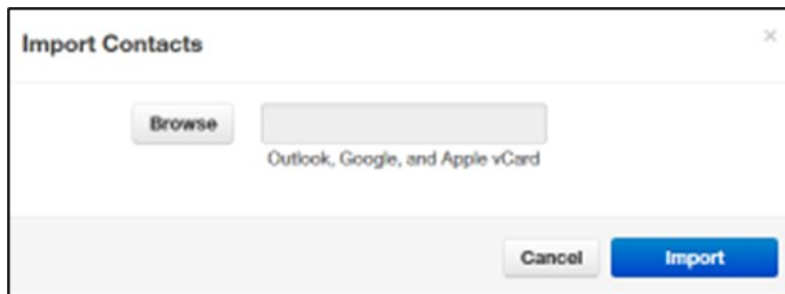# Hosted PBX by Golden West

Importing Contacts

To import contacts:

1. From the Contacts page, click **Import.**
   The Import Contacts pop-up window appears.

2. Click the **Browse** button.

3. In the Choose File to Upload dialog box, go to the location where the file you want to import is located. Click the file, and then click **Open.**
   The path and file appear in the Browse field.

4. Click **Import.**
   The imported contacts appear on the Contacts page.