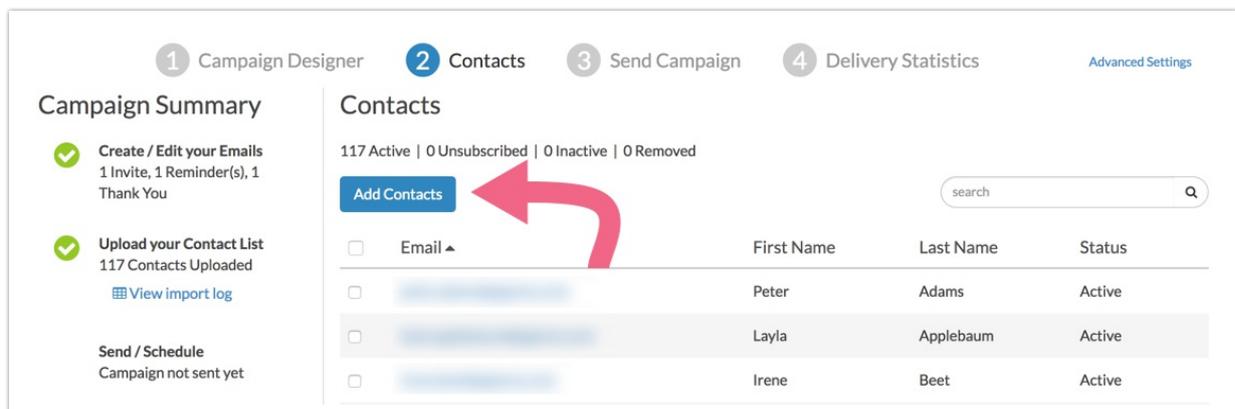


Add a New Contact to an Email Campaign

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.

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

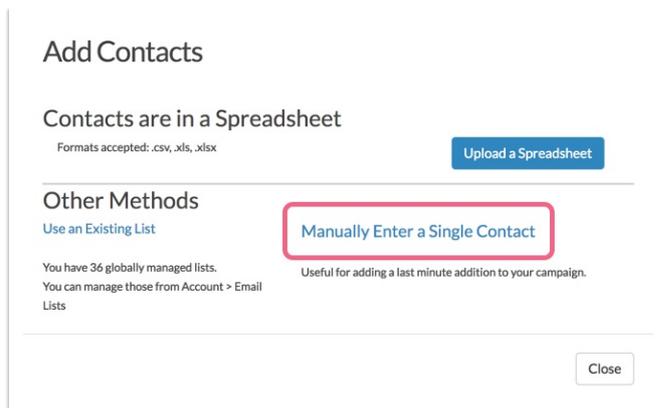


The screenshot shows the 'Contacts' section of an email campaign interface. The navigation bar at the top includes 'Campaign Designer', 'Contacts', 'Send Campaign', and 'Delivery Statistics'. The 'Contacts' section is active, displaying '117 Active | 0 Unsubscribed | 0 Inactive | 0 Removed' and an 'Add Contacts' button. A red arrow points to the 'Add Contacts' button. Below the button is a table with columns for 'Email', 'First Name', 'Last Name', and 'Status'. The table contains three rows of contact information: Peter Adams, Layla Applebaum, and Irene Beet.

Email	First Name	Last Name	Status
	Peter	Adams	Active
	Layla	Applebaum	Active
	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.



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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