联系人组的创建和导入
Create and import Mail Group(Contacts)

Ver：ITSC2025032501

1. 功能 Function

(1) 创建需要的邮件分组并批量导入邮件地址

Create email groups(Contacts) and import email addresses in bulk
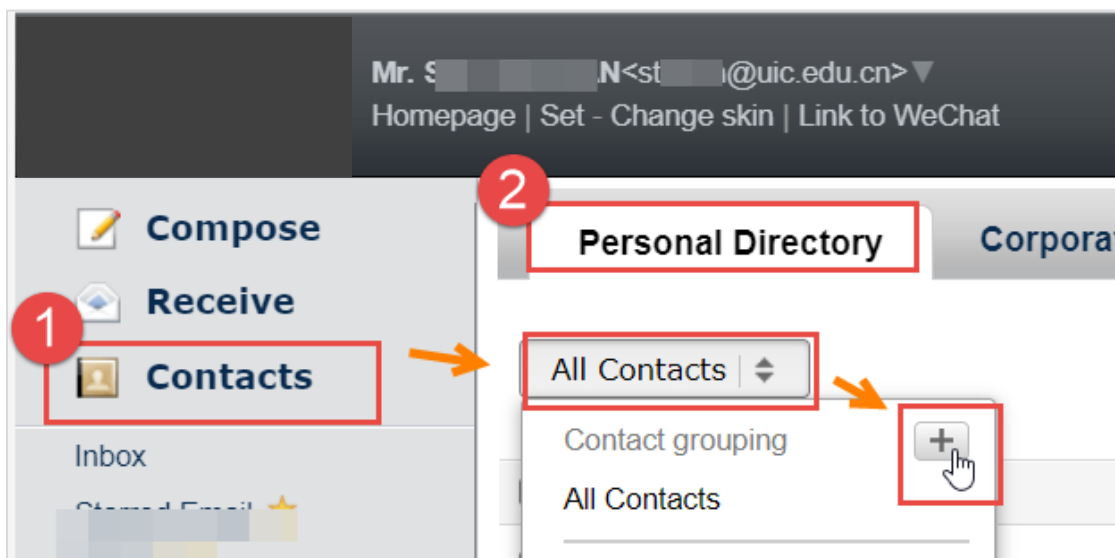
(2) 导入邮件地址注意，职员类邮箱地址每次群发最多是 600 个，学生类邮箱地址最多是 100 个（总数要小于 600 个）

Import email addresses Note that the maximum number of email addresses for staff is 600 per group, and the maximum number of email addresses for students is 100 (the total number should be less than 600)

2. 操作 Operation

(1) 登录腾讯邮箱网页版后，请点击 【联系人】

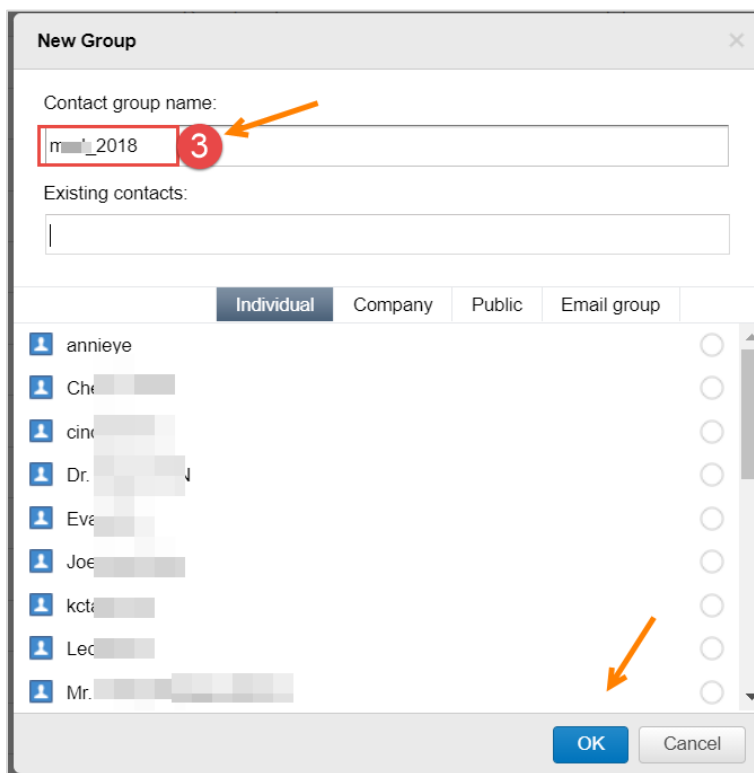After logging in to Tencent Mail web version, please click [Contacts]

(2)在个人目录，点击 All Contacts ，点击新建

In the **personal directory**, click All Contacts , click New

(3)输入邮件分组名称，例如 mxx_2018

Enter the mail(Contact) group name, eg.mxx_2018

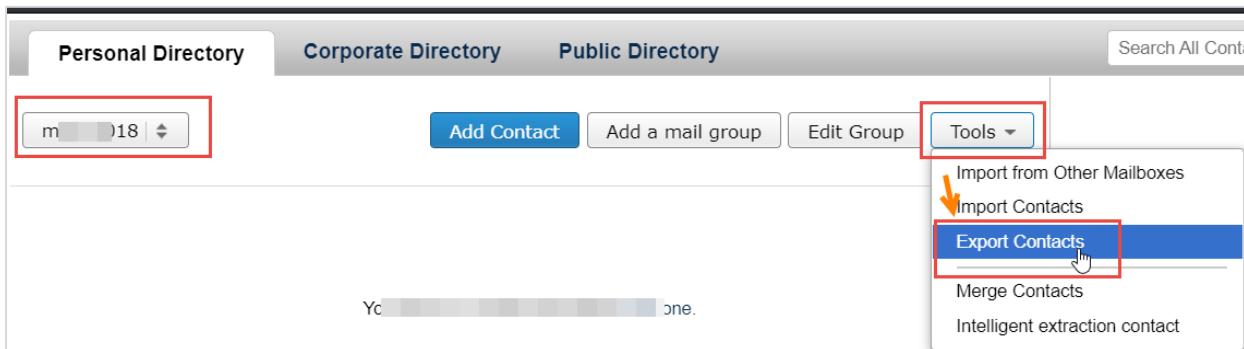

点击 OK 按钮，
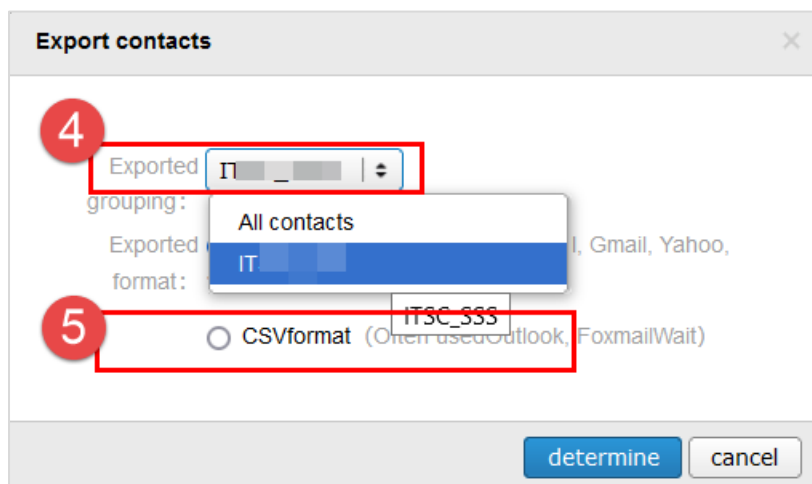
Click OK

(4)创建邮件分组后，在【工具】下拉菜单选择<mark>导出联系人模板</mark>

After creating an email group, select **Export Contacts** Template from the [Tools] drop-down menu

导出下拉菜单，**选择自己新建的邮件组**，例如 mxx_2018,然后选择 CSV 格式,点击确定:

From the **Exported** drop-down menu, select your new mail group, eg.mxx_2018
Choose a CSV format，click determine:

(5) 目前导出模板仅支持<mark>中文版</mark>，必填项是【<mark>姓名</mark>】和【<mark>电子邮件完整地址</mark>】

Currently the export template only supports the Chinese version, and the required fields are [Name] and [Full Email Address]
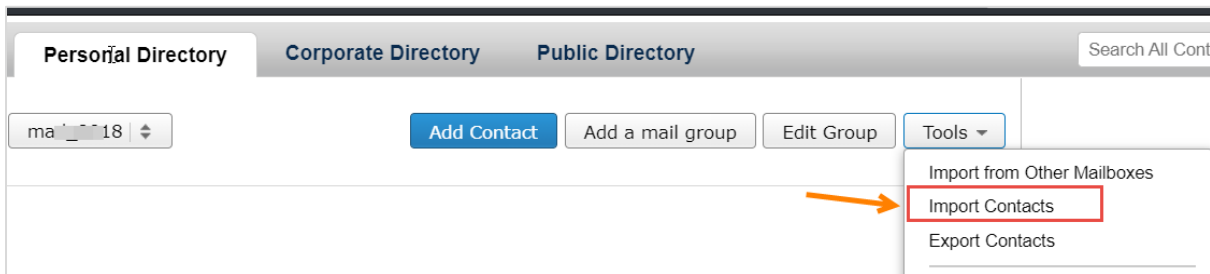

其他信息可以根据需要填入

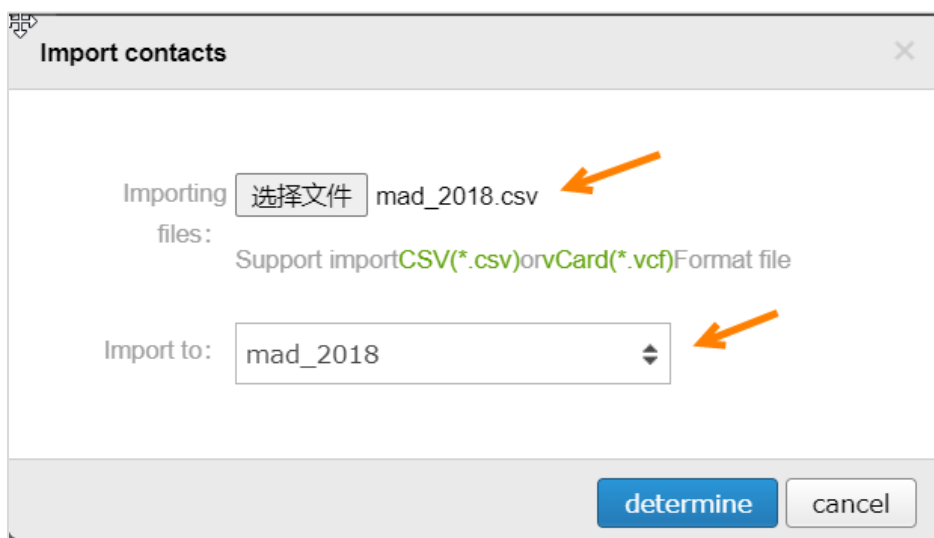Other information can be filled in as needed

(6) 按模板格式填入信息后，返回邮箱系统页面，点击导入联系人

After filling in the information in the template format, return to the mailbox system page and click Import Contacts

选择已填好信息需要导入的Excel(CSV)格式的文件

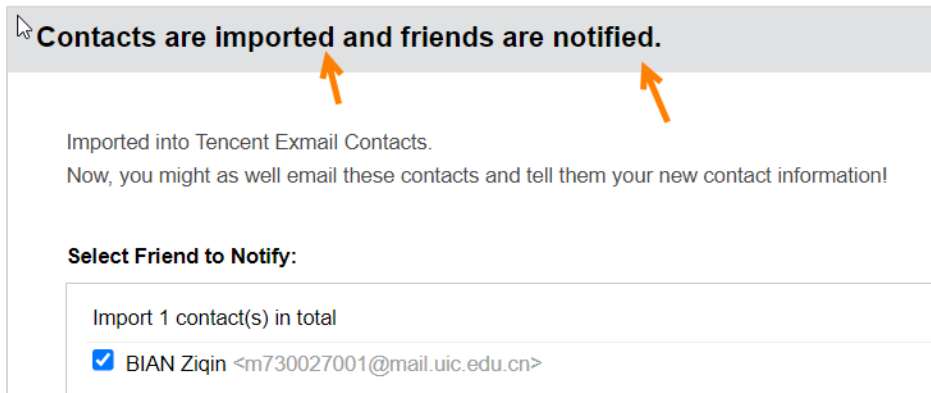Select the file in Excel (CSV) format that has filled in the information and needs to be imported
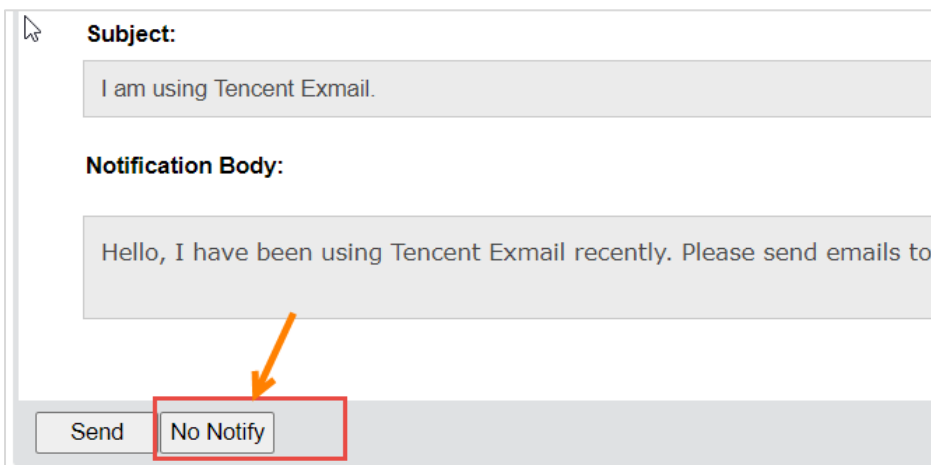

点击确定

Click determine

(7)导入成功后，提示是否需要给联系人发邮件通知，

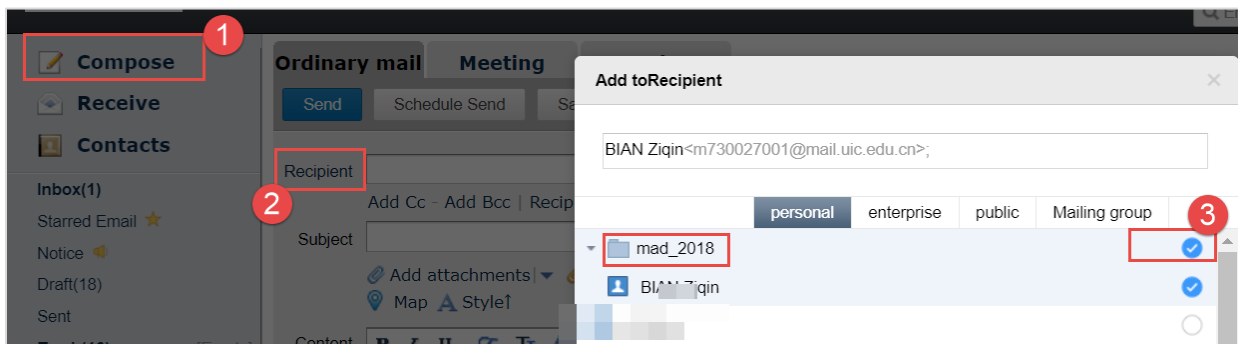After the import is successful, you will be prompted whether you need to send an email notification to the contact.

Contacts are imported and friends are notified.

Imported into Tencent Exmail Contacts.
Now, you might as well email these contacts and tell them your new contact information!

Select Friend to Notify:

Import 1 contact(s) in total

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建议选择不发邮件

It is recommended to choose not to send emails 【No Notify】

Subject:

I am using Tencent Exmail.

Notification Body:

Hello, I have been using Tencent Exmail recently. Please send emails to
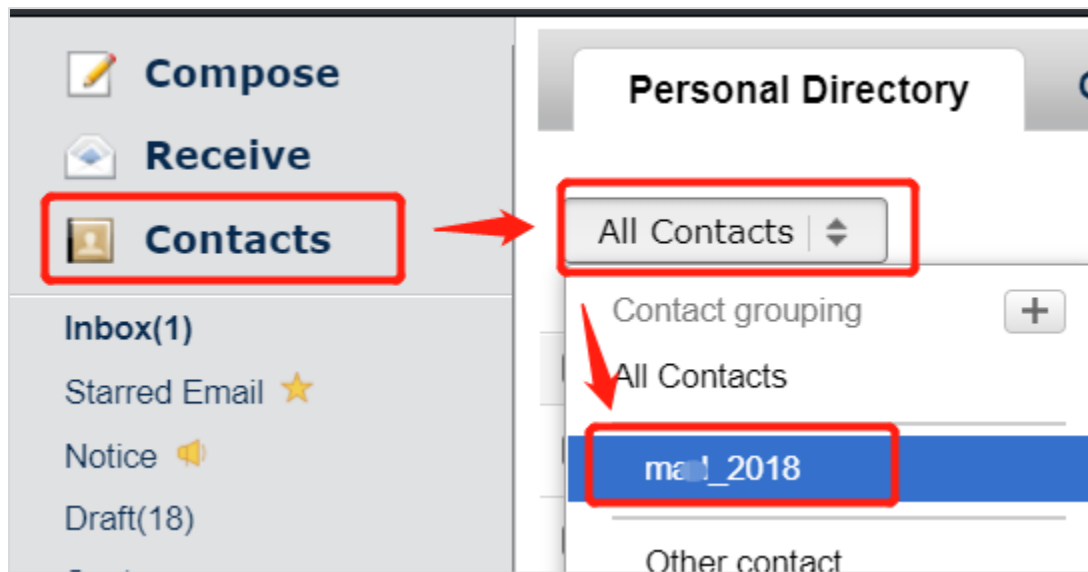
Send | No Notify

(8) <mark>创建完成</mark>，以后发邮件时点击**收件人**，选择已创建邮件分组即可给联系人群发邮件

After the creation is completed, click the `Recipient` when sending emails, select the created `email group` to send emails to the contact group

(9) 如需再次更新邮件分组，到【联系人】选择邮件组，点击**编辑**按钮

To update the mail group again, go to [Contacts], select the mail group, and click the `Edit` button

The End.

Prepared by ITSC