

2 MOSHI-TOSHI QUICK-TRAINING

Importing your contacts

Result : All your contact's e-mail addresses have been incorporated within Moshi-Toshi

Duration : <10 minutes 🌐



With Moshi-Toshi you can send e-mail newsletters to one, one hundred or even ten thousand contacts. How to import your contacts? You will be able to discover this through the following speed-training course. By following these steps your contacts will be incorporated within your Moshi-Toshi address book in less than 10 minutes!

The address book is organized logically according to labels. Each contact is therefore attached to one (or more) of these labels. In this way you can easily differentiate between (for example) existing or potential customers.

1 CLICK ON 'ADDRESS BOOK'

Moshi-Toshi has automatically prepared a number of e-mail examples with labels.

2 CLICK ON 'IMPORT' (IN THE TOP RIGHT CORNER OF THE SCREEN)

The import screen will open up. On the left hand side you will find an illustration and a link to the example file. On the right hand side you will find the function 'Browse' which can be used to select the address file on your computer.

3 DOWNLOAD THE EXAMPLE FILE

Open this file in your spreadsheet software, Microsoft Excel or Apple Numbers for example. You will now see the classification set-up, which is used by Moshi-Toshi as well as a few example addresses.

4 OPEN YOUR OWN LIST WITH CONTACTS IN THE SAME SPREADSHEET PROGRAM

Copy (*Control-C*) and paste (*Control-V*) your own data into the example file, which you have just opened. Use for this the same classification set-up (that is: email, gender, introduction etc.) as is being used with the example addresses. With columns that you are not filling in (which are empty) it is of importance to make sure the title remains there.

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	A	B
1	email	gender
2	faq@moshi-toshi.com	F
3	sale@moshi-toshi.com	M
4	work@moshi-toshi.com	M
5	robin@gmail.com	M
6		

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5 SAVE THE FILE WHICH WAS ENTERED BY YOU

Select 'save as' within your spreadsheet program, give your file a name (for example: 'contacts 2009') and select .CSV (Comma Separated Value) or .XSL (standard Excel file). This last part is important because Moshi-Toshi only accepts these two formats. If you receive a warning from the spreadsheet program that possible functions may be lost just deny the message (accept).

6 IMPORTING YOUR DATA

Click on importing within the Moshi-Toshi import screen and leaf through to the saved file. Attach a label to the imported contacts. By doing this you will be able to easily retrieve them and it also keeps your address book neatly organized. After that click on 'Import'.

Voila!

Your contacts have now been included within this group and can be emailed via Moshi-Toshi. Any questions? Then send us a mail to moshi@moshi-toshi.com.

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Select and upload file
Select a .csv or .xls file on your computer by clicking on 'Browse'. Excel format Excel 97-2003.

Bladeren...

Attach labels
If you want to be able to easily find imported contacts in your address | attach one or more labels when importing them.

No labels attached.

Label

New label

Attention!
Using this, you can replace or update existing contacts in your address