

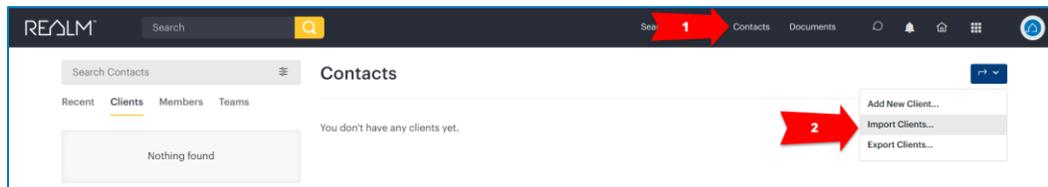
## Tips & Tricks

### How to import contacts

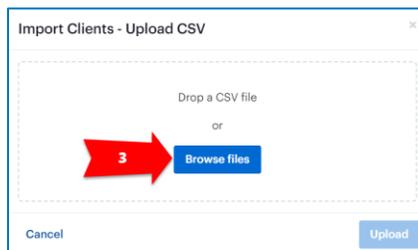
In REALM™, you can import contacts from Stratus. Note: to do this, you will first need to download your Stratus contacts and save them as a CSV file.

Here are the steps to import your contacts into REALM™:

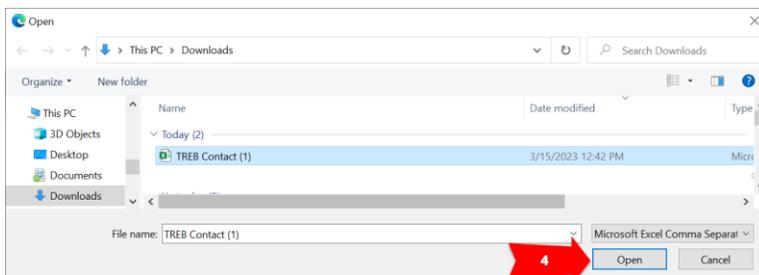
1. Select **Contacts** from the menu bar in REALM™.
2. Click the action arrow  and then select **Import Contacts** from the drop-down menu.



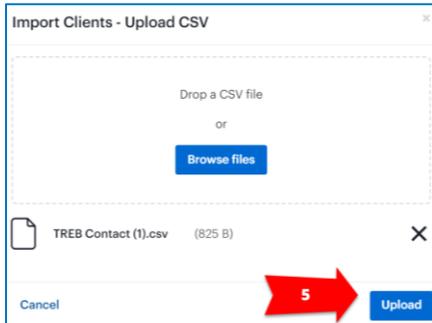
3. Select **Browse files**.



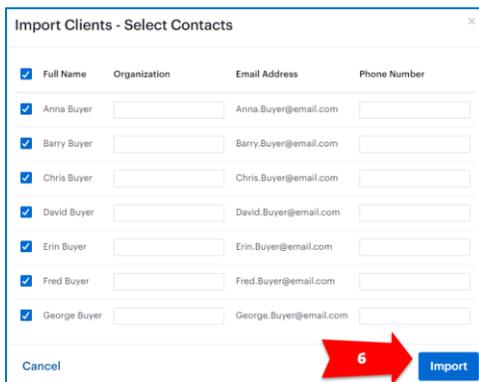
4. Navigate to the directory on your computer where the previously saved CSV file is located, select it, and then click **Open**.



5. Select **Upload**.



6. A window will appear with a list of contacts from the CSV file. Using the checkboxes, choose the contacts to be imported and then select **Import**.



*Note: Each contact must have an email or phone number to import. If this information is missing, you will see the contact in the list but will not be able to select and import them.*

*If you have an existing contact in REALM™ with the same email address, you will not be able to select and import.*

*You may edit empty input boxes in this window before importing.*

7. All selected contacts will import into your active contacts in REALM™.

If you have any questions, please contact us at [Help@REALMmlp.ca](mailto:Help@REALMmlp.ca).

