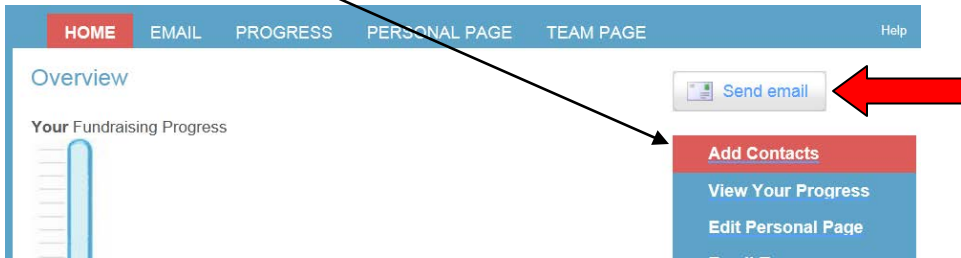


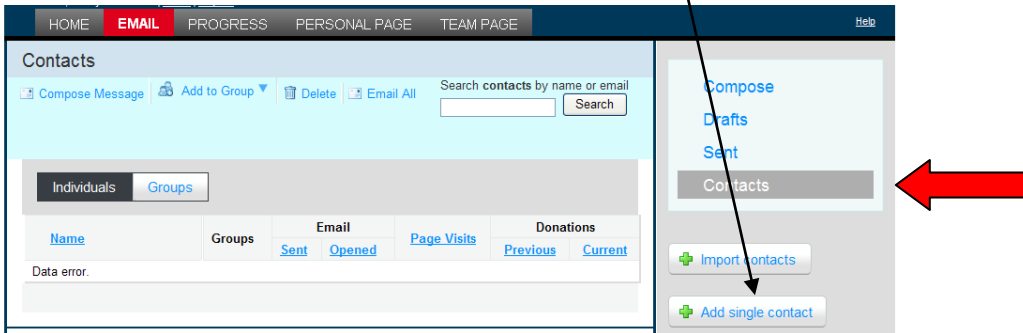
Working With Emails in Convio

Click on the **Add Contact** link under the **Send email** button to get to the **Contacts** page.

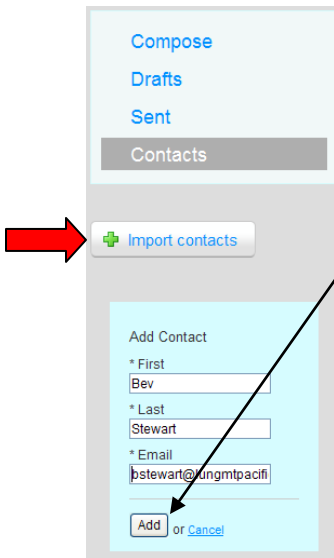


SINGLE EMAIL

Once on the **Contacts** page click on the **Add single contact** button.



The **Add Contact** form below will come up under Contacts.

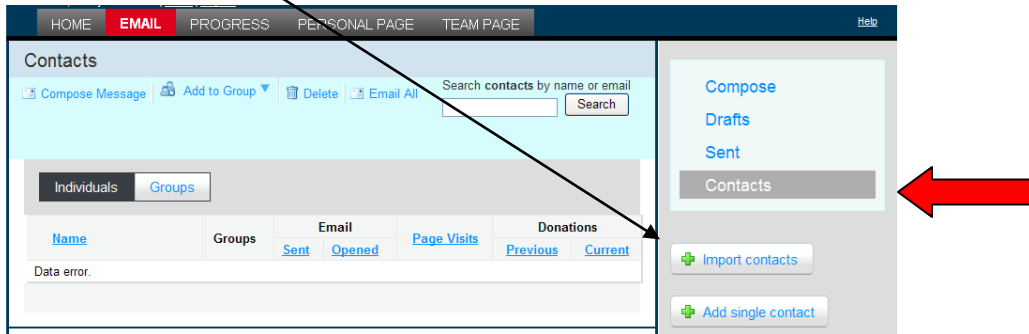


Fill out the fields under **Add Contact**.
Now click on the **Add** button
The individual will appear under your list of contacts ready to be emailed to.

Working With Emails in Convio

IMPORTING A GROUP OF CONTACTS

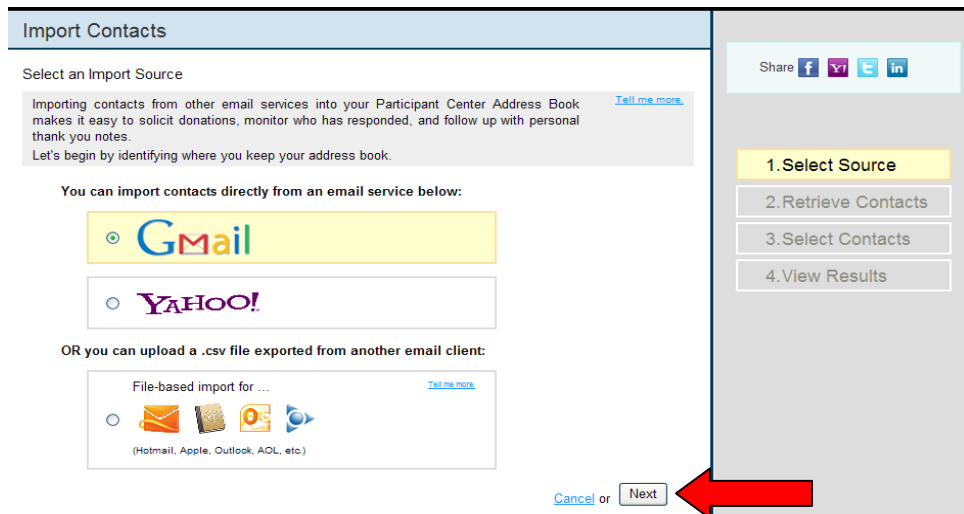
On the **Contacts** page click on the **Import contacts** button.



Choose where the email contact list is

- For file based email lists, they will need to be exported out into a CSV file before they can be uploaded into Convio (see Exporting your Outlook emails for Convio.doc)

Click on the **Next** button.

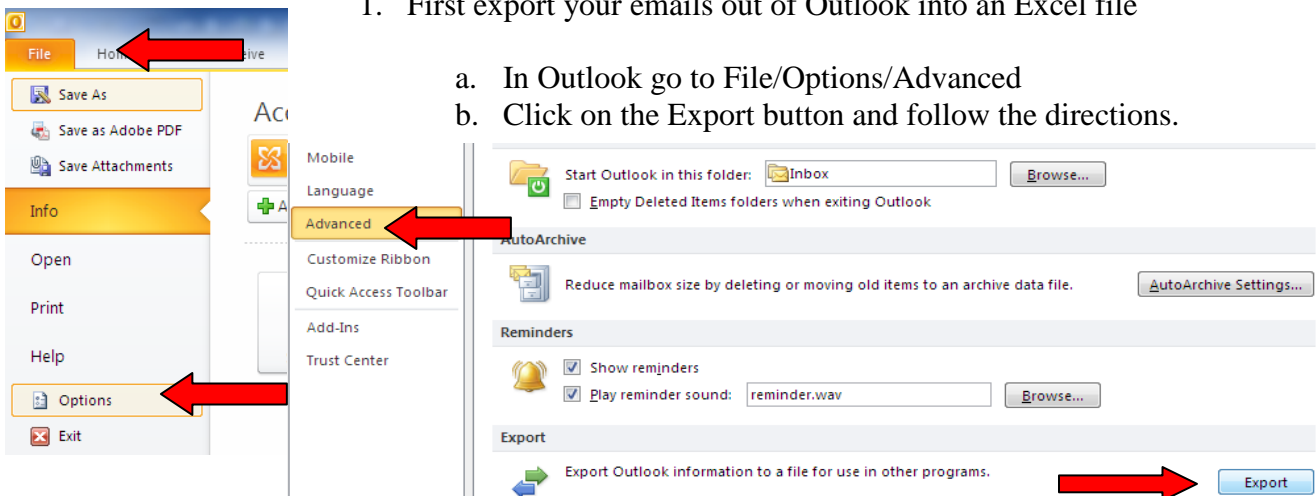


If you chose **Gmail** or **Yahoo** just follow directions (they are very straight forward).

For Outlook

1. First export your emails out of Outlook into an Excel file

- a. In Outlook go to File/Options/Advanced
- b. Click on the Export button and follow the directions.



Working With Emails in Convio

2. Once exported
 - a. Remove emails that you do not want uploaded into Convio
 - b. Delete all columns except for: First Name, Last Names and email
 - c. Save the file in a .CSV format and
3. Go back to the Convio Import page, choose the import for a CSV file, find the file you just saved and imported it into Convio.

OTHER EMAIL CLIENTS

Hotmail

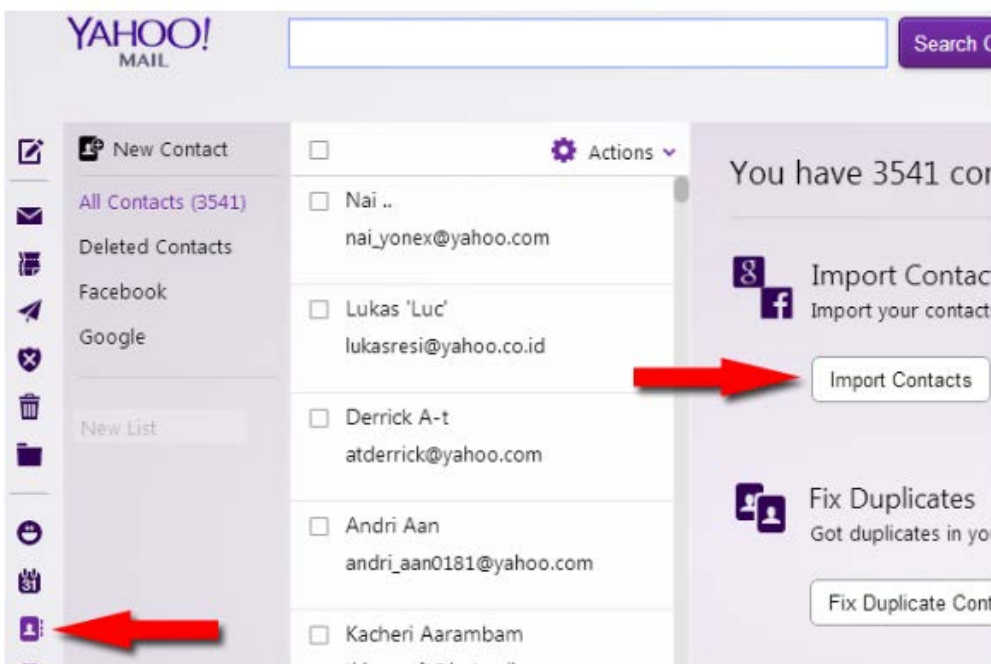
Follow the outlook directions,

1. Export them out of Hotmail into Excel –
 - a. If it is a free account go to http://email.about.com/od/hotmailtips/qt/et_export_addr.htm for direction on how to do this.
 - b. If it is a paid account use their export software
2. Once they are in Excel, delete any emails that you do not want uploaded into Convio and clean up the rest (the above link show how to do this)
3. Save in CSV file format
4. Go back into the Convio Email upload and follow the direction for importing a CSV file

Facebook

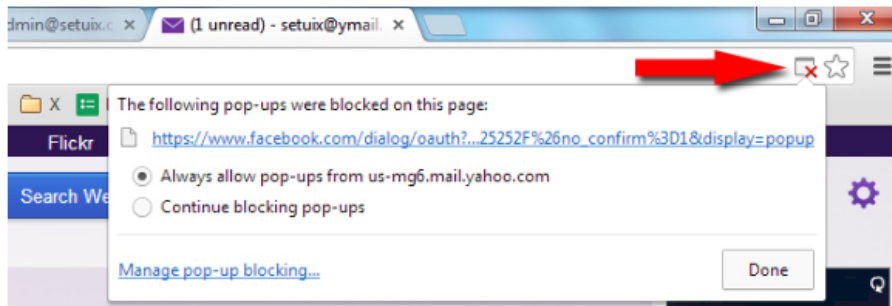
Requires a Yahoo email account. If you don't have a Yahoo email, then proceed to register an account on Yahoo. Once you have your account signed up, login with Google Chrome. You have to use Google Chrome or this might not work.

Click on the **Contacts** menu button → **Import Contacts**

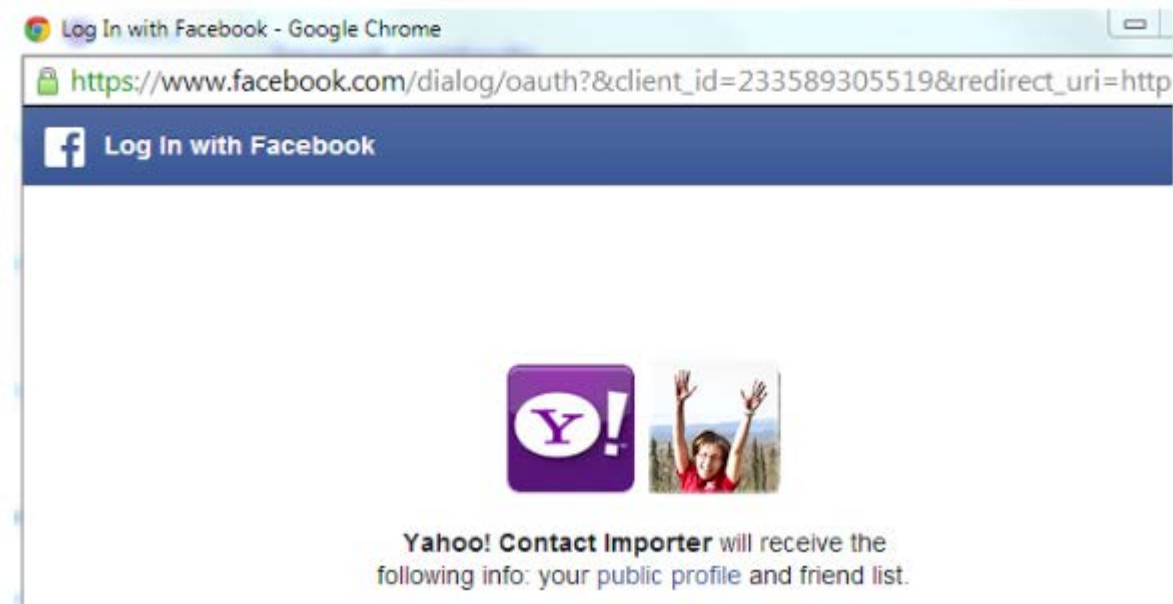


Working With Emails in Convio

Based on the comments below, some users are unable to see the pop up box when trying to import the emails from Facebook. We have edited the article to enable pop ups.



Once you have enabled pop ups, click on **Import from Facebook** again and a pop up window will appear. Login to Facebook and click on OK.



Once the import has been completed, you will see a list of emails appear in your Yahoo mail contacts. Now you can use the Convio Yahoo email importer to bring in your Facebook contacts.