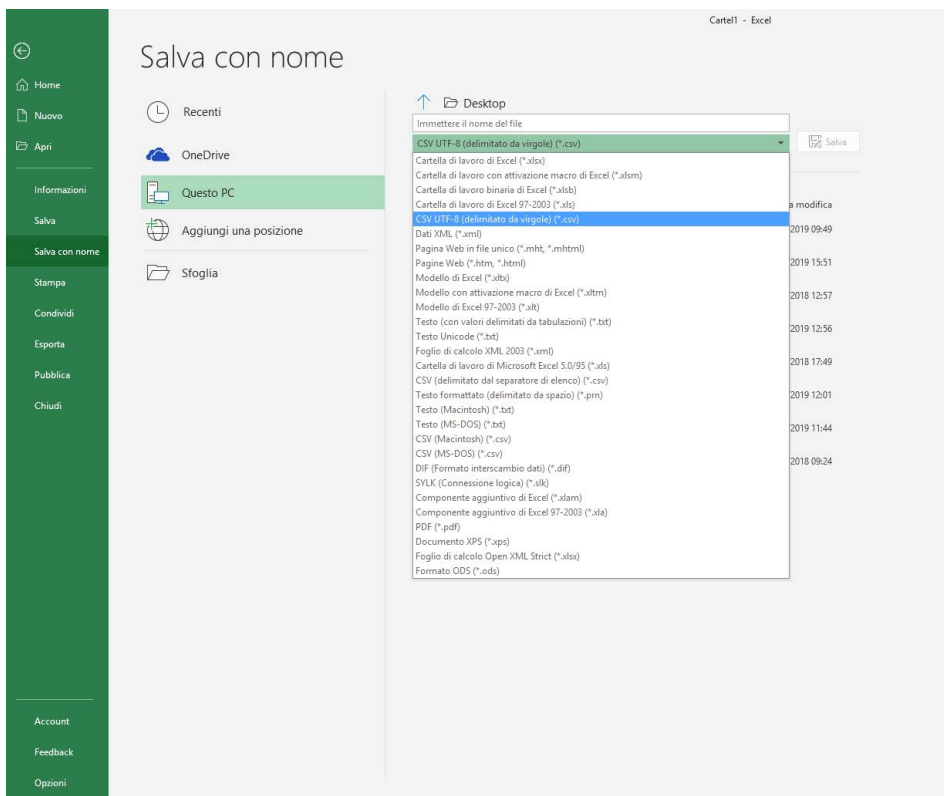


This is an example of a .csv file

	A	B	C	D	E	F	G	H	I	J	K	L
1	email	nome	cognome	cellulare	compleanno	sexso	nome azienda	indirizzo completo	cap	citta	regione	campo personalizzato 1
2	mario@rossi.it	Mario	Rossi	321789456	01/01/1980	M	Mario s.r.l.	via dei mille, 9	00185	Roma	Lazio	Testo personalizzato 1
3	franco@verdi.it	Luca	De Giovan	333159303	02/01/1969	M	13 SNC	Piazza Cavour, 13	00193	Roma	Lazio	Testo personalizzato 2
4	maria@verdi.it	Maria	Verdi	32512345678	01/02/1981	F	Verdi s.r.l.	via dei mille, 1	00185	Roma	Lazio	Testo personalizzat
5												
6												
7	Note:											
8	La prima riga e' opzionale, puoi anche ometterla											
9	L'unica colonna obbligatoria e' la prima, quella contenente l'indirizzo email, le altre sono facoltative											
10	Il file deve essere in formato UTF-8, in caso contrario alcuni caratteri potrebbero non essere importati correttamente											
11												
12												

Here are some points to follow in order to format and load your list of contacts in CSV format:

- The file must be in .csv format. You can create a .csv file with a program as Excel remembering to select the CSV UTF8 format when saving (see example).
- The file name must not have spaces or special characters, for example a good name could be: clientslist.csv
- The only mandatory field to fill in is: email
- The information must be entered correctly in every single corresponding column
- The information must be entered only following the order of the file example (email/name/surname/cell phone etc.)
- The first line, where there are labels (e.g. name, cell phone) is optional, you can also omit it.



Once the file data is correctly formatted we can proceed with the import

2. CLICK THE “+ SELECT CSV OR TXT” BUTTON

Carica il file contatti

(Attenzione: Il limite per file è di 5.000 contatti. Per file di grossa dimensione l'elaborazione dei dati potrebbe richiedere qualche minuto)

+ SELEZIONA CSV O TXT

3. SELECT ON YOUR DEVICE (PC, TABLET, SMARTPHONE) THE CSV FILE WITH THE CONTACTS AND CLICK ON OPEN

Importa Contatti da file esterno

Le liste di contatto possono essere importate massivamente in formato CSV (excel) oppure in formato testuale TXT. Scarica gli esempi ed imposta i tuoi file per l'importazione. Attenzione, i contatti con email duplicate verranno caricati una sola volta nell'anagrafica.

GESTIONE RUBRICA INSERISCI CONTATTI

Carica il file contatti
(Attenzione: Il limite per file è di 5.000 contatti)

+ SELEZIONA CSV O TXT

Carica i contatti nelle liste selezionate

Seleziona una o più liste a cui verranno aggiunti i contatti selezionati, i contatti duplicati non saranno conteggiati nell'operazione

Default **10143** Prospect **421** Clienti **9950**
 Newsletter **36**

SALVA

The Software will automatically show you the number of contacts found, the presence of duplicates or errors.

Importa Contatti da file esterno

Le liste di contatto possono essere importate massivamente in formato CSV (excel) oppure in formato testuale TXT. Scarica gli esempi ed imposta i tuoi file per l'importazione. Attenzione, i contatti con email duplicate verranno caricati una sola volta nell'anagrafica.

GESTIONE RUBRICA INSERISCI CONTATTO IMPORTA DA FILE IMPORTA CON COPIA INCOLLA

ESEMPIO FILE IN CSV ESEMPIO FILE IN TXT AGGIUNGI UNA RUBRICA

Carica il file contatti
(Attenzione: Il limite per file è di 5.000 contatti. Per file di grossa dimensione l'elaborazione dei dati potrebbe richiedere qualche minuto)

lista-contatti.csv

Complimenti, Nel file caricato sono state trovate **3 email** tra i quali sono presenti 0 doppi, verranno aggiornati o aggiunti in liste non presenti. Ora potete associare l'email ad una rubrica.

Carica i contatti nelle liste selezionate
Seleziona una o più liste a cui verranno aggiunti i contatti selezionati, i contatti duplicati non saranno conteggiati nell'operazione

Default **10143** Prospect **421** Clienti **9950**
 Newsletter **36**

SALVA

Once the file is loaded select one or more address books to which you want to associate the contacts by selecting the check box and then click the SAVE button.

Carica i contatti nelle liste selezionate
Seleziona una o più liste a cui verranno aggiunti i contatti selezionati, i contatti duplicati non saranno conteggiati nell'operazione

Default **10143** Prospect **421** Clienti **9950**
 Newsletter **36**

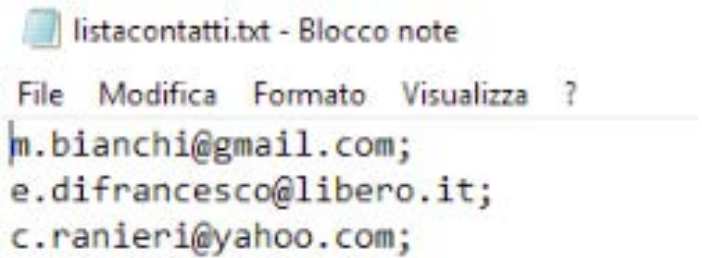
2. LOADING CONTACTS

3. Importing multiple contacts simultaneously from .TXT files

As for the .csv file the first operation to be done before proceeding to the loading the list is formatting correctly the data in the .txt file

Importing contacts via .txt file is much simpler than to the .csv, you must insert in the file exclusively emails.

Emails must be entered one by line and semicolon “;” at the end, as shown in the image.



```
listacontatti.txt - Blocco note
File Modifica Formato Visualizza ?
m.bianchi@gmail.com;
e.difrancesco@libero.it;
c.ranieri@yahoo.com;
```

To import the contact file always in the Import Contacts from external file section:

1. CLICK ON THE “+ SELECT CSV OR TXT” BUTTON

ì

Carica il file contatti

(Attenzione: Il limite per file è di 5.000 contatti. Per file di grossa dimensione l'elaborazione dei dati potrebbe richiedere qualche minuto)

+ SELEZIONA CSV O TXT

2. SELECT ON YOUR PC THE TXT FILE WITH THE CONTACTS AND CLICK ON OPEN

Importa Contatti da file esterno

Le liste di contatto possono essere importate massivamente in formato CSV (excel) oppure in formato testuale TXT. Scarica gli esempi ed imposta i tuoi file per l'importazione. Attenzione, i contatti con email duplicate verranno caricati una sola volta nell'anagrafica.

GESTIONE RUBRICA INSERISCI CONTATTI

Carica il file contatti
(Attenzione: Il limite per file è di 5.000 contatti)

+ SELEZIONA CSV O TXT

Carica i contatti nelle liste selezionate

Seleziona una o più liste a cui verranno aggiunti i contatti selezionati, i contatti duplicati non saranno conteggiati nell'operazione

Default 10143 Prospect 421 Clienti 9950
 Newsletter 36

SALVA

As for the .csv file, the Software will automatically show you the number of contacts found, the presence of duplicates or errors.

m.bianchi@gmail.com e.difrancesco@libero.it c.ranieri@yahoo.com

VALIDA EMAIL

Ottimo! Sono state trovate 3 Email!

Select one or more address books to associate contacts to and save.

Seleziona le Liste dove Caricare i file

Seleziona una o più liste a cui verranno aggiunti i contatti selezionati, i contatti duplicati non saranno conteggiati nell'operazione

Default 10143 Prospect 421 Clienti 9950
 Newsletter 36

Once saved, you will have completed the contact import procedure and you will be able to find the new address book in the address book section or in the campaign creation phase in the “TARGET SELECTION” section.

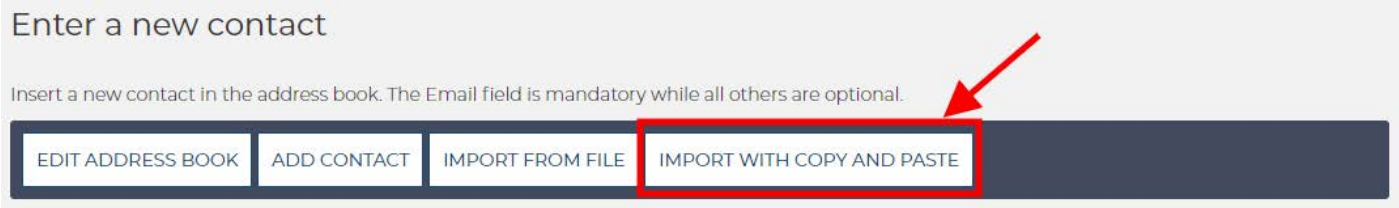
For importing with Copy Paste it is not necessary to insert a separator between the email (for example johnblack@gmail.com ; paulared@gmail.com, in this case the semicolon “;” separator is not necessary) added.

The platform reads and imports any expression with alphanumeric characters that has the format of a valid email address.

1. IN THE ADDRESS BOOK MANAGEMENT SECTION SELECT IMPORT WITH COPY PASTE

Enter a new contact

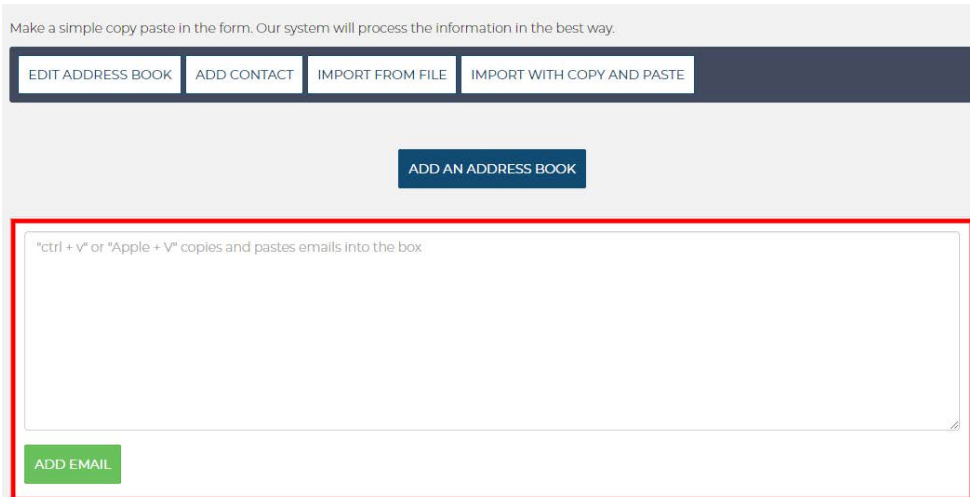
Insert a new contact in the address book. The Email field is mandatory while all others are optional.



EDIT ADDRESS BOOK ADD CONTACT IMPORT FROM FILE **IMPORT WITH COPY AND PASTE**

2. COPY ONLY EMAILS AND PASTE IN SPACE AVAILABLE VIA “CTRL + V” (PC) OR “APPLE + V” (MAC)

Make a simple copy paste in the form. Our system will process the information in the best way.



EDIT ADDRESS BOOK ADD CONTACT IMPORT FROM FILE IMPORT WITH COPY AND PASTE

ADD AN ADDRESS BOOK

ctrl + v or *Apple + v* copies and pastes emails into the box

ADD EMAIL

3. CLICK ON VALID EMAIL TO CHECK IF THE SYSTEM CORRECTLY RECOGNIZES PASTED EMAILS



m.digiacomo@altravia.com; mariorossi@email.it;

ADD EMAIL

Great! Found 2 Email!

4. ASSOCIATES THE CONTACTS TO ONE OR MORE ADDRESS BOOKS AND SAVE



Select the folders where to Upload files

Select one or more lists to add the selected contacts.

Default 649955

Admin 12

Agente 11

Admin agenzia 50

clienti 457

DID YOU FIND THIS GUIDE HELPFUL?

Discover how to take advantage of the potential of email thanks to a solution tailored to your needs.

www.mailmarketing.com

