Students - How to IMPORT your Email contacts! American Heart Association Learn and Live Importing your Email contact list is easy! Here's how... Step 1: Log in to your HeartQuarters web page by visiting <u>www.heart.org/jump</u> and click on the button that says 'Login'. Enter your username and password and click on the Jump Rope For Heart link. CHECK FUNDRAISING PROGRESS EDIT MY PAGE Step 2: In your HQ Home click 'Add Contacts to Address Book' on the Send email right hand menu in the gray bar. 25% 0.00 Add contacts to Address B Make a Personal Donation Check your Fundraising Progress Close up view... Add contacts to Address Book Update your Personal Page Add e-mail addresses to send messages to Step 3: This will take you to your 'Send Email' page under the 'Contacts' section. Click on the 'Import Contacts' link on the right hand menu in the gray bar.

Where do you keep your contacts? access to your contacts, why pram or service below to get Outlook of Outlook E America
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Step 4: Click on the button next to your Email provider in the 'Where do you keep your contacts' window. Click Next.

Import Contacts

Select contacts: Contacts (28 items)

bargains@si

vdub02@gmail.com voodoolady420@ho

nice2@yahoo.com uzz@junebugwedd

iller@gr mail.co

dence.n

rrell@pro-ent

dsmart@cleggass

las.pe queshe

bargains@shcpforweddings

iller@heart.org

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L] buzz@jun

darrell©pro-Darrin Dawn Smart

douglas.penman@m joan.que&heart.org

Step 5: Enter the Username and Password for the Email account you are importing (this allows access to your contact list). Click Enter.

Step 6: Check the box next to the contacts you want to import and click Next.

*'Your contacts have been added' message should pop up.



Step 7: You will now see all your selected contacts on your 'Contact' Screen. Select the contacts that you want for this Email and click 'Compose Message.'

CONGRATULATIONS! You are ready to send Emails. Need to learn how? Refer to 'How to Send Emails' instructions.



If you need additional technical assistance, you may call americanhearf.org/jump our Help Desk toll-free at 877-824-8531 between 8 am - 6 pm (Central Time), Mon - Fri.