Contacts

WizMailer provides a simple and convenient way to organize your contact items. Having a copy of your contact items online not only allows you to easily compose emails to your recipients but helps in improving your spam filtering.

Accessing Your Contacts

To the right is a picture of the WizMailer Contacts Bar with some options and your contacts folder tree. You can create more than one contact folder and can even have them organized as sub-folders.
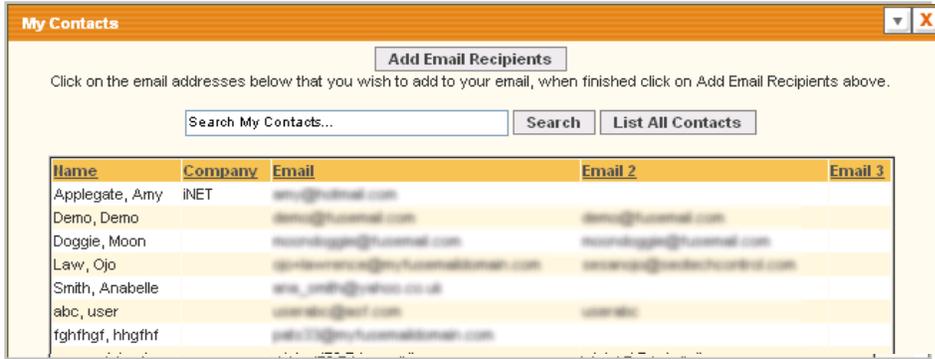
To access a contact folder, click on its name. This will open a list of the contacts in this folder

Click on any of the contacts to bring up a detailed view.

Composing email to your contacts

You can also access your list of contacts when composing an email. In the Compose Mail windows, click on "To", "CC" or "BCC" to bring up your contact list.

Select a contact from the list and click on the Add Email Recipients button.

Alternatively you can visit your Contacts folder and right-click the contact item and select Create New Mail from the context menu as shown below:
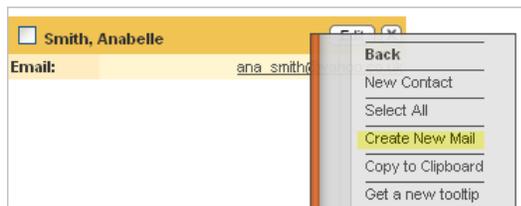
Adding a New Contact

To add a new contact item, visit the Contacts section in your Webmail and click on the "Create New Contact" button.

Fill in the appropriate fields. All of the fields are optional, so if they are not relevant to your contact you can leave them blank. Besides the general information section, you can also save other information like addresses and phone numbers associated with your contacts. Once you fill out the basic information, click on the "Save All Contact Information" and afterwards click on the links at the top to fill in detailed information. When you're done, click on the "Return to Contacts" button.

Updating a contact

To update a contact items, click on the edit link next to it. Once you're done, click on the "Save All Contact Information" button.

Contact Update Campaign

With Contact Update Campaigns you can let your contacts update their own personal information. To setup a new update campaign, go to the "Contacts" section and click on the "WizMailer Update Campaigns" link. Click on the "Start a new Campaign" button.

Select a personalized message to send to your contacts, and we will do the work for you. Each person in the folder you select will be sent an email asking them to visit a URL if the personal information contained in the email is incorrect. Once they have visited the URL they can update, edit, or delete any part of their contact.

Deleting a Contact

To delete a contact, click on the "X" icon next to it. You will be prompted to confirm. Select "No" to cancel the deletion or "Yes" to delete the contact permanently.

Moving a contact

If you have more than one contact folder, you can move a contact item from one folder to another. To do so, click on the contact item and drag it to the folder tree on your left. To move several contact items at once, check the contact items first, then drag-and-drop them to the destination folder.
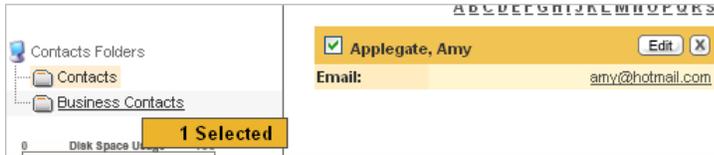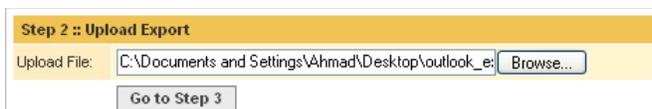

Importing Contacts

To import your contact folder, visit the Contacts section and click on the Import / Export Wizard.

Select "Import form email client" and then select the contact folder to which you'd like to import the items to. Afterwards select your email client from the list below. Finally click on the **"Go to Step 2"** button.

You will then be given instructions as to how to generate a CSV file of your contact items from your email client. Follow these instructions and click on the Browse button to locate the file saved on your computer. Click on the "Go to Step 3" button.

In the following screen, you will be given option to either save the items as new records or update and replace existing records that match.

Click on the "Do Import Now" button to start the import process. Once done, your contact items will show up in your Contact list.

Exporting Contacts

To export your contacts to your email client, visit the Contacts section in webmail and click on the "Import / Export Wizard."

Check the "Export to email client" radio button and select the contact folder you want to export from. Next, select the email client to which you are exporting and click on the "Go to Step 2" button. You will then be prompted to save your contact lists in CSV format. Save it and refer to the documentation of your email client to import the file. The CSV file is a common format used to import/export contact items.

Synchronizing Contacts through SyncML

If you'd like to maintain a synchronized copy of your WizMailer contacts items in your mail client or mobile device, you will need to use SyncML.

SyncML is an XML protocol that allows you to synchronize several items including tasks, calendars and contacts. Most mobile phone devices like Blackberry, Treo and Apple's iPhone support this protocol through the use of 3rd party applications.

Using SyncML

The usage of SyncML will vary depending on the SyncML client you use. However, below are some of the settings that are common to all of them and are necessary for proper configuration:

SyncML Server: sync.wizmailer.com
Port: 80
Contact folder: ./Contacts

Using Outlook SyncML Plug-in

We also provide a plug-in for Outlook, Outlook Express and Blackberry that allows you to automatically sync your address book. These plug-ins can be downloaded by logging in your Webmail account and

visiting Settings -> Utilities -> Sync Plug in for Outlook, Outlook Express & BlackBerry. Download and install the plug-ins and refer to our plug-in manual for more information.