

Adding users to Constant Contact

1. Go to www.constantcontact.com
2. Login username: canajoharie
Password: canajoharie13317
3. Click on the link to “Contacts” located to the right on the grey toolbar.



4. Click “Add & Update Button”

Contacts

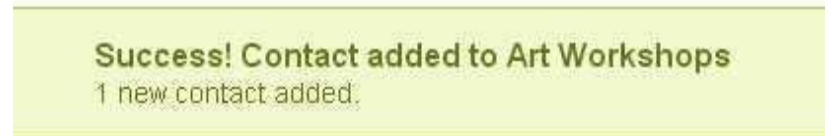
 **Add & Update**

1,599
Active Contact

View contact list

5. In pop up box that comes up choose second tab “Type In email & other details” Manually add email, first name, and last name. Do not fill in any other field. Then click “Next” button

6. The next page is where you select which mailing lists to add them to. Everyone gets added to “General Interest.” Unless the person has specified otherwise add them to all mailing lists. At the bottom of each email we send out is a link where users can opt out of the whole email system or just opt out of certain lists. Click “submit”
7. Congratulations you have added users to Constant Contact! You will see this message letting you know that you have been successful.



Sometimes a person was already in the system and you will get a message that states: 1 user added, 2 updated, etc.