

How to input multiple Email Addresses for a Contact?

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The "Multiple Emails for a Contact" feature allows users to add more than one email address to a contact's details: one primary Email Address and Ten Additional Email addresses. Users can add, manage, and edit multiple email addresses for a contact and choose a primary email that will be used for all actions and interactions with the contact. Additionally, the feature will support conversation for additional emails, bulk import, and emails in the near future.

What are the Additional Emails for a Contact feature?

The "Multiple Emails for a Contact" feature is a new functionality that allows users to add multiple email addresses to a contact's profile. This feature is designed to enhance the functionality of contact management by providing more flexibility in how email information is stored and managed.

Please Note:

Apart from the original primary Email Address, users may add up to **Ten** additional email addresses. Which is a total of **Eleven** Email addresses, any one of which can be toggled to be made the primary Email Address at any point.

Once enabled, users can add, edit, and manage multiple email addresses for a contact. This can be done while creating a new contact or editing an existing one. Users can specify which email address is the primary one that will be used for all communications and interactions with that contact. This can be helpful in cases where a contact has multiple email addresses for different purposes, such as work and personal email addresses.

In addition to the current functionality, future updates to the feature are planned to include conversation support for additional emails, bulk import of email information, and additional email management features. These updates will make it even easier for users to manage email information for their contacts while providing more communication and outreach options.

What are the benefits of this feature?

The "Multiple Emails for a Contact" feature offers several benefits to users, including:

Enhanced Contact Management: This feature provides greater flexibility in managing email information for contacts, allowing users to add and manage multiple email addresses for each contact. This can be particularly useful for contacts with multiple email addresses for different purposes or roles.

Improved Communication: Users can choose a primary email address for each contact, which will be used for all actions and interactions with that contact. This helps to ensure that communication is directed to the correct email address, making it easier to stay in touch with contacts and avoid missing important messages.

Time-Saving: The ability to bulk import email information can save time, particularly for users who must add multiple email addresses for many contacts.

Increased Efficiency: With the ability to manage multiple email addresses for each contact, users can avoid creating multiple contacts for the same person with different email addresses. This can help avoid duplication and confusion and increase efficiency and productivity.

What are some usage cases for this feature?

Here are some unique usage cases for the "Multiple Emails for a Contact" feature:

Sales and Marketing: Sales and marketing teams can use this feature to manage email addresses for different stakeholders in a company, such as decision-makers, gatekeepers, and influencers. By having multiple email addresses for each contact, teams can ensure that their communication reaches the right person, increasing the chances of conversion.

HR and Recruiting: HR teams can use this feature to manage email addresses for candidates, employees, and contractors. This can help ensure that communication is sent to the correct email address for each person, which is particularly important regarding sensitive or confidential information.

Non-Profit Organizations: Non-profit organizations can use this feature to manage email addresses for donors, volunteers, and other stakeholders. By having multiple email addresses for each contact,

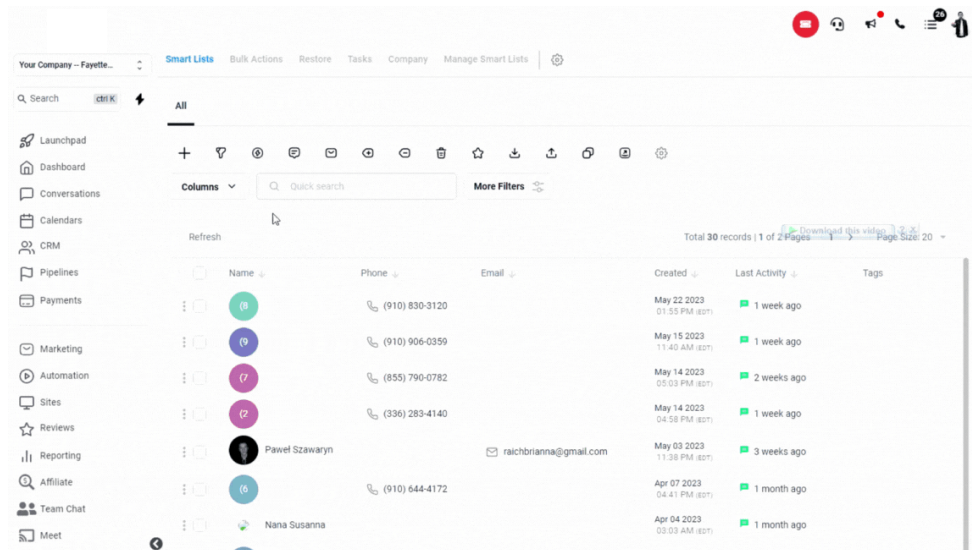
organizations can ensure that their communication reaches the right person and is tailored to their interests.

Family Management: Individuals or families can use this feature to manage email addresses for family members, friends, and other contacts. This can be particularly useful for managing group emails or email lists, such as for a family reunion or a school PTA.

Education: Teachers or school administrators can use this feature to manage email addresses for students, parents, and other stakeholders. Teachers can ensure that their communication reaches the right person and is tailored to their needs by having multiple email addresses for each contact.










How to add additional Email Addresses to a contact?

You could add additional email address fields when creating or editing a contact.













The Add Email button will disappear once you have a total of Eleven Email fields for a contact:

Email

- ☒ Email 1
- ☐ Email 2 
- ☐ Email 3 
- ☐ Email 4 
- ☐ Email 5 
- ☐ Email 6 
- ☐ Email 7 
- ☐ Email 8 
- ☐ Email 9 
- ☐ Email 10 


[+ Add email](#)

Email


- ☒ Email 1
- ☐ Email 2 
- ☐ Email 3 
- ☐ Email 4 
- ☐ Email 5 
- ☐ Email 6 
- ☐ Email 7 
- ☐ Email 8 
- ☐ Email 9 
- ☐ Email 10 
- ☐ Email 11 

How to choose the primary email address?


You need to click on the circle next to the email you want to make primary to make the change happen. Changes will be applied once you save.



×


Emails


☐ mark@companyemail.com 

☒ **Marked as Primary** nyemail.com

☐ Email 3 

☐ Email 4 

☐ Email 5 

☐ Email 6 

[+ Add email](#)

Cancel Save

Bulk Import and Export of Multiple Emails for Contacts!

✓ Upload
2 Map
3 Details

Map columns in your file to contact field properties



MATCHED	COLUMN HEADER FROM FILE	PREVIEW INFORMATION	CONTACT FIELDS
✓	First Name	Paweł Demo	First Name
✓	Last Name	Szawaryn Calendar	Last Name
✓	Business Name	Your Company Your Company	Company Name
✓	Phone	19105419977	Phone
✓	Email	raichbrianna@gmail.com mark@companyemail.com	Email
✓	Additional Emails	raichbrianna2@gmail.com, raichbrianna3@gmail.c... mark2@companyemail.com, mark3@companyem...	Additional Emails

Cancel
Back
Next

Steps to Import

- Within the Contact Import section, users will discover a fresh system field named “**Additional Emails.**” This feature enables users to map all their extra emails.
- During the import process, it's necessary to include all additional emails in one column. These should be separated by commas (,), slashes (/), or semicolons (;), and then mapped to the “Additional Emails” field in the system. ?

Conditions?

- Contact uniqueness will be established based on both the primary Email and Additional Email (if "Email" is chosen in "Find Existing Contacts Based on First Preference"). ?
- If multiple duplicate matches are found for an additional email, that specific additional email will be omitted from the contact.

- Any invalid emails discovered in the additional emails field will be discarded, leaving only the valid ones retained for a contact.
- If the email column in the CSV is vacant but the additional email column has values, the first additional email will take the role of the primary email. ?
- When updating an existing contact, the specified emails in the CSV will merge with the emails already linked to the contact.

- The "Additional Email" column can accommodate a maximum of 10 email IDs. If more than 10 email IDs are included, only the first 10 will be considered. ?

Bulk Export?

In the Contact Export section, if users have selected the email option in the smartlist column, a new column named "**Additional Email**" will automatically appear in the exported CSV file. This column will contain all the additional emails arranged in one column and separated by commas(,).

Sample CSV

	A	B	C	D	E	F
1	First Name	Last Name	Business Name	Phone	Email	Additional Emails
2	Paweł	Szawaryn	Your Company		raichbrianna@gmail.com	raichbrianna2@gmail.com, raichbrianna3@gmail.com, raichbrianna4@gmail.com
3	Demo	Calendar	Your Company	19105419977	mark@companyemail.com	mark2@companyemail.com, mark3@companyemail.com, mark4@companyemail.com
4	Naya	Hartmann	Your Company	19108879004	nayanaya@gmail.com	nayanaya2@gmail.com, nayanaya3@gmail.com, nayanaya4@gmail.com
5	Robin	Grayson	Your Company	19108879002	robin787@gmail.com	robin7872@gmail.com, robin7873@gmail.com, robin7874@gmail.com
6	Jackeline	Prince	Your Company	19108879000	prince@yahoo.com	prince2@yahoo.com, prince3@yahoo.com, prince4@yahoo.com