

Email to IMPORT Procedure

Import new **CONTACTS** to your list by just Emailing a File

Import into your main Contacts Database
OR into a specific GROUP.

The File must be a .CSV and must include
one column with mobile numbers
headed: Mobile

All matching data in the file will be
Imported into the Contacts List.

Non-matching columns will simply be
ignored.

The Subscription status of existing
contacts will not be altered.

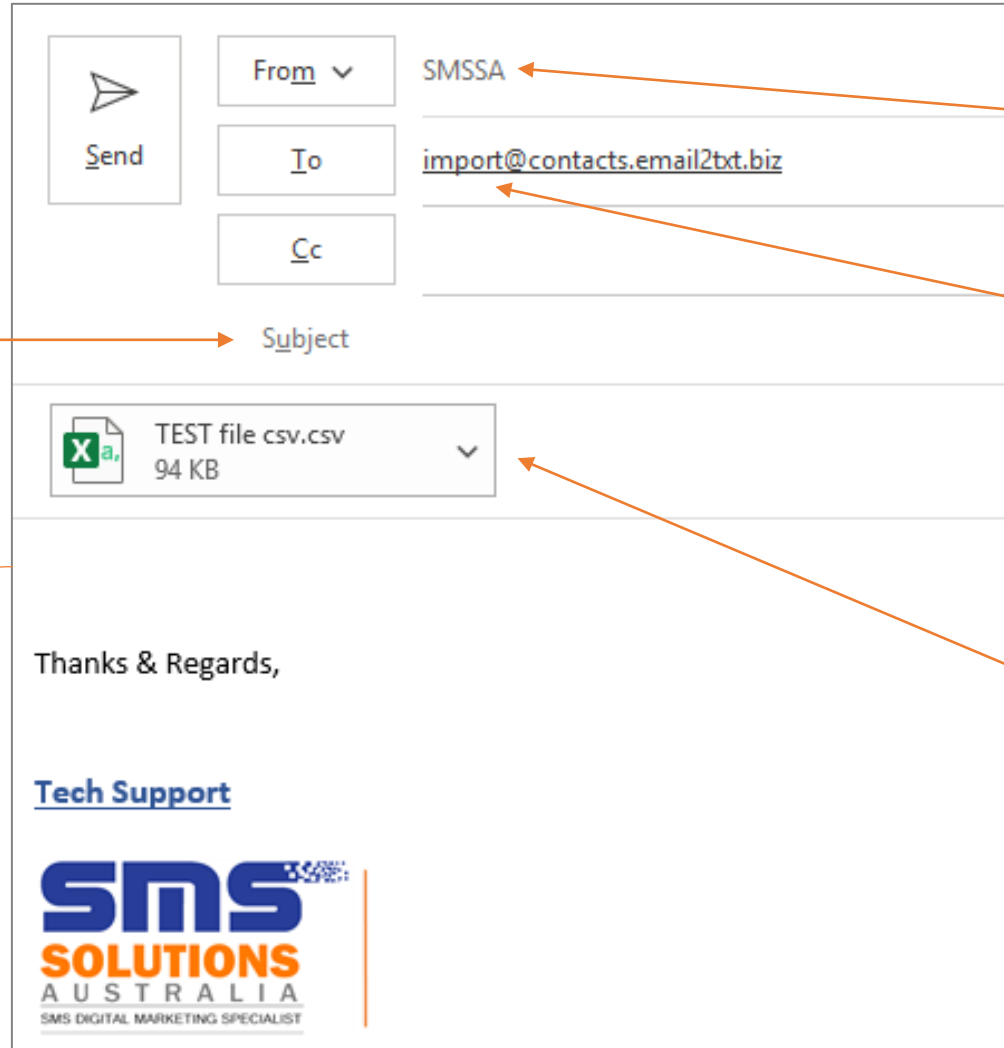


1

Send a file for IMPORTING to the main CONTACTS Database

Send the email to the address: : import@contacts.email2txt.biz

The 'Subject' line MUST be Blank.



The screenshot shows an email composition interface. On the left, there is a 'Send' button with a paper plane icon. To its right are three input fields: 'From' with a dropdown arrow, 'To' with a dropdown arrow, and 'Cc' with a dropdown arrow. Below these is a 'Subject' field. A file attachment is shown below the subject field, labeled 'TEST file csv.csv' with a size of '94 KB' and a small 'X' icon. The body of the email contains the text 'Thanks & Regards,' followed by 'Tech Support' in blue underlined text, and a logo for 'SMS SOLUTIONS AUSTRALIA' with the tagline 'SMS DIGITAL MARKETING SPECIALIST'.

Annotations with arrows pointing to the form fields:

- From: SMSSA
- To: import@contacts.email2txt.biz
- Subject: (blank)
- Attachment: TEST file csv.csv (94 KB)

The Subject line must be blank.

The Body of the email is ignored.

The SENDER's email address must match a registered USER in your account.

Send to the email address of import@contacts.email2txt.biz

- The file must be .CSV
- There must be one column headed: mobile
- The subscription status of existing contacts will not be altered from their current state when an import occurs.
- All 'matching' columns in the file will be Imported into the Contacts List.
- Non-matching columns will simply be ignored.

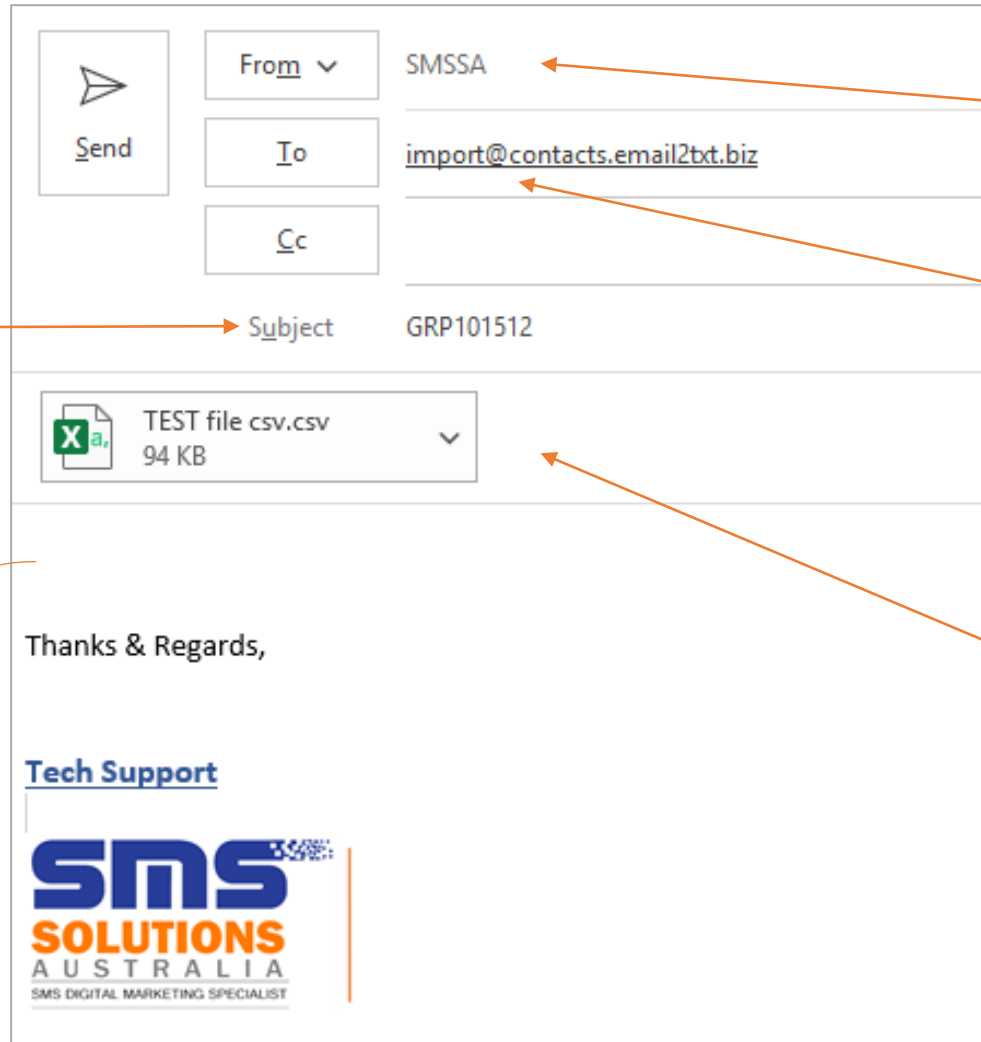


2



Send a file for IMPORTING into a specific GROUP

Send the email to the address : import@contacts.email2txt.biz

The 'Subject' line MUST be the GROUP ID reference.



The screenshot shows an email composition interface. At the top left is a 'Send' button with a paper plane icon. To its right are three input fields: 'From' with a dropdown arrow, 'To', and 'Cc'. The 'From' field contains 'SMSSA'. The 'To' field contains 'import@contacts.email2txt.biz'. Below these is a 'Subject' field containing 'GRP101512'. Under the subject field is a file attachment section showing a green Excel icon, the text 'TEST file csv.csv', and '94 KB' with a dropdown arrow. The bottom of the form contains the text 'Thanks & Regards,' followed by a signature block for 'Tech Support' with the 'SMS SOLUTIONS AUSTRALIA' logo and the tagline 'SMS DIGITAL MARKETING SPECIALIST'. Orange arrows point from external text boxes to the 'From', 'To', 'Subject', and file attachment fields.

Send	From ▾	SMSSA
	To	import@contacts.email2txt.biz
	Cc	
	Subject	GRP101512
 TEST file csv.csv 94 KB ▾		
Thanks & Regards,		
<u>Tech Support</u>  SMS DIGITAL MARKETING SPECIALIST		

The Subject line must be the GROUP ID, e.g: GRP101512

The Body of the email is ignored.

The SENDER's email address must match a registered USER in your account.

Send to the email address of import@contacts.email2txt.biz

- The file must be .CSV
- There must be one column headed: mobile
- The subscription status of existing contacts will not be altered from their current state when an import occurs.
- All 'matching' columns in the file will be Imported into the Contacts List.
- Non-matching columns will simply be ignored.