**Pop-a-Note: How to Import a CSV file into Pop-a-Note:**

Login to PopANote.com, Go to Contacts tab, click “Import Contacts”:



You will arrive at “Import Contacts Window.” Click “Choose File” button:



* Browse to the CSV file that you exported from your mail or customer service software.
* Select file by clicking it so it highlights.
* Click Open from Windows explorer.



* Click “Upload” and you will start to see the first few rows appear.
* Use the Ignore First to avoid importing the header row if your file has descriptions or titles in the first row as headers over each column.

 

* Identify the First Name, Last Name and the Email address of client.
* If client has more than one email address be sure to only select ONE column.



**Hint:** You may need to use the scroll bar in bottom of window to scroll to the right or left to find the first, last, or email column.

**Hint:** Skip the columns that you do not need – just leave the selector blank.

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**When all fields are identified click “Import.”**

Pop-a-Note will de-duplicate during import. Contacts will not be added twice. You can import another list in the future without fear of adding a contact twice.

