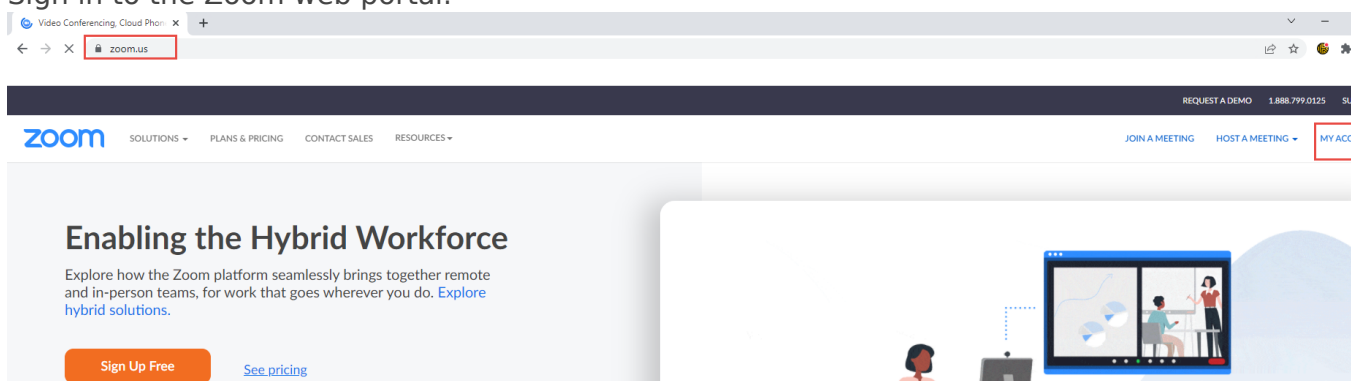


Zoom Phone - Contacts and Speed Dials

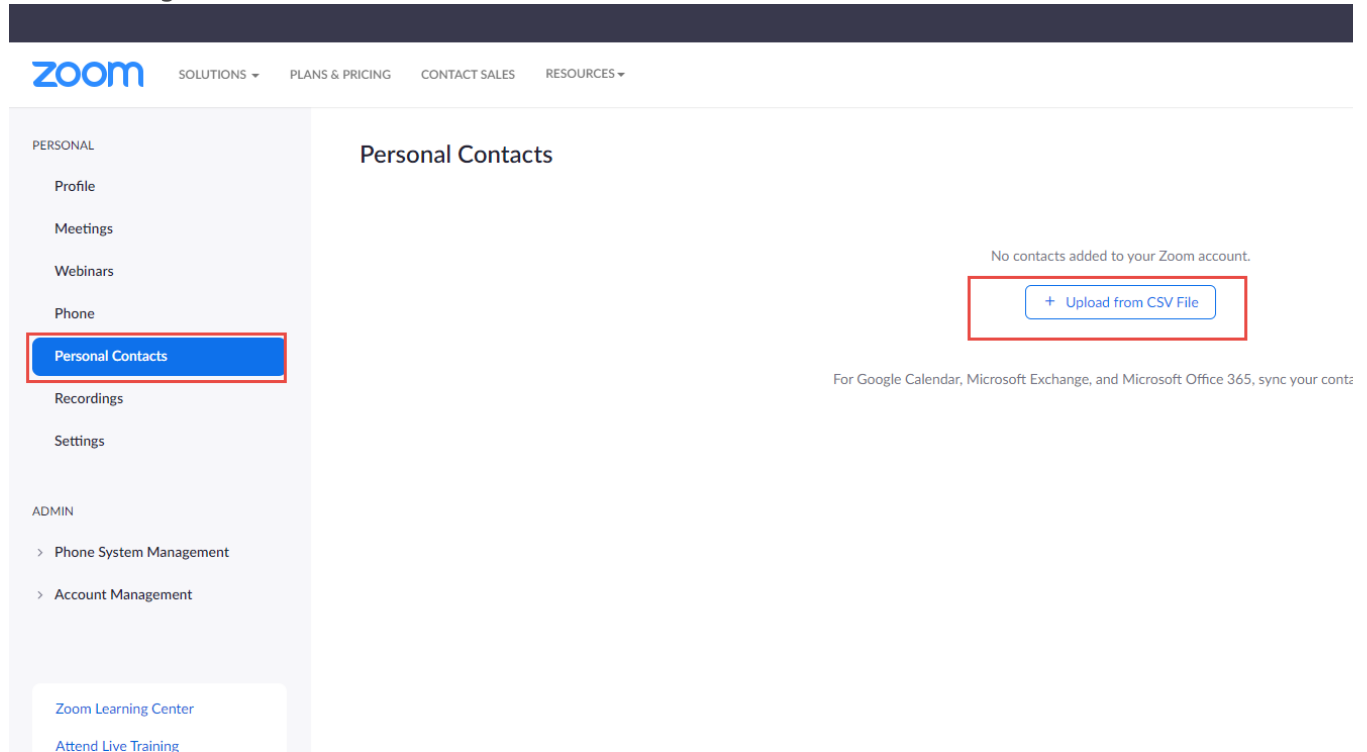
How to import contacts using a CSV file

To begin using personal contacts, you can download a CSV sample file from the Zoom web portal, then edit it with your contacts.

1. Sign in to the Zoom web portal.

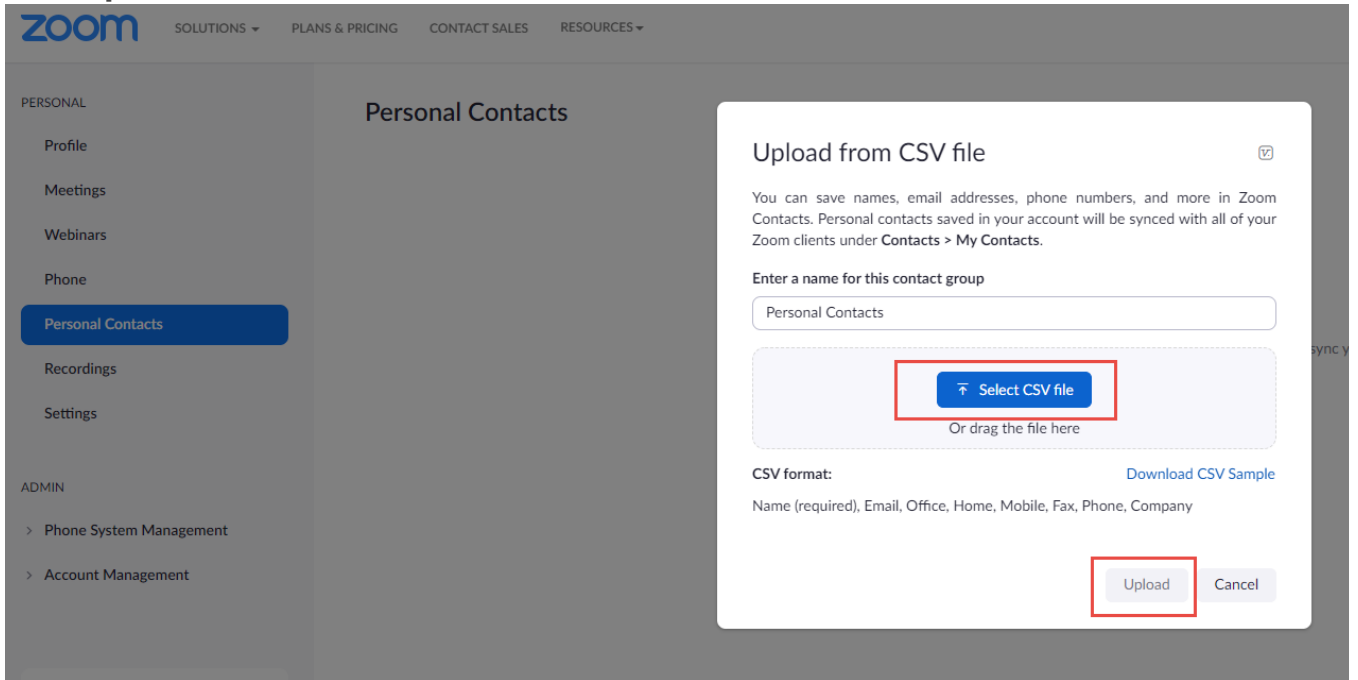


2. In the navigation menu, click **Personal Contacts**.

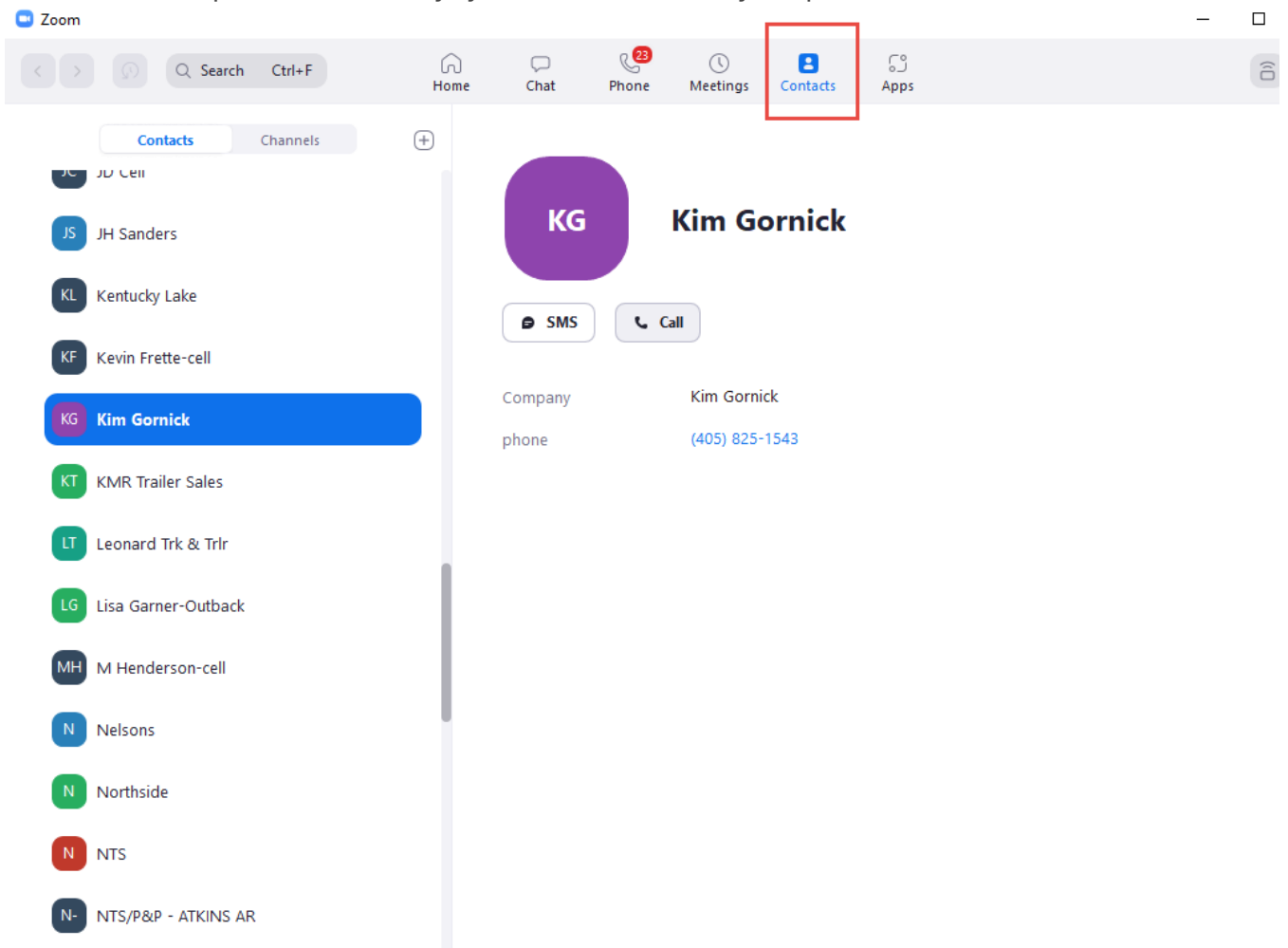


3. Click **Import**.
4. Click **Select CSV File** and upload the CSV file you want to import. (premade lists are attached to this page, on the upper left side)

5. Click **Upload**.



6. If the CSV imports successfully, you will see a list of your personal contacts.



Revision #3

Created 10 March 2022 02:10:54

Updated 20 January 2025 17:08:09 by Paul Nus