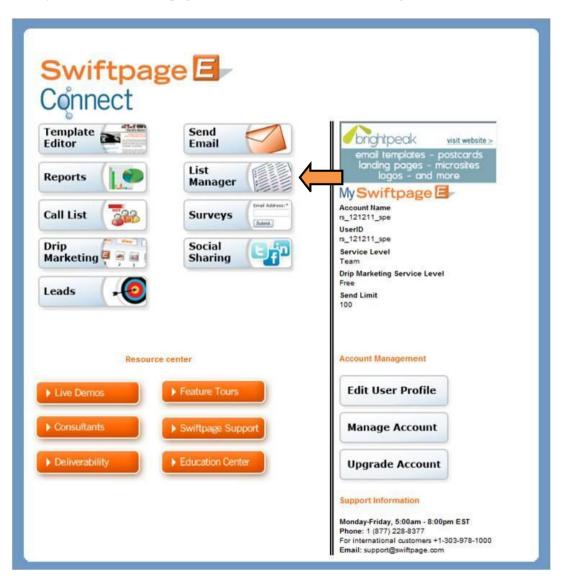


## **Quick Start Guide to:**

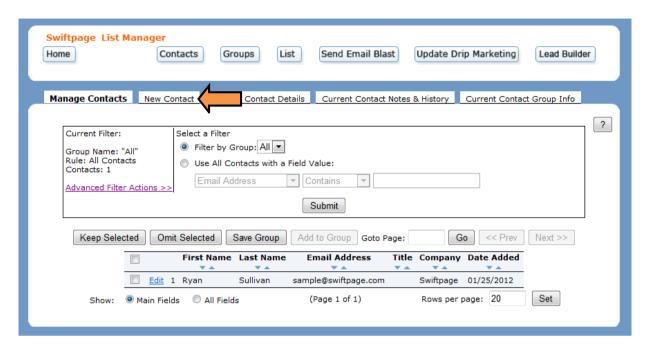
## **Creating a New Contact**

This Quick Start Guide outlines the steps for creating a new contact in the Swiftpage List Manager.

- 1. Go to www.swiftpageconnect.com.
- 2. Enter your account details at the top of the screen and click Submit.
- 3. Once you are on the Swiftpage Connect Portal, click List Manager.



4. Click the New Contact tab.



5. Enter the new contact's information in the form (**note:** you must include an email address, first name, last name, or company). Click Create Contact.

