**Importing Contacts in Salesforce**

Overview

The following document details importing contacts from an excel spreadsheet into your contacts in Salesforce.

# Importing contacts.

1. Add all your contacts into the Contact-Import-Template: <https://extension.purdue.edu/hub/wp-content/uploads/2018/12/Contact-Import-Template.csv>
2. You can find the Account ID needed in the report by going to the following public report in Salesforce: <https://na35.salesforce.com/00O41000008lwKj>

Note: You can also find this report by going to the “Reports” tab, and selecting the “Unified Public Reports” folder.

1. From your Contacts or Organizations Home page click on “Import Organizations & Contacts”



1. Click on Organizations and Contacts then, select what you want to do. Typically, you are adding new records.



1. Match your contact by name or email and then upload your .CSV document and click next. **Note:** if you file is not showing up to select make sure you select *all files* and then .CSV documents will appear.



1. You will need to map any areas that show up as unmapped. Account = Organization Name, Account ID = Contact Account ID, Select “Next” at the bottom of screen and then the green button that says “Start Import”



1. You will receive an email when your upload is complete telling you how many contacts were created and if any were rejected and why.