

# ADDRESS BOOK TUTORIAL



# ADDRESS BOOK

## WELCOME TO THE TALK FUSION ADDRESS BOOK TUTORIAL

With 24/7 access to your Video Communication Center you can send Video Emails anytime using a few easy steps.

**Let's get started!**



1. First, make sure you are logged into your Video Communication Center. Then, move your cursor over the button entitled “Video Emails.”

There are three choices under the “Address Book” category: “View Contacts,” “Add New Contacts,” and “Import Contact List.”

To begin, click the “Add New Contacts” link from the dropdown menu and a new window will appear.



- Adding new contacts to your Address Book is incredibly easy. Simply type their name, email address, and phone number into the spaces provided. Then select the “All Contacts” contact folder from the drop down menu and click the “Add” button. This will automatically place your contact into the default “Individuals” folder in your Address book.

When finished in the “Add New Contact” page, return to the home page of your Video Communication Center.



- Have a large list of contacts? Talk Fusion gives you the ability to import your contacts directly from your personal computer in a few simple steps!

Move your cursor over the button entitled, “Video Emails” and click the “Import Contact Lists” link from the dropdown menu and a new window will appear.

## IMPORT CONTACT LISTS

Import Contacts from a .CSV (Comma Separated Value) file.

1. Talk Fusion's Address Book accepts the following columns:

**Name\*, Email\***, Phone

*\*Required columns in red*

2. Select your contact list source program and follow the instructions to create a .csv file:

[Outlook Express](#)

[Microsoft Outlook](#)

[Microsoft Excel](#)

3. **Important:** Always make sure to check your contact list for any apostrophes ( ' ), commas ( , ) or any insufficient email address (like missing the ".com") **before importing** into your address book. Failure to do so may result in an incomplete data transfer.
4. Once your .csv file is ready for import:
  - Click **Browse** to locate the .csv file.
  - Click Open
  - Click Import

**Please Note: your email list size is limited to 1000 contacts.**

Your email list size is **934** now. You may import up to **66** new contacts.

4. On this page you have the ability to upload a contact list in Outlook Express, Microsoft Outlook, or Microsoft Excel .csv file formats.

Be sure to prepare your list before attempting to import your contacts. The address book asks for Name and Email Address columns, however only an email address is needed for importing the file.

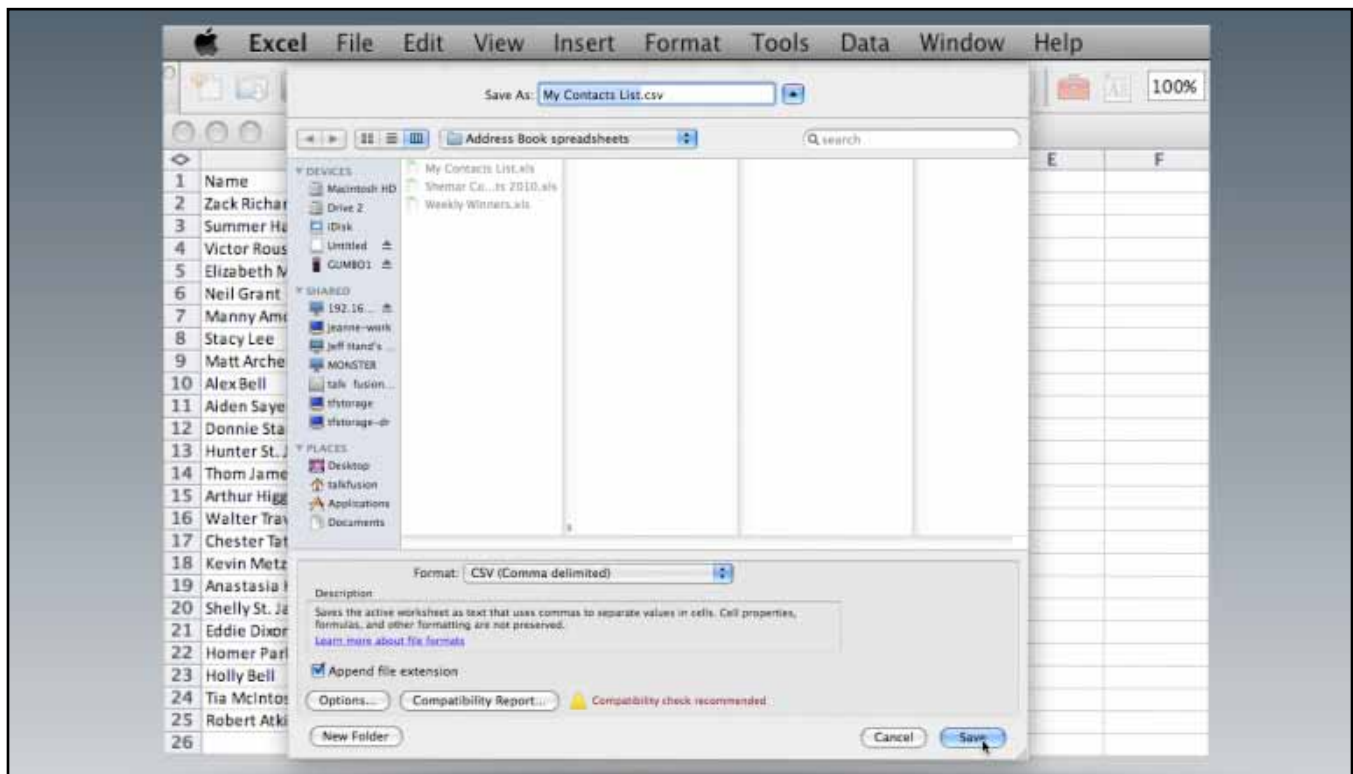
Keep in mind that the maximum contact folder size is 2500 unique email addresses. You may need to divide your contacts into groups of 2500 to save time.

	A	B	
1	Name	Email	Pl
2	Zack Richards	zack@email.edu	8:
3	Summer Hallowsay	summer@aol.com	7:
4	Victor Rousseau	middleman@gmail.com	6:
5	Elizabeth McAllister		
6	Neil Grant	n.grant@gmail	
7	Manny Amos	m.amos@gmail.com	2:
8	Stacy Lee	stacy@msn.sco	6:
9	Matt Archer	v8b1@aol.com	7:
10	Alex Bell	abell@strongcorp.bis	4:
11	Aiden Sayers	aiden@msn.com	8:

5. For Excel, create a contact list on your computer in the following order:

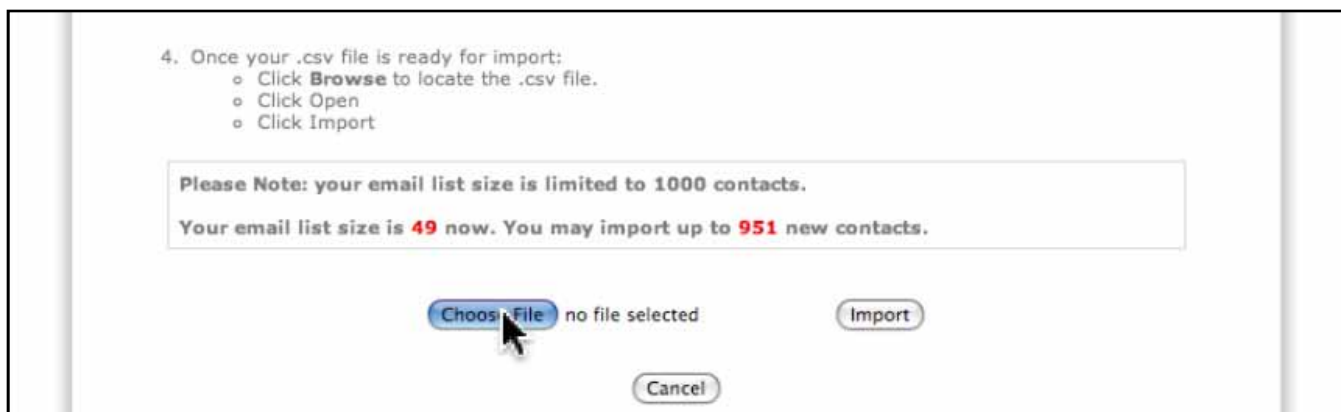
NAME EMAIL PHONE

To ensure that your data transfers correctly, make sure to check your contact list for any apostrophes, commas or any insufficient email addresses, such as missing the “dotcom” **before** importing them into your address book.

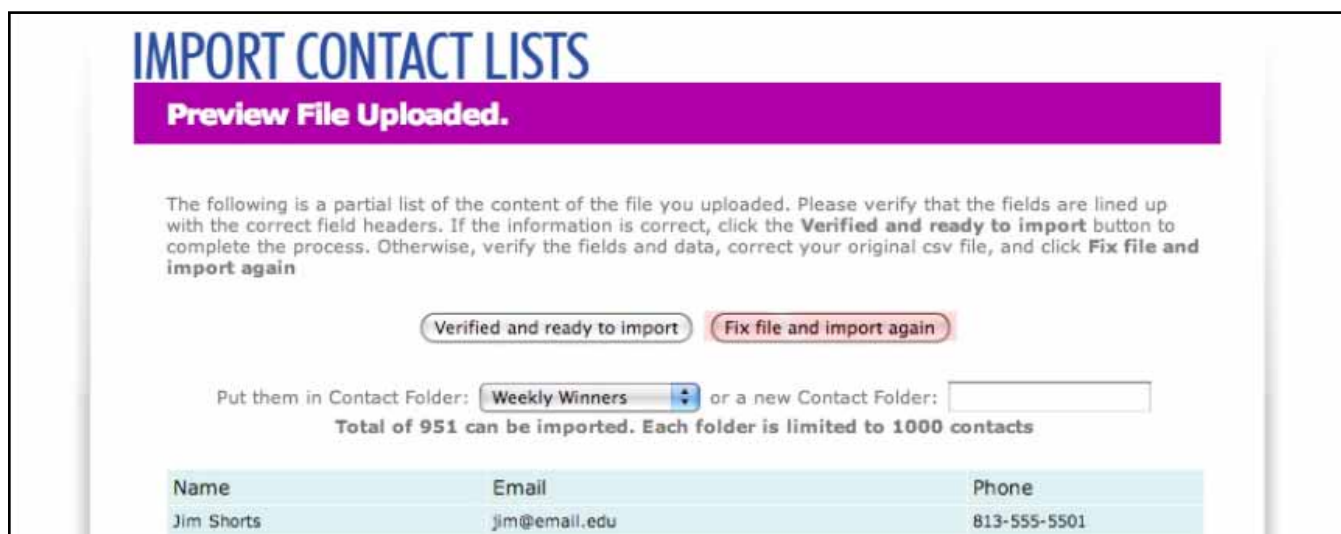


6. Now save the list as a .csv file.

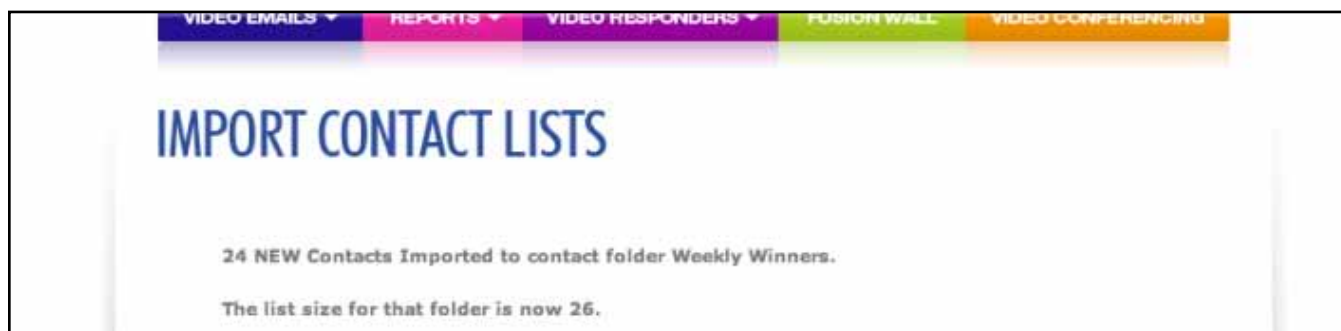




7. To import your CSV file, simply click “Choose File”, or “Browse” depending on your browser, and select the appropriate contact list (.csv file) from your computer. Once you have selected the file you wish to upload, click “Import.”



8. Once you’ve imported your files, if any corrections are needed, simply click Fix file and import again. Verify the information you provided is correct and click the “Verified and ready to import” button. Once your list is how you like it, choose a folder from the drop down list or type in a new folder name in the blank box, and then click Verified and ready to import.

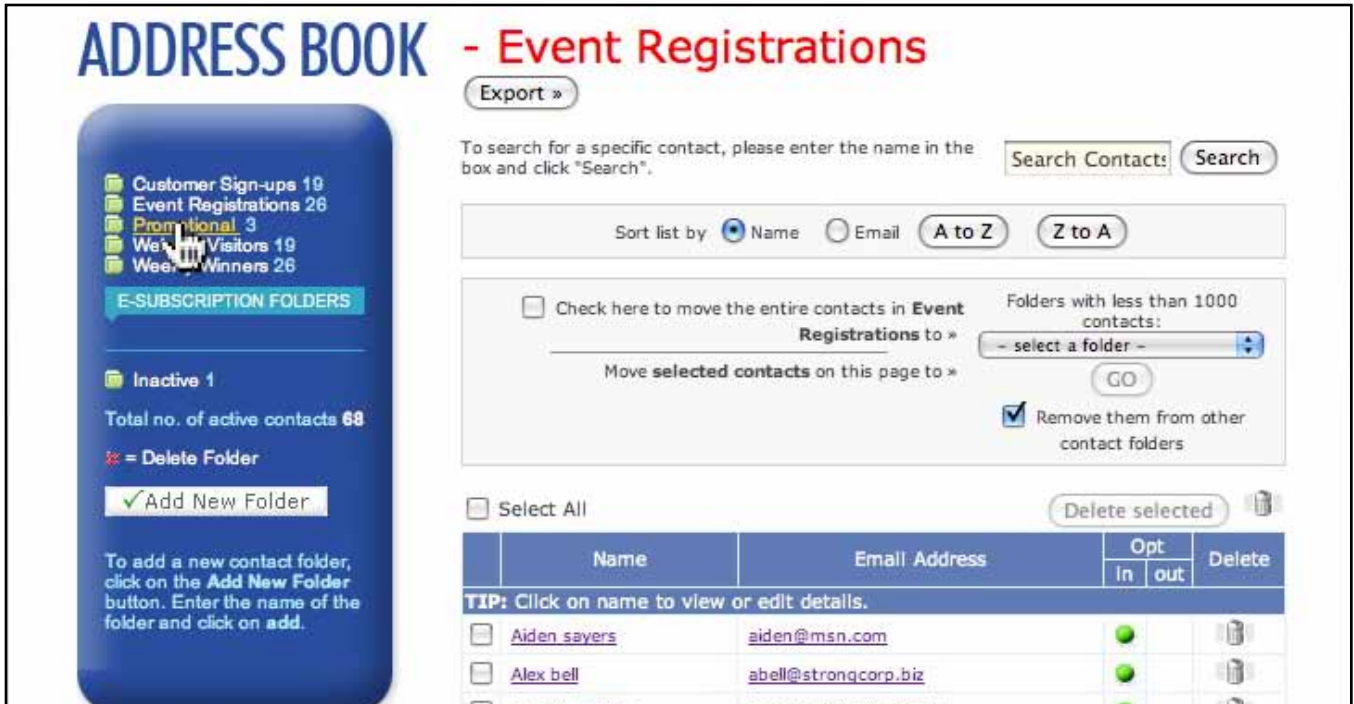


9. You’ll see a message confirming the number of contacts you have imported and the name of the folder where they are stored.



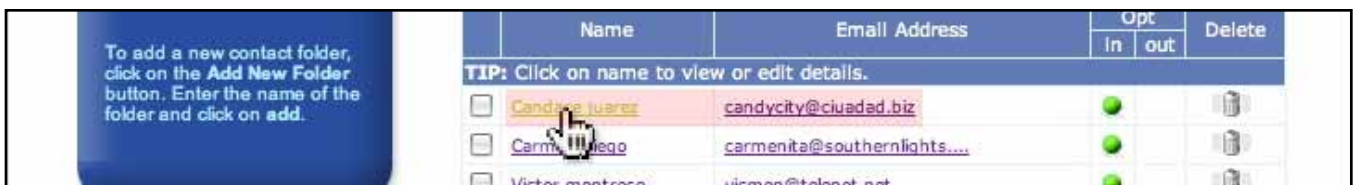
10. Now that all your contacts have been added, return to the home page of your Video Communication Center

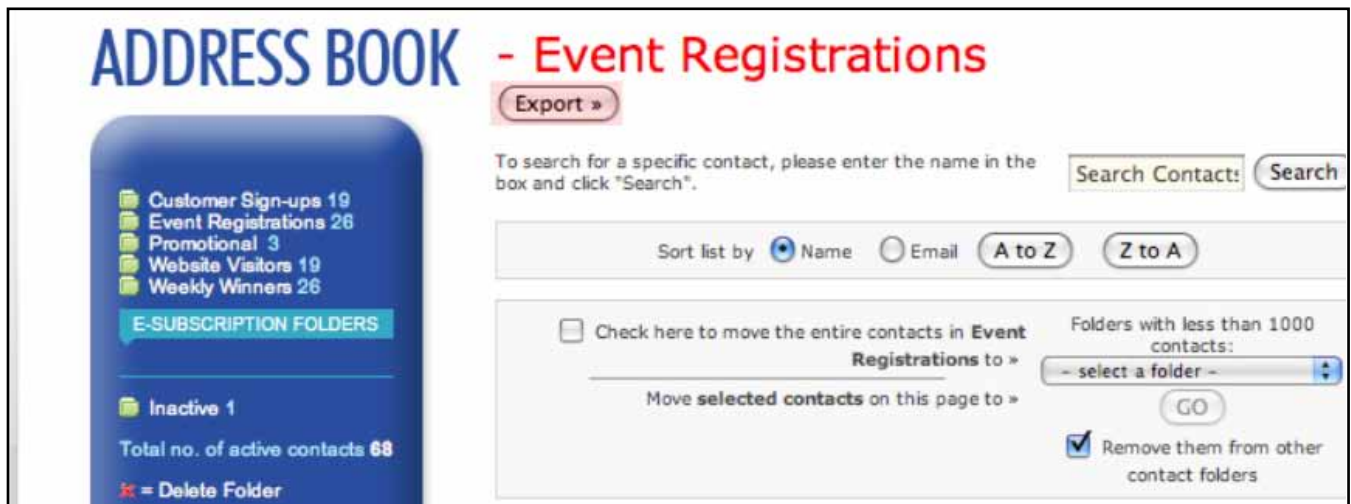
Click the “View Contacts” link from the dropdown menu and a new window will appear.



11. Inside your Address Book you will find a comprehensive list of all your email contacts.

Click on each of their names to view complete contact information or search your list with the search tool located at the top of the window.



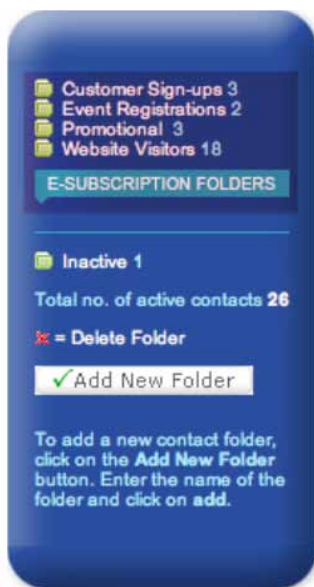


12. You can export your contacts from folders to spreadsheets to easily review your contacts and decide on any changes, additions, and deletions you wish to make. Select the folder name from the list on the left and click Export.

Name	Email	OptOut	Trash	spam
Aiden Sayers	aiden@msn.com	0	0	0
Alex Bell	abell@strongcorp.biz	0	0	0
Anastasia King	anastasia@allstead.edu	0	0	0
Arthur Higgins	headmaster@manchester.edu	0	0	0
Chester Tate	handyman@aol.com	-1	0	0
Donnie Stark	dsfbi@fbi.gov	0	0	0
Eddie Dixon	wordman@msn.com	0	0	0
Elizabeth McAllister	liza1@gmail.com	-1	0	0
Harry Porter	porterhouse@comcast.org	0	0	0
Holly Bell	mistletoe@yahoo.com	0	0	0
Homer Parks	bandit1@msn.com	0	0	0
Hunter St. James	hunt94@yahoo.com	0	0	0
Jim Shorts	jim@email.edu	0	0	0
Kevin Metz	dude1@gmail.com	0	0	0
Manny Amos	m.amos@gmail.com	0	0	0

13. Then Save or Open to display a spreadsheet of your contacts. Your spreadsheet will include: Name, Email, Opt-Out, Spam and Trash. A "0" in a column means contact is active; a "-1" means contact has been opted-out or deleted. Please note: exporting your contacts does not delete, remove or deactivate any contacts from your address book. You can only do that from your Address book. Be careful. Once a contact is deleted or opted out, you cannot retrieve it.



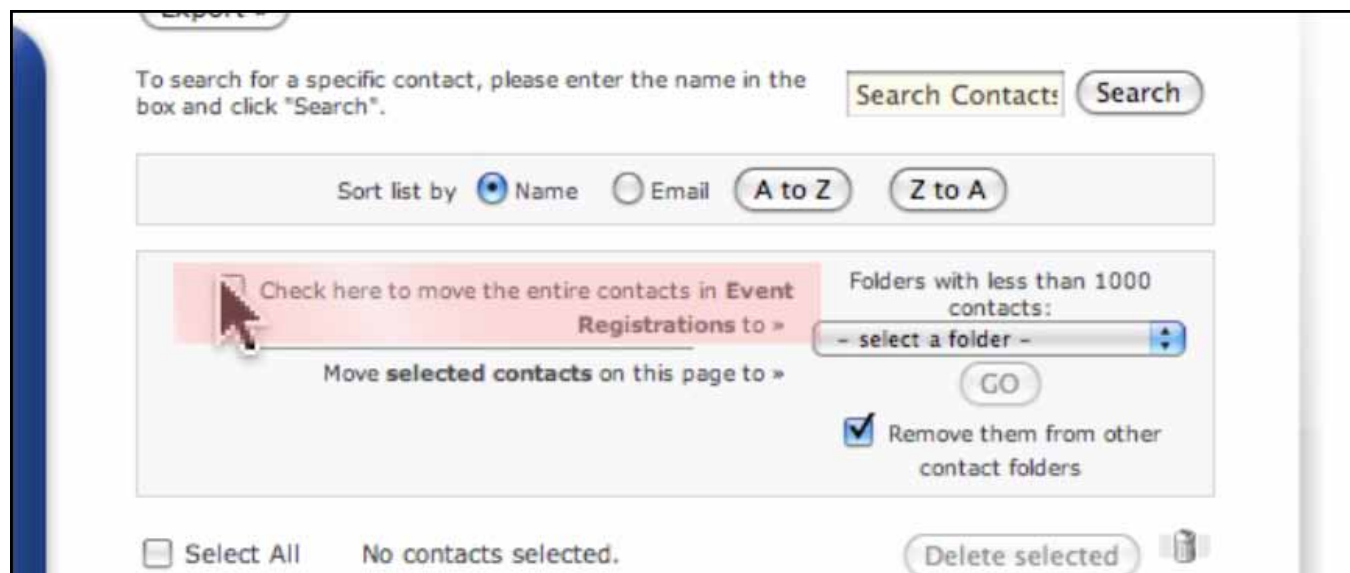


14. Go back to the View Contacts screen. On the left you can see your E-Subscription folders and an option to add new folders.

Click the “Add New Folder” button.

There is now an empty field underneath the “Add New Folder” button. Type the name of your new folder and click the green “Add” button.

Your new folder has been automatically added to the folders list at the top of the blue navigation bar.



15. You can move an entire list of contacts from a folder by checking the box next to “Check here to move the entire contacts in <your folder name>” and selecting the name of the folder from the drop down list. Or you can move individual contacts by checking the box next to the contact(s) that you want to move. By checking the box next to “Remove them from other folders”, you can avoid unintended duplication of contacts within your folders. In order to delete a folder, remove all the contacts and click the red X.

**Congratulations!** Now that you’ve finished setting up your Address Book, the next step is creating a Video Email! Here is where the real fun begins! Simply click on the Create Video Emails tutorial to get started!

# ADDRESS BOOK TUTORIAL

Managing your contacts has never been easier!

With 24/7 access, you can send **Video Emails**  
anytime using just a few simple steps!