## How to Upload Contacts from Gmail or Yahoo

NOTE: If you use Hotmail, Outlook or another email provider, please refer to the guide for uploading contacts with a CSV file.

STEP 1- Login to your Participant Center by using the "Login" button at the top of the website.



STEP 2- On your Participant Center home page either click Step 2 under "What to do next?" or click the "All Contacts" tab to access the email and contact area.

Home Ernail Profile		
What to do next?	Recent Activity	
Set up your Personal Page Customize your Personal Page with a story about why you are raising funds for this	You joined PC 3 TestRaiser	Oct 03
- Add Contacts to Your Address Book	You donated \$5.00	Oct 03
Add contacts to email from your personal Address Book on our site.	Contacts	All Contacts
Send an Email 3 You have sent no emails to your family or friends. Add them to your Address Book and	All Contacts	1
email them about your fundraising effort.	Never Emailed	۵
Thank your Donors Thank your donors!	Needs follow-up	0
Set a Goal You have reached 0% of your goal. Can you set a higher goal?	Unthanked Donors	٥
	Donors	1
	Non-Donors	٥
Ме		
Your Fundraising Progress Edit Goal	Personal Page	

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STEP S-Click Contacts in the links on the right-side of the screen. STEP 4- Click import contacts							
Home Email Profile							
Compose Message		Email All Email Selected Delete Selected Add to Group	Add a group	Add Contai	Import Contacts		
Drafts	1	All Contacts		Search	٩		
Sent Messages	0	Jennifer Peters Shuttergypsy@gmail.com>					
Contacts							
All Contacts	6						
Never Emailed							
Needs follow-up	0						

STEP 3-Click "Contacts" in the links on the right-side of the screen STEP 4- Click "Import Contacts"

## STEP 5-Choose the button next to either Gmail or Yahoo and click "Next"

ľ	Import Contacts	
Sele	Importing contacts from other email services into your Participant Center Address Book makes it easy to solicit donations, monitor who responded, and follow up with personal thank you notes.	
lebbi	Import contacts from Gmail Import contacts from Yahoo! Mail	l
nda@	O Import my Address Book contacts from a generic .csv file	
ijenni ne@c	Cancel	

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STEP 5-It will take a moment, but an authorization pop-up window will appear for you to give your consent. If this does not appear automatically, check to see if you are receiving a notice that you are blocking pop-ups on your browser

Import C	ontacts
Email Sele Your consent is and consent pop	needed to access your online address book. If the authentication p-up does not appear automatically, click the link on the right.
1. Waiting for your	consent
Cancel	🥶 Sign in - Google Accounts - Mozilla Firefox — 🗆 🗙
Jones <linda@< th=""><td>https://accounts.google.com/signin/oauth/ ••••</td></linda@<>	https://accounts.google.com/signin/oauth/ ••••
fer Pratt <jennifer@outlook.com></jennifer@outlook.com>	G Sign in with Google
Smith <jane@outlook.com></jane@outlook.com>	Sign in
	to continue to Luminate Online
	Email or phone
	Forgot email?
	Before using this app, you can review Luminate Online's <b>privacy policy</b> and terms of service.
	Create account Next

Yahoo or Google will request for you to authorize access by logging into your email service provider. Once you login to your Gmail or Yahoo account, scroll down and click Allow.

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CancerCare Manitoba Foundation 204-927-5433 <u>events@cancercare.mb.ca</u> <u>www.rideinsid</u>e.ca



## **STEP 7- Select Contacts to Import**

You can opt to import ALL of your contacts from your email address book or select which email addresses you'd like to import by clicking the check box next to the email addresses of the contacts you want to import into your Participant Center. Then, click the "Next" button.

You are now ready to start emailing your contacts!

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