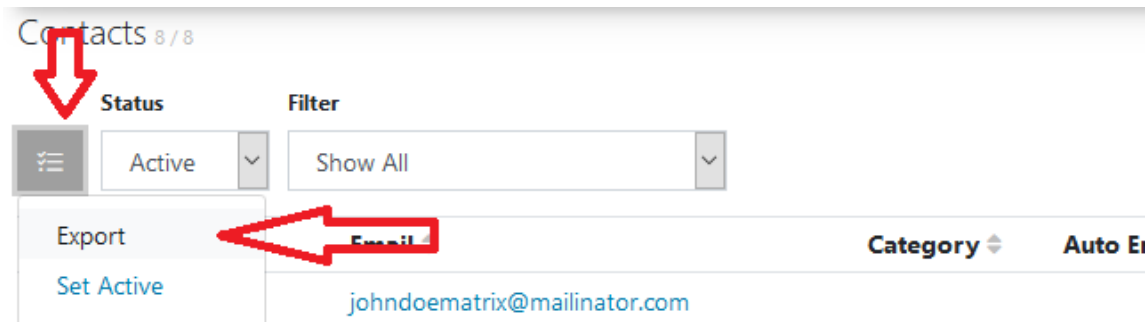


**Exporting and Importing Contacts**

Visit My Matrix>Contacts to get started

Exporting

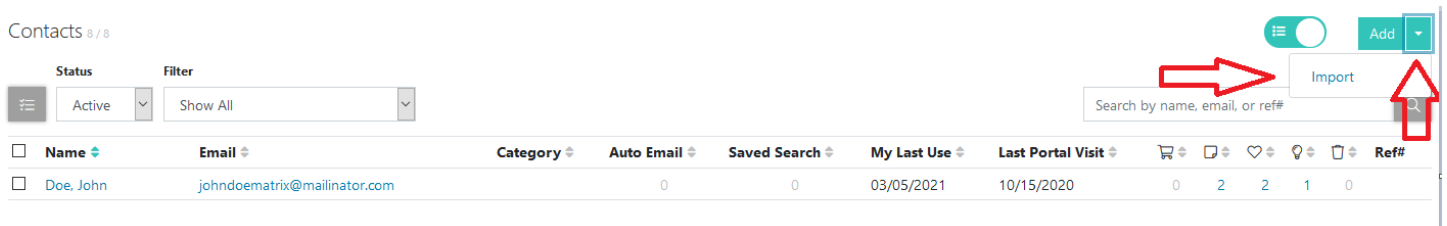
1. Find the EXPORT option within the contacts menu to download ALL contacts.



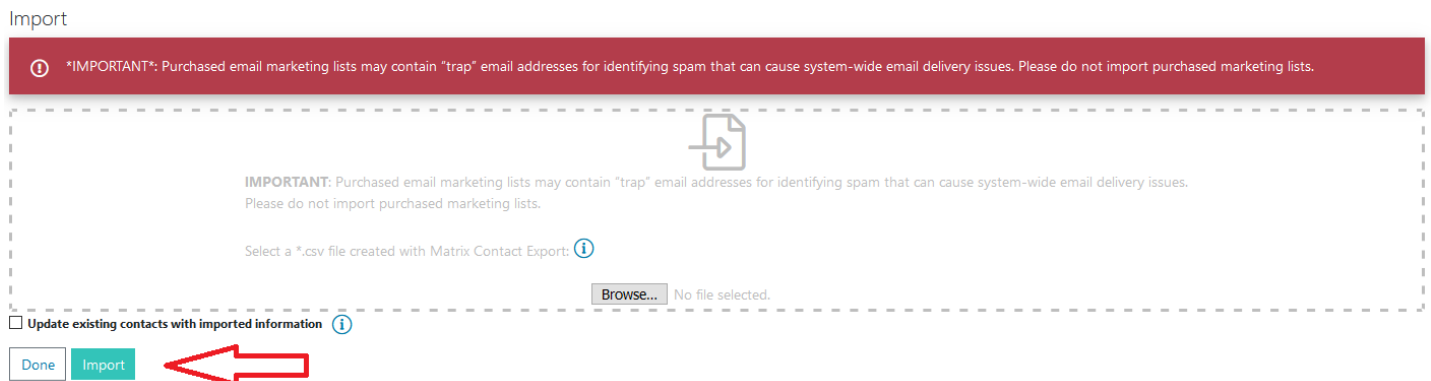
2. Matrix will download a CSV (spreadsheet) file to your computer with the contacts.

Importing

1. Press the "Import" button located within the green menu at the top right corner.



2. That will take you to this screen. Click on the "Browse" button to find the CSV (spreadsheet) file with your exported contacts.



Then click on "import".

3. Matrix will download the contacts and display them on your screen for verification. To finalize the process, press "Done".