

HOW TO COPY AND PASTE TO YOUR GROUP

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

- ❖ Create an 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.

	A	B
1	test1	860000000
2	test2	860000000
3	test3	860000000
4	test4	860000000
5	test5	860000000
6		
7		

- ❖ 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.

Name	Country Code	Number
test1	353	860000000
test2	353	860000000
test3	353	860000000
test4	353	860000000
test5	353	860000000

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