

Import Contacts

The Import Contacts function in evo22.my allows you to save a list of mobile numbers with names into the Phone Book of your user account. The list of mobile numbers can either be imported as individual records, or all-in-one group record into your Phone Book.

The following are procedures to prepare and import individual & group contacts into the Phone Book.

Preparing of Import File:

The import file **MUST** be prepared as ".csv" file type, and the filename must **NOT** have symbols such as ', ", #, <, >, & etc.

The content format is as follow:

<Mobile Number>,<Contact Name>

whereby:

- <Mobile Number> - MANDATORY Field
- <Contact Name> - Max. of 25 characters

Example:

60121234567,Amy Tan
60131234567,John Wong
60161234567,Mimi Yap

Please take note the if you are preparing a group contacts import file, the filename will be saved as "Group Name" in the Phone Book.

Importing Contacts:

Click the "Browse" button, select your import file (eg. GrooupA.csv), then click the intended import option, as described below:

- a. **Import as Individual**
This option will import all entries as individual contacts.
(Contact Name for this import option is **MANDATORY**)
- b. **Import as Group**
This option will import all entries as 1 group contact.
(Contact Name for this import option is **OPTIONAL**)

Once the intended import function button is clicked, the import file will be uploaded into evo22.com for processing. The import result, along with the number of successful entries will be shown once the process is completed.