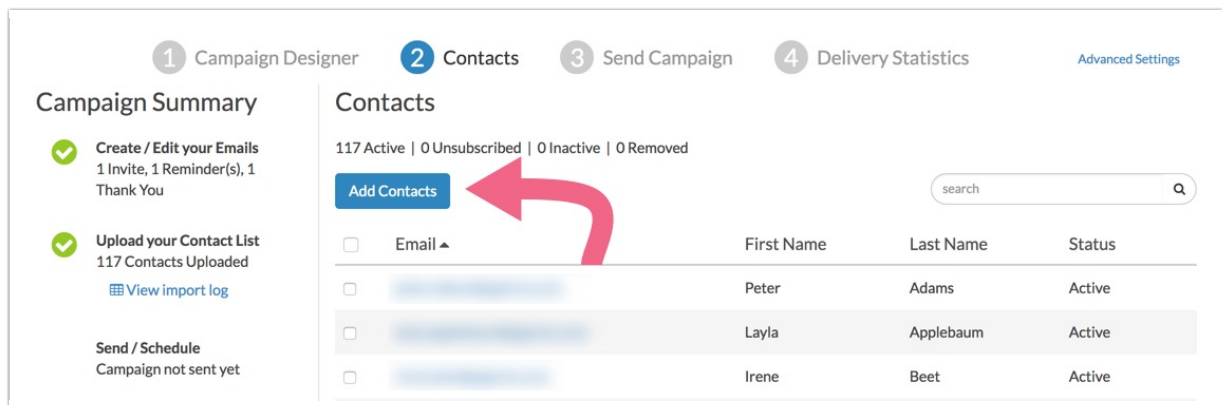


# Add a New Contact to an Email Campaign

It's fairly common to add a contact or two to your [email campaign](#) after your initial invite was sent out to the original list of contacts. Adding a contact or two is pretty simple.

Sending emails to new contacts during an active campaign will reset the delay for any pending reminder messages for all contacts on the campaign.

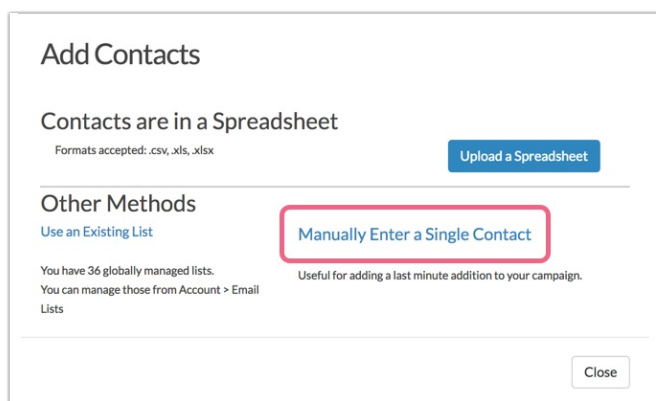
1. Start by accessing your existing campaign via the **Share** tab.
2. Go to the **Contacts** section and click the **Add Contacts** button.



The screenshot shows the 'Contacts' section of a campaign management interface. At the top, there are four tabs: '1 Campaign Designer', '2 Contacts', '3 Send Campaign', and '4 Delivery Statistics', with 'Advanced Settings' to the right. The 'Contacts' tab is active. On the left, there is a 'Campaign Summary' section with three items: 'Create / Edit your Emails' (1 Invite, 1 Reminder(s), 1 Thank You), 'Upload your Contact List' (117 Contacts Uploaded, View import log), and 'Send / Schedule' (Campaign not sent yet). The main 'Contacts' section shows '117 Active | 0 Unsubscribed | 0 Inactive | 0 Removed' and an 'Add Contacts' button. A red arrow points to this button. Below the button is a search bar and a table of contacts with columns for 'Email', 'First Name', 'Last Name', and 'Status'. The table contains three rows: Peter Adams (Active), Layla Applebaum (Active), and Irene Beet (Active).

3. You will have the same options for adding contacts as you did when you created your campaign. Typically, if you're only adding a contact or two, it is easiest to use the **Add Single Contact** option.

The email address is all you need to add a contact. However, if you customized your campaign to use the other fields available e.g. First Name, Last Name, etc., you will want to use these again for your newly added contact.



The screenshot shows the 'Add Contacts' dialog box. It has a title 'Add Contacts' and a subtitle 'Contacts are in a Spreadsheet'. Below the subtitle, it says 'Formats accepted: .csv, .xls, .xlsx' and there is an 'Upload a Spreadsheet' button. Under 'Other Methods', there is a link 'Use an Existing List' and a button 'Manually Enter a Single Contact' which is highlighted with a red box. Below this, it says 'You have 36 globally managed lists. You can manage those from Account > Email Lists' and 'Useful for adding a last minute addition to your campaign.' At the bottom right, there is a 'Close' button.

If you are adding a contact for a second time, you will need to check **Allow duplicate contacts with the same Email Address**. This setting will allow that contact to complete 2 responses. It is not designed to resend an invitation to a contact who said they did not receive it. In this case, we recommend [resending the email campaign message](#).

4. When you are finished populating the new contact's information scroll to the bottom of the window and click **Add Contact**. If you have additional contacts to add, repeat this process or consider uploading a spreadsheet of your contacts.

Once all of your new contacts are added you're ready to [send your invites to your new added contacts](#).

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