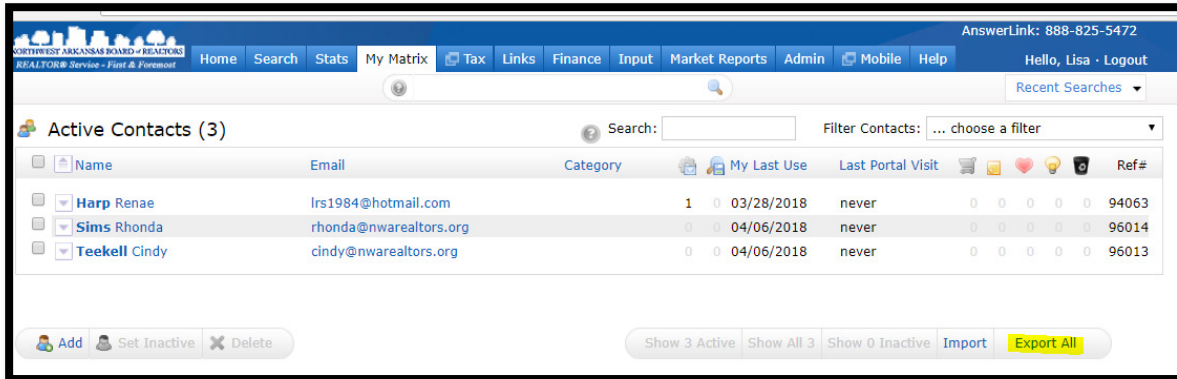


## TO EXPORT YOUR CONTACTS FROM MATRIX

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



## 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.



NAVICA SUPPORT OPTIONS

800-367-8756 or 866-571-8922

support@navicamls.net