eGO Academy



Software

How to import contacts from Gmail

The application manager has the possibility of importing contacts from their Gmail account directly to the application.

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To do so, take the following steps:

 Click the 'Contacts' tab. Then on the right side bar, click 'Import contacts from Google';

ind someone by typing their name	O Import contacts from Goo
(Name, Email, Phone)	Add a new person Add new company
r advanced search	Quick search
Contacts, recently updated contacts and companies.	► Tags ①
how Recently updated contacts and companies	First page Next Help
elect Add a tag Send survey Send newsletter Export Delete More	eGO Real Estate Acade
Julien Horta Created by EGO, 07 Jan	
1	
add tags	
Juanito Lupo Created by Julien Horta, 07 Jan	
98723954, 345345646 teste1@teste.com, teste2@teste.com	

2. A pop-up window will appear alerting the user that this action requires Google authentication. Click **'Authenticate on Google**';

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Export De	Import contacts from Google	8	cademy
	This action requires your Google authentication.		

3.	Enter	your	email	and	password	and	click	`Sign	in';	,
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	Sign in - Google Accounts - Google Chrome	(Interno
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	Google	
	One account. All of Google.	
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	Email	
	Password Sign in	
	Stay signed in Need help?	
ail.com	Create an account	

4. Select the group of contacts you want to import and click `Synchronize';

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	Import contacts from Google		<u>ال</u>		
	Update contacts from group: All people				
	Synchronize Cancel				
@teste.com					

5. Finally, a pop-up window will inform when the import is complete. Just click 'OK'.

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		Import completed			
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Learn more at: <u>http://academy.egorealestate.com</u>

Questions: <u>support@egorealestate.com</u>