

UPLOADING LISTS OF NUMBERS TO THE PROMPTXT PHONE BOOK

The Promptxt phone book provides a powerful tool for saving lists of recipient numbers.

Format for upload

To upload numbers, and names if required, the information is saved in CSV format, to do this export the information to an Excel spread sheet, the first column being recipient numbers (do not include country number) the second being names.

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2155981474 Bob
2155981475 Fred
2155981476 Sue
2155981477 Mark
2155981478 Dave
2155981479 Brian
2155981480 Raj
```

Click Save as and name the file and select CSV (Comma Delimited).

Please note that contact information from Outlook can be exported to a CSV file, the data will need to be manipulated to the above format.

To upload, go to your Promptxt account and click Phone book and Import, follow the instructions.