

Want Your Contacts in MRMLS Matrix? You Got It!

Import Contacts



Clients want constant and responsive communication from you. However entering their information into multiple systems is time consuming. MRMLS Matrix however now allows you to import your contacts directly into MRMLS Matrix!

You can **NOW** upload your Microsoft Outlook Contact list to Matrix! Follow these steps:

1. From Microsoft Outlook 2007, click on the file menu and select "Import/Export"
2. On the Import and Export Wizard menu, select "Export to a File" and select "Next"
3. Choose the "Comma Separated Values (Windows) file, and then select "Contacts" as the folder you would like to export.
4. The final step asks you to select where you would like to save this file on your computer. Saving to a favorite folder of yours, or the desktop, is often the easiest way to go.

The next step is to import your contacts. Importing your contacts into the MRMLS Matrix System is quick, easy, and saves you time.

1. Click on the "My Matrix" tab and select the "Contacts" link.
2. From the contacts page, click on "Import Contacts"
3. Click "Browse" to find your saved contact file, and then click "Import".
4. Your screen will refresh with the contact imported results.

For More Information on How to Import Your Contacts go to www.imrmls.com/training or

[Click here](#) to view our Training Video.

[Click here](#) to read our Quick Reference Guide.

[Click here](#) for Microsoft support on how to export your contacts to a *.csv file.