

Your Microsoft Outlook Contacts can be imported into Matrix. Importing contacts gives you the added convenience of quickly selecting your client's information within Matrix.

Note: Your client's First Name, Last Name and Email Address will be imported. Your contact will not be imported if any information is missing.

Step 1:

To begin, you will need to export your contacts from Outlook 2007. On the file menu, select "**Import/Export**" and select "Export to a File". Choose the "Comma Separated Values (Windows)" file, then select "Contacts" as the folder you would like to export. You will need to save this file on your computer. Saving to a favorite folder of ours, or the desktop, is often the way to go.

Step 2:

To import your contacts into MRMLS Matrix, click the **My Matrix** Tab and select **Contacts**.

Step 3:

Click **Import Contacts** to upload your contact list.

MRMLS MATRIX Home Search **My Matrix** Add/Edit Finance
Summary Watched Listings Saved Searches My Listings Contacts

My Matrix

This is the start page of your own personal area in Matrix. From here you can view your watched listings, access your saved searches and market updates, view your listings inventory and manage your contacts.

[Watched Listings](#)
Number of Watched Listings: 4

[Saved/Automatic Searches](#)
Number of Saved/Automatic Searches: 9

[My Listings](#)
Number of Listings: 0

Contacts
Number of Contacts: 0

[Email History](#)
Number of Emails Sent: 102

[CMAs](#)
Number of CMAs: 5

[Settings](#)

[Messaging Center](#)
Unread Messages: 0
No new messages.

Contacts

[Add Contact](#) **Import Contacts** [Bottom](#)

Step 4:

Click **Browse** to find the file you saved in **Step 1**, then select **Import**.

Contact Importer

Select *.csv file generated with MS Outlook which contains all contact data to import.

Overwrite Duplicates

[Browse...](#)

Import [Cancel](#)

Note: It is not recommended to "Overwrite Duplicates" unless you would like to update your Matrix contacts to reflect your Outlook contacts.

Step 5:

The screen will refresh with your Contact Import Results. Click **Back To Contacts Page** to view or edit your contacts.

Contact Import Results

Back To Contacts Page

[Smith Buyer](#) [smith@imrmls.com](#)

Contacts

These are contacts that you have set up. You can use your contacts to email listings.

[Add Contact](#) [Delete Selected](#) [Import Contacts](#) [Bottom](#)

Select All Contacts
 [edit Smith Buyer](#) [smith@imrmls.com](#)

Step 6:

Congratulations! You have just imported your Microsoft Outlook Contact list.

More Training? Go to www.imrmls.com/training