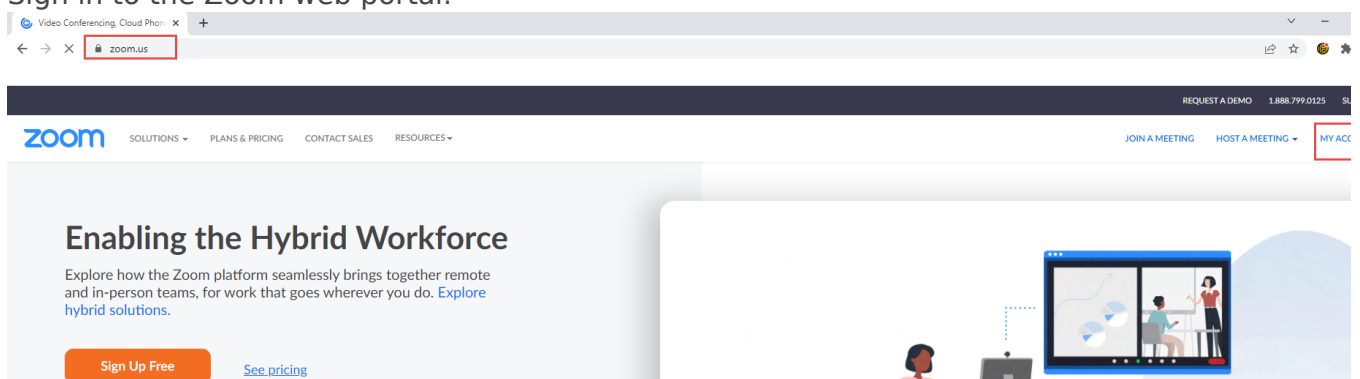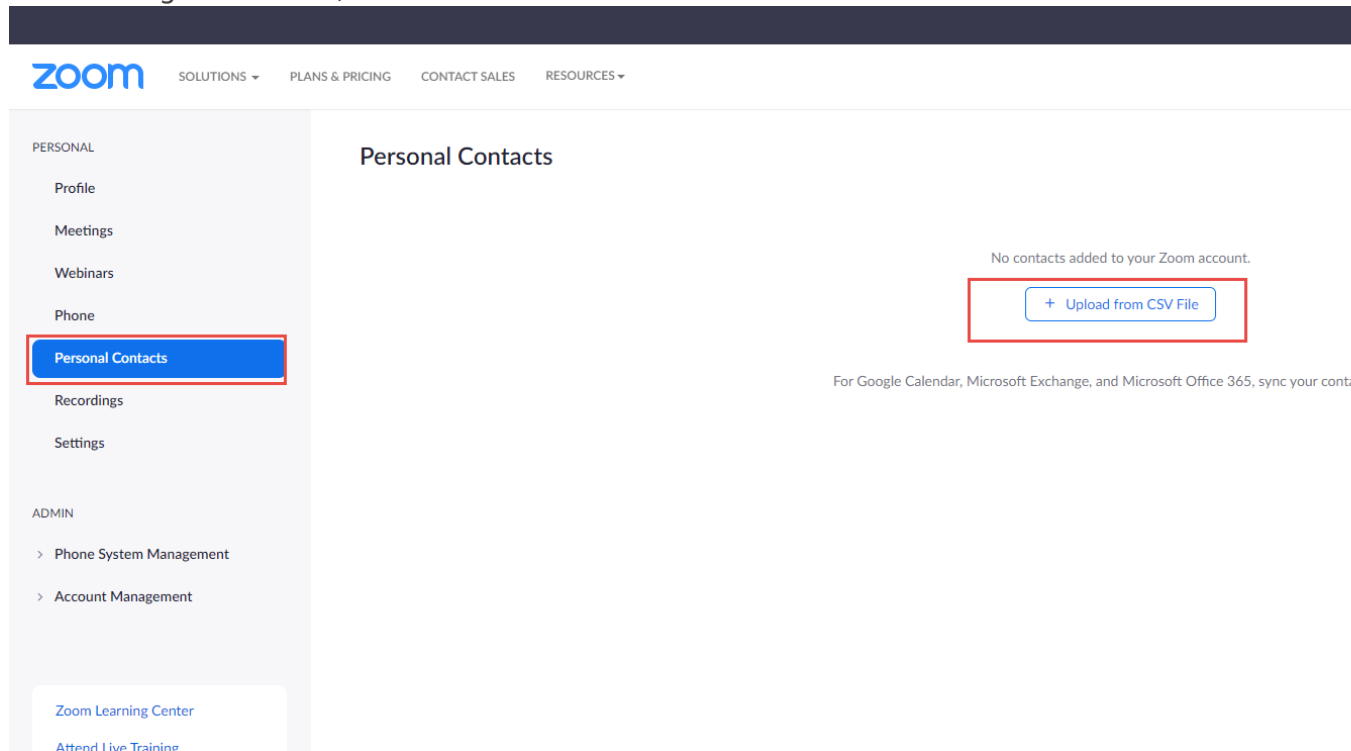# Zoom Phone - Contacts and Speed Dials

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.
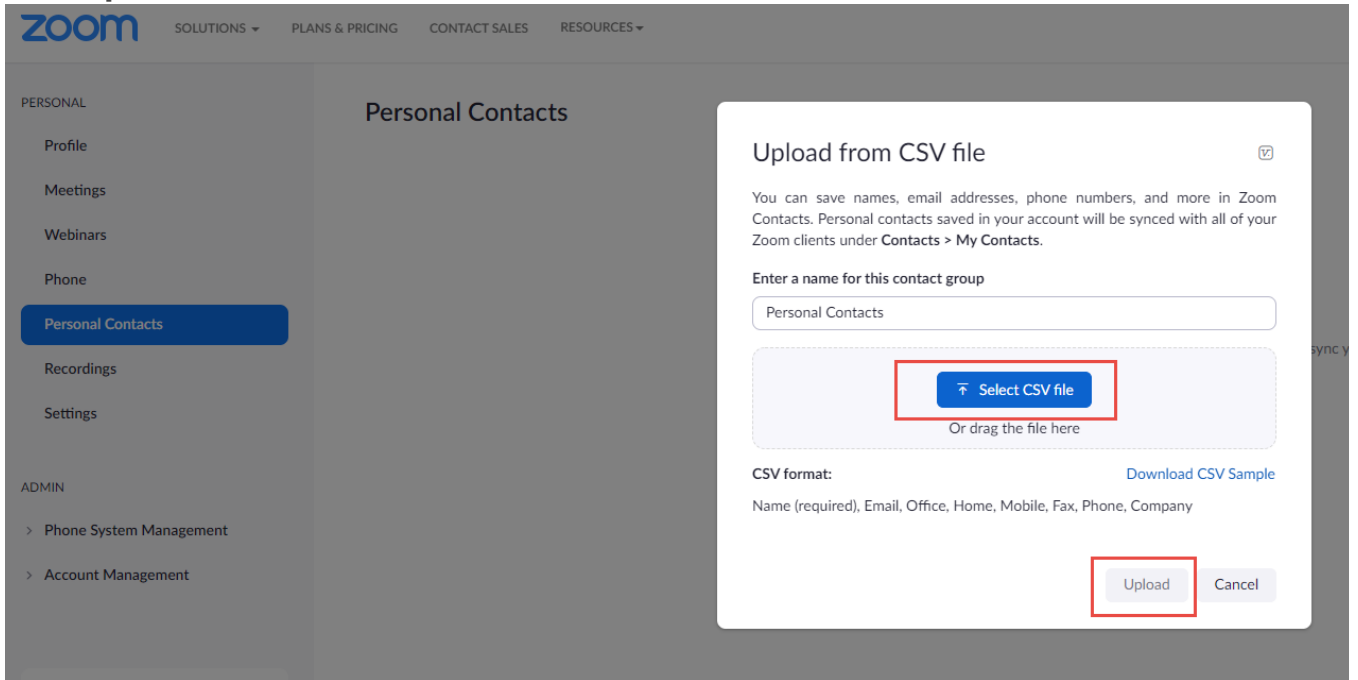
1. Sign in to the Zoom web portal.

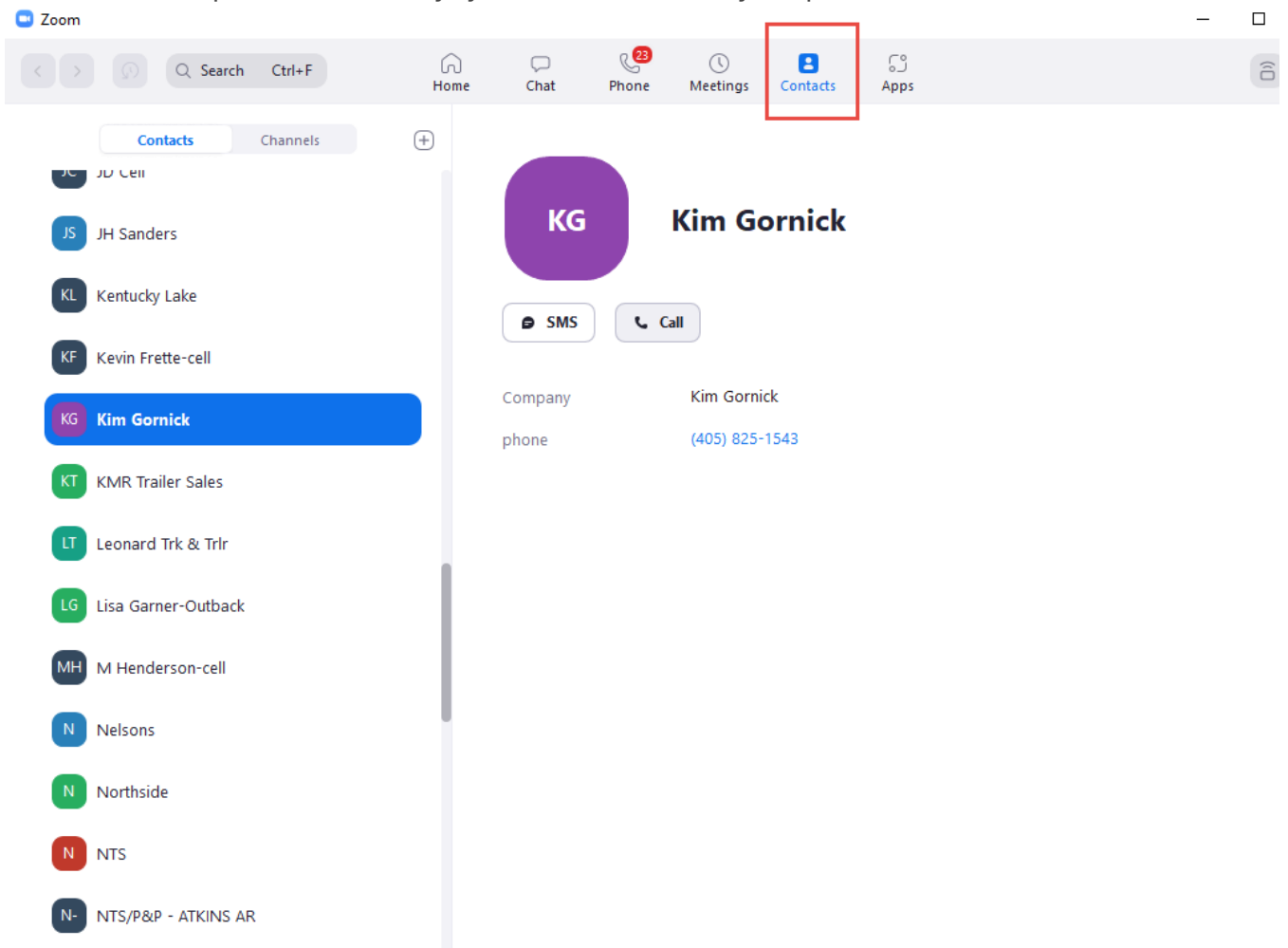2. In the navigation menu, click **Personal Contacts**.

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.