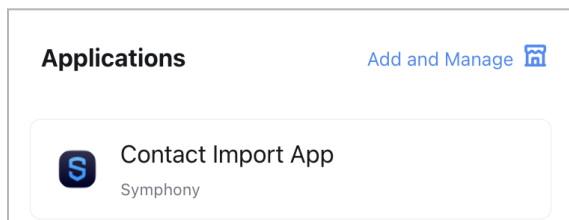# Contact Import App

Starter Guide

December 2022

Import contacts from Google, Outlook, and more to quickly connect with contacts to chat on Symphony.
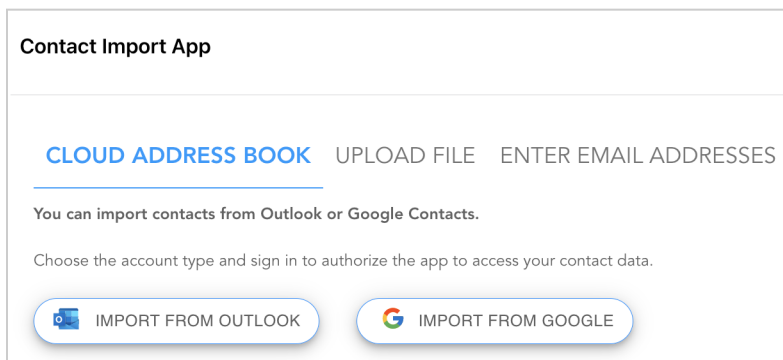
Access the application

1. Install the **Contact Import App** application in your applications drawer.

2. Once installed, click **OPEN** to access the app.

Import contacts from Outlook or Google

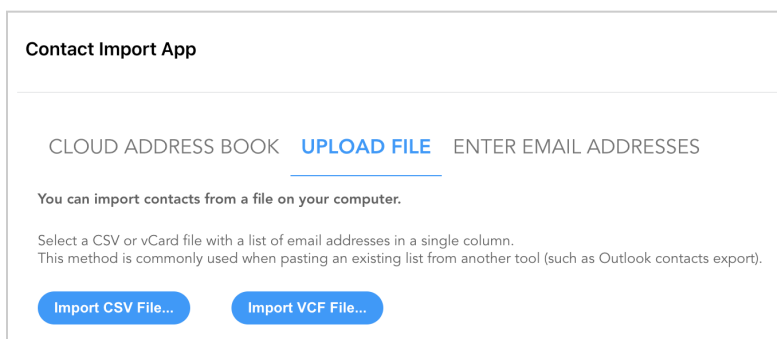*This method is used when you want to import contacts from another platform.*

1. Select **IMPORT FROM OUTLOOK** or **IMPORT FROM GOOGLE**.

2. Choose your account and authorize the app to access your contact data.

3. The app will review your contact data and show you who you can connect with.

Import contacts from a file

This method is commonly used when pasting an existing list from another tool (such as Outlook contacts export).

1. Select a CSV or vCard file with a list of email addresses in a single column.

2. When you upload the file, the app will show you who you can connect with.

Contact Import App

CLOUD ADDRESS BOOK   **UPLOAD FILE**   ENTER EMAIL ADDRESSES

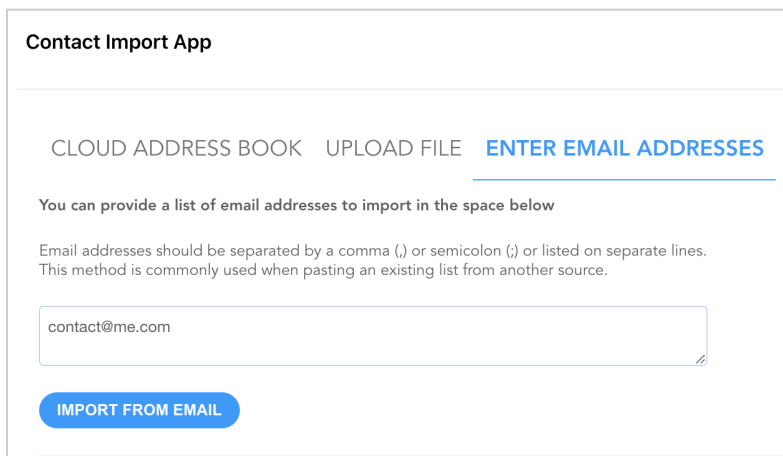You can import contacts from a file on your computer.

Select a CSV or vCard file with a list of email addresses in a single column.
This method is commonly used when pasting an existing list from another tool (such as Outlook contacts export).

Import CSV File...   **Import VCF File...**

Import contacts from a list of email addresses

This method is commonly used when pasting an existing list from another source.

1. Copy and paste or manually type the email addresses of the contacts you wish to import.

2. Email addresses should be separated by a comma (,) or semicolon (;) or listed on separate lines.

3. Click **IMPORT FROM EMAIL** and the app will show you who you can connect with.

Contact Import App

CLOUD ADDRESS BOOK   UPLOAD FILE   **ENTER EMAIL ADDRESSES**

You can provide a list of email addresses to import in the space below

Email addresses should be separated by a comma (,) or semicolon (;) or listed on separate lines.
This method is commonly used when pasting an existing list from another source.

contact@me.com

IMPORT FROM EMAIL

Connect with contacts on Symphony

1. The app will review your contacts and show you:

   ○ **NOT CONNECTED**: Contacts on Symphony you can send a connection request via the **CONNECT** button.

   ○ **CONNECTED**: Contacts you are already connected to on Symphony.

2. When you send a connection request to your contacts, you can start chatting when they have accepted. View the status of your connection requests in the connection management panel.