

Importing Contacts Directly into MoxiEngage

Using MoxiEngage has been shown to increase your business by 38%, but first, you will need to import your contacts! Follow the instructions below to import your contacts directly into Engage.

Disclaimer: This feature is available only to certain brokerages. If this option is not appearing on your account, you will need to import your CSV file through your email account as explained here:

Importing Contacts to Microsoft Exchange

Importing Contact to Google Mail

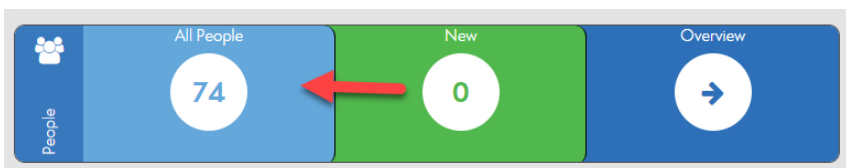
In order to import contacts to Engage directly, you will need to have all your contacts added to the Outlook CSV file template. If you do not have this file, you can download it in this article.

Note: The header, Row 1, of this template must remain intact or contact information may not import correctly.

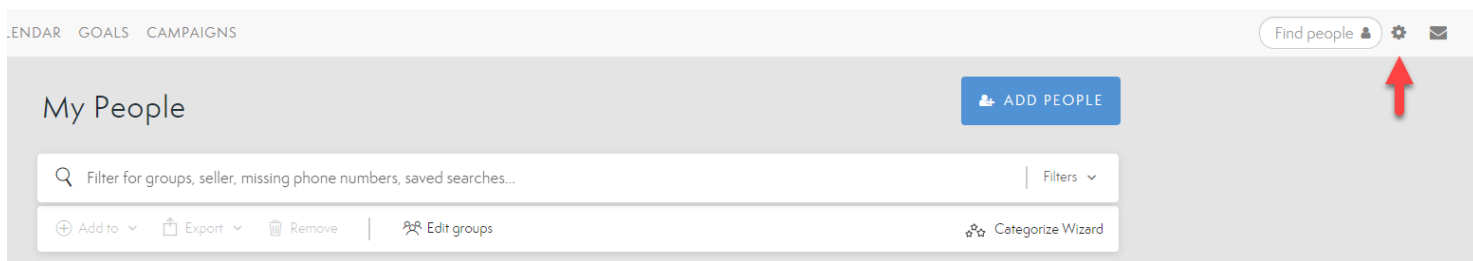
Don't have the time to format your CSV file for importing to Google Mail? Check out our **Concierge Service** at concierge.moxiworks.com to see all the services we offer.

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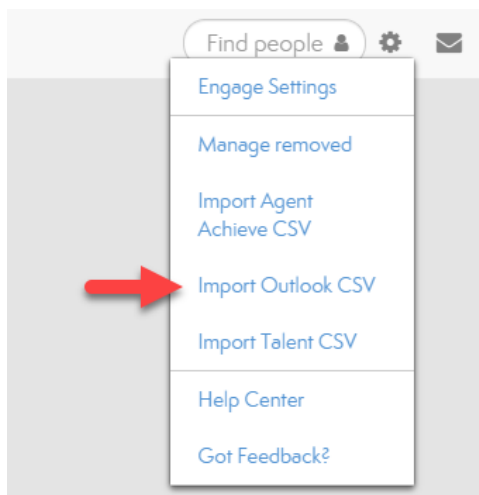
1. Select **All People** on your Engage Dashboard (see below).



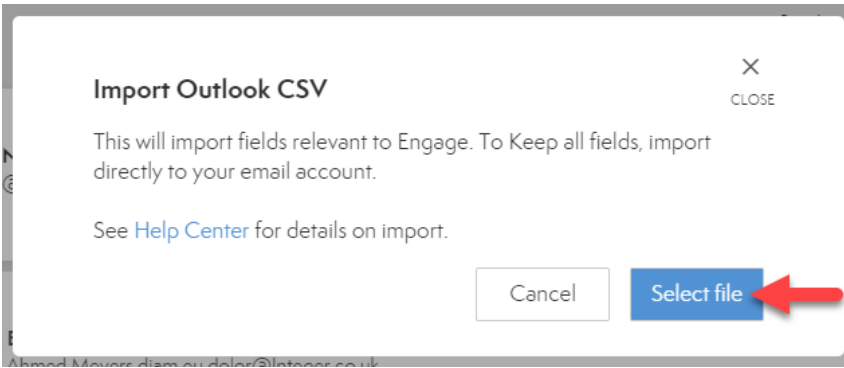
2. In the top right corner select the **Gear icon** (see below).



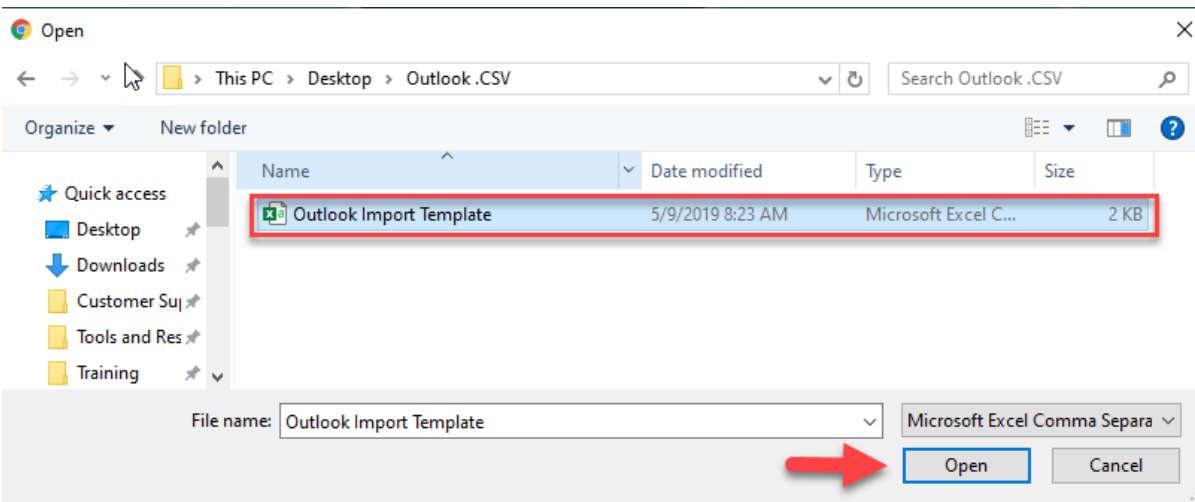
3. Select **Import Outlook CSV** from the list (see below).



4. Choose **Select File**(see below).

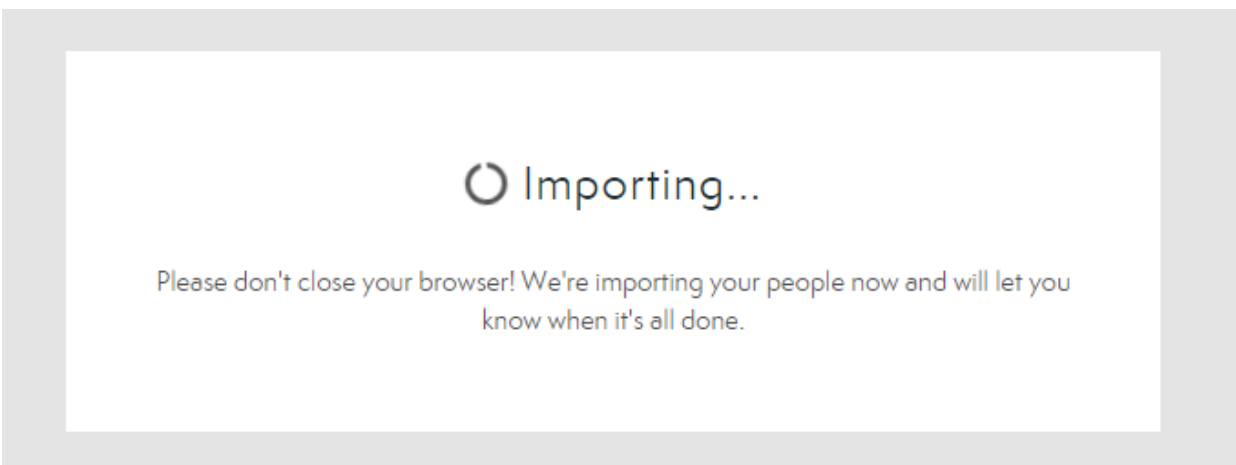


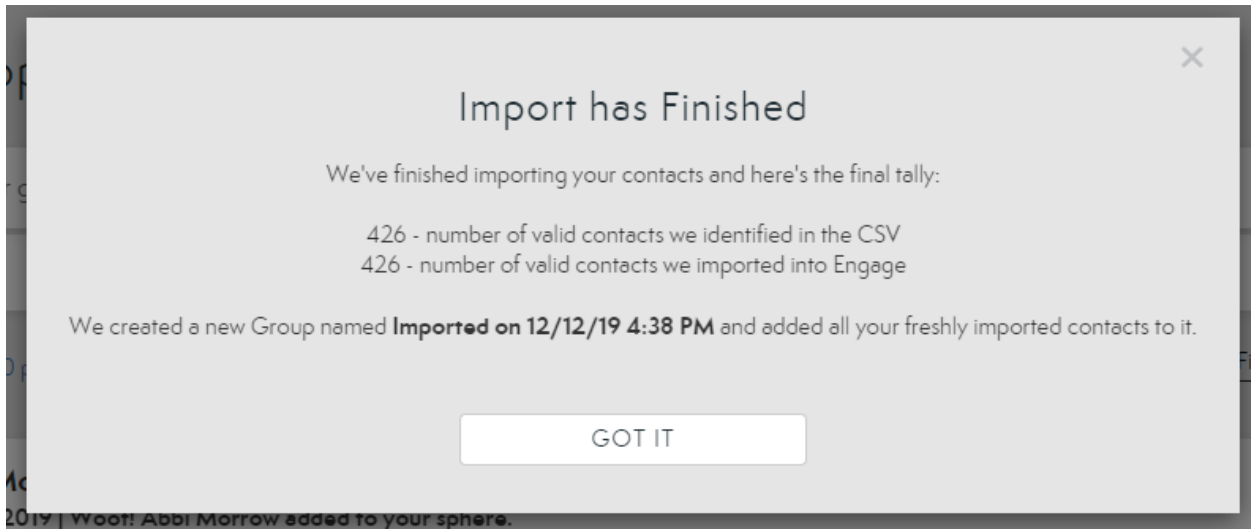
5. Find your CSV contact file on your computer and select **Open** to begin the import process. During this process, do not close your browser window (see below).



6. Your file will automatically start it's importing process (see below). When the import has finished, you will see a pop up notifying you that the import has finished.

a. **Note:** Import time may vary depending on the size of the import file.





✕

Import has Finished

We've finished importing your contacts and here's the final tally:

- 426 - number of valid contacts we identified in the CSV
- 426 - number of valid contacts we imported into Engage

We created a new Group named **Imported on 12/12/19 4:38 PM** and added all your freshly imported contacts to it.

GOT IT

2019 | Woot! Abbi Morrow added to your sphere.

Having trouble with your import? Check out our [F.A.Q.s](#) page to help troubleshoot.