HOW TO COPY AND PASTE TO YOUR GROUP

You can copy and paste NEW contacts directly to your groups.

- **Create and excel document using column A for the Name and Column B for the number. Make sure there are no – or / or spaces in the number.**

- **Once you have your document created you highlight all the names and numbers, right click and copy.**

- **Go to MY CONTACTS on your textaparent account, click on the contact groups. Chose or create a group, click on import.**

- **Paste you contacts to the window, and click on Preview.**

- **If you are happy with your import, click OK, i am happy to import.**