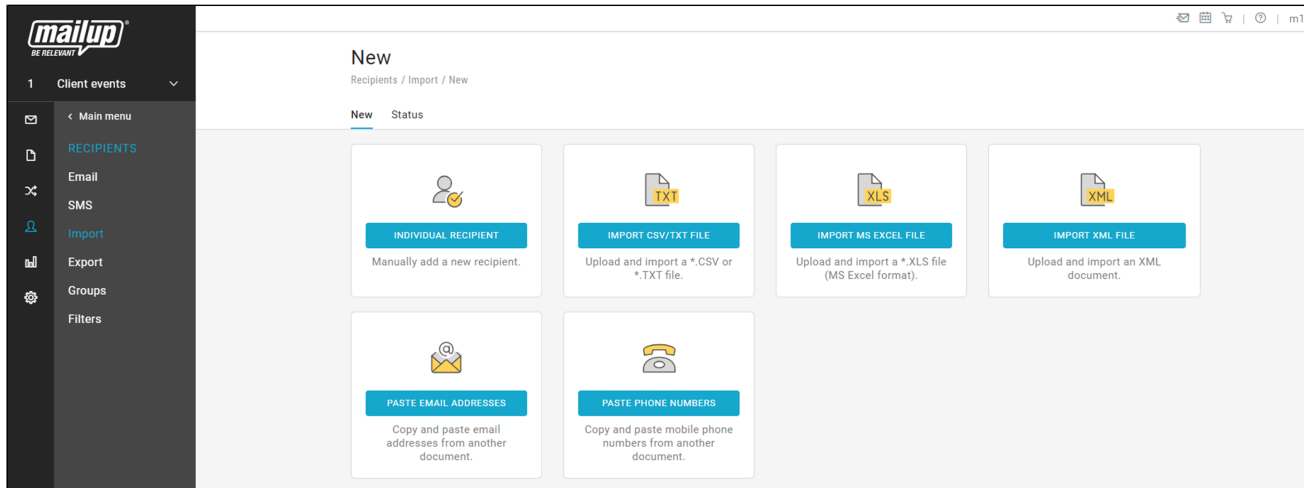


Import

The Import function allows you to import a variety of formats:

- manually adding an [individual recipient](#)
- importing a [CSV/TXT](#) file
- importing an [Excel](#) file
- importing an XML file
- using [copy and paste text](#) into MailUp, and have the system automatically detect and extract email addresses and mobile phone numbers
- using one of the integrations with external systems available.

To get started, select *Recipients > Import* in the left-side navigation.



Important things to remember

1. All recipients are imported as [Subscribed](#) unless you select a different option during the import process.
2. Existing recipients - matched based on their email or mobile phone number - will be updated (duplicates are never created); the subscription status will not be updated.
3. Use the [Advanced Import Options](#) during the import process to change these default settings. The Subscription status and group assignment options section of the Advanced options overwrites the current subscription status (i.e. Subscribed, Pending, or Unsubscribed). It is therefore strongly recommended to read the [Advanced Import section](#) before using this feature.