TO EXPORT YOUR CONTACTS FROM MATRIX

Go to My Matrix; My Contacts; Export All. This will give you a downloaded csv (comma separated values) file.

AnswerLink: 888-825-5472									
REALTOR® Service - First & Foremost Home Sea	arch Stats My Matrix 🗗 Tax	Links Finance Input	Market Reports Admi	n 🗗 Mobile 🛛 Help	Hello, Lisa · Logout				
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Harp Renae	lrs1984@hotmail.com		1 0 03/28/2018	never	0 0 0 0 0 94063				
Sims Rhonda	rhonda@nwarealtors.org		0 04/06/2018	never	0 0 0 0 0 96014				
Teekell Cindy	cindy@nwarealtors.org		0 0 04/06/2018	never	0 0 0 0 0 96013				
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TO IMPORT YOUR CONTACTS INTO NAVICA

- Go to Contacts; Import Contacts.
- Select your Contact Type (you will be able to edit the categories of your contacts later, if necessary).
- Data Delimiter will be Comma.
- Select the csv file that you exported from Matrix.
- Click on Import File Fields and match the fields.
 For example: name last = Last Name name first = First Name email1 = Email Address
 - Then click on Import Contacts.

Northwest Arkansas Board of REALTORS								
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NAVICA SUPPORT OPTIONS

800-367-8756 or 866-571-8922

support@navicamls.net