

Contact Import App

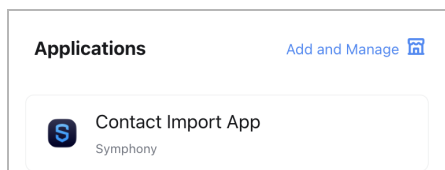
Starter Guide

June 2022

Import contacts from Google, Outlook, and more to quickly connect with or invite contacts to chat on Symphony.

Access the application

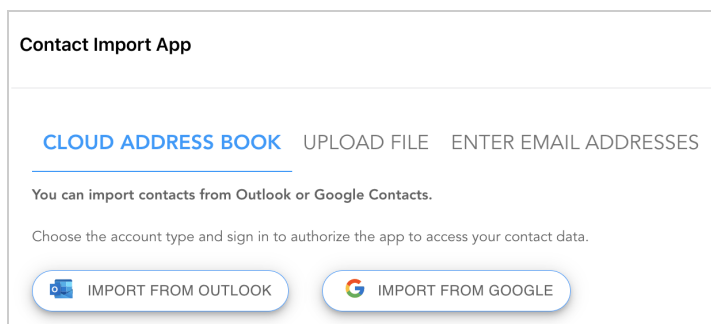
1. Install the **Contact Import App** application in your applications drawer.
2. Once installed, click **OPEN** to access the app.



Import contacts from Outlook or Google

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

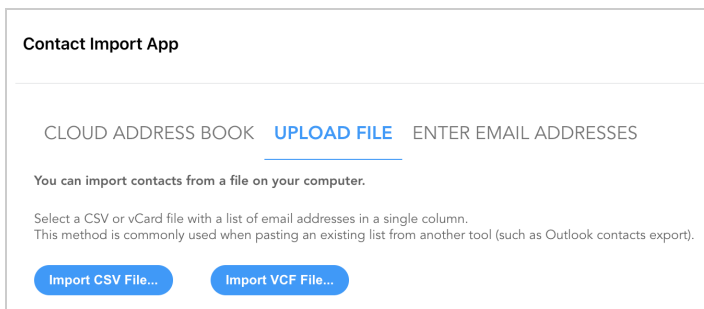
1. Select **IMPORT FROM OUTLOOK** or **IMPORT FROM GOOGLE**.
2. Choose your account and authorize the app to access your contact data.
3. The app will review your contact data and show you who you can connect with and who you can invite to Symphony.



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 and who you can invite to Symphony.



Contact Import App

CLOUD ADDRESS BOOK [UPLOAD FILE](#) [ENTER EMAIL ADDRESSES](#)

You can import contacts from a file on your computer.

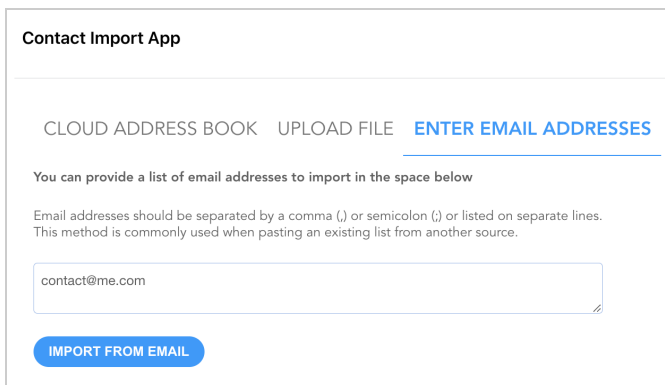
Select a CSV or vCard file with a list of email addresses in a single column.
This method is commonly used when pasting an existing list from another tool (such as Outlook contacts export).

[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 and who you can invite to Symphony.



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.

[IMPORT FROM EMAIL](#)

Connect with contacts or invite them to 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.
 - **NOT ON SYMPHONY:** Contacts that you can invite to join Symphony via email using the **INVITE** 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.
3. When a contact you have invited joins the platform, you need to connect with them to start chatting.

Contact Import App


Review the contacts that are already in Symphony and who you are not connected too yet.

NOT CONNECTED (0) **NOT ON SYMPHONY (1)** CONNECTED (0)

Imported 1 contact who is not on Symphony.

Imported Contacts (1 Selected)

SELECT ALL

 Contact
contact@me.com

[INVITE](#) [START OVER](#)