



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

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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

New Group				×
Contact group name:	-			
m_i_2018 3				
Existing contacts:				
In the state	-1 0	Dublic	En all analys	
	Company	Public	Email group	
				0
Dr.				
L Eve				
Joe				
💶 kcti				
Lec				
1 Mr.			K	
			ОКС	ancel

点击 OK 按钮,

Click OK

(4) 创建邮件分组后,在【工具】下拉菜单选择导出联系人模板

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





Personal Directory	Corporate Directory Public Directory	Search All Conta
m)18 \$	Add Contact Add a mail group Edit Group Tools - Import from Other Import Contacts Export Contacts	Mailboxes
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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:

Export contacts	×
4 Exported II ; grouping: All contacts Exported II format: II I, Gmail, Yahoo, TI I, Gmail, Yahoo, TI I, Gmail, Yahoo, Format (Onterr used of those), FormailWait)	
determine	el

(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]

1	A	В		C	D	E	F	G	H	1 I	J	K	L
1	姓名	First Name	电子邮件		E-mail Address	手机	Home Phone	别名	生日	备用邮箱	家庭地址	公司名称	备注
2	Bl qin		<u>m73 0</u>	1@mail.uic.edu.cn									
3													
				· · · · · · · · · · · · · · · · · · ·									

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





Personal Directory	Corporate Directory Public Directory	Search All Cont
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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

形 Import contacts	×	5
Importing files :	选择文件 mad_2018.csv Support importCSV(*.csv)orvCard(*.vcf)Format file	
Import to:	mad_2018	
	determine cancel]

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.







建议选择不发邮件

It is recommended to choose not to send emails [No Notify]

\square	Subject:					
	I am using Tencent Exmail.					
	Notification Body:					
	Hello, I have been using Tencent Exmail recently. Please send emails to					
	Send No Notify					





(8) 创建完成,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