

HOW TO UPLOAD CONTACT LISTS TO FACEBOOK



STEP 1

Before you start to upload your email contact to Facebook you will need to create a .csv list with a maximum of 5000 email addresses.

You can create these files easily from most email programmes, spreadsheets, databases and newsletter platforms.

STEP 2

Sign into your Facebook page and click on the 'Build Audience' drop down tab in the top right hand corner.

STEP 3

Select 'Upload contact list file'

STEP 4

Select 'Choose File' and find the .csv file that you made earlier.

STEP 5

Select 'Upload contacts'

STEP 6

Your list will import and then you need to select which ones you want to send the invitation out to, currently there is no select all option.

Review the message and then send out the invitation.

Good luck and let me know if you have any questions.



MOOD

www.mood-design.co.uk
01925 963 162