



## Quick Start Guide To:

### **Adding Contacts to and Removing Contacts from Your Drip Marketing Campaign Sequence using ACT!**

This quick start guide will explain how to both add and remove contacts to your Drip Marketing Campaign Sequence using ACT!.

To add contacts to your Campaign Sequence in ACT!, follow these instructions:

1. Click on the E in ACT! to launch Swiftpage.
2. Select the Drip Marketing tab on the Swiftpage window in ACT!.
3. Select the Campaign Sequence to which you would like to add contacts.
4. Click on the button that says "Add/Remove Contacts."
5. Select from the list which contacts you would like to add to your contact list for this Campaign Sequence:
  - Upload current contact - Upload contacts in current lookup - Upload all contacts in this database - Upload selected group - Upload selected company
6. Click on Add Contacts.
7. On the confirmation window, click Yes.
8. The system will upload your contacts, and then tell you the number of total contacts you have in your Drip Marketing contact list for that Campaign Sequence. Click OK.
9. You're done! You have successfully added contacts to your Drip Marketing Campaign Sequence.

To remove contacts from your Campaign Sequence I ACT!, follow these instructions:

1. Click on the E in ACT! to launch Swiftpage.
2. Select the Drip Marketing tab on the Swiftpage window in ACT!.
3. Select the Campaign Sequence from which you would like to remove contacts.
4. Click on the button that says "Add/Remove Contacts."
5. Select from the list which contacts you would like to remove from your contact list for this Campaign Sequence:
  - Upload current contact - Upload contacts in current lookup - Upload all contacts in this database - Upload selected group - Upload selected company
6. Click on Remove Contacts.
7. On the confirmation window, click Yes.
8. The system will upload your contacts, and then tell you the number of total contacts that have been removed from your Drip Marketing contact list for that Campaign Sequence. Click OK.
9. You're done! You have successfully removed contacts from your Drip Marketing Campaign Sequence.