

## Uploading Lists Into LinkedIn

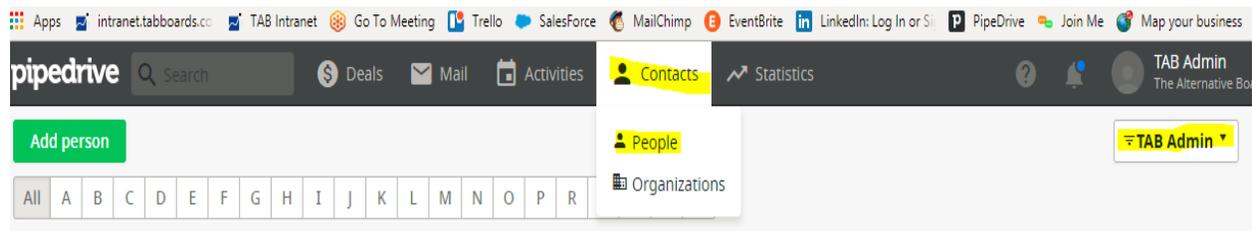
LinkedIn users can import lead lists into their account, as long as the list is in CSV format and contains these three separate columns:

**First Name**  
**Last Name**  
**Email**

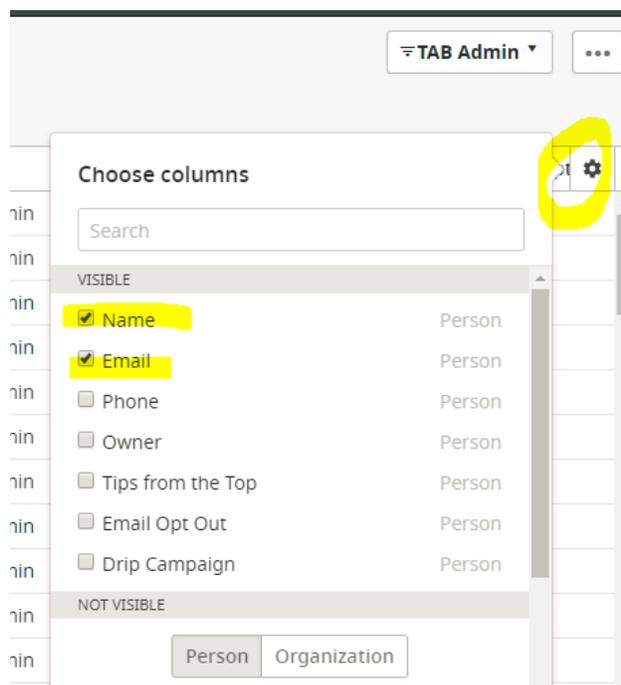
Only the format matters – not the origin of the list – so be sure to use those exact column headers and information, and that the format is CSV.

For this protocol, we'll use PipeDrive to demonstrate.

In your PipeDrive account, click on “Contacts” at the top of the page, then select “People” from the drop-down:



Next, you will filter those results down to just names and email addresses by clicking on the “gear” icon on the right side of the page near the top:



Then click "Save" at the bottom:

**Choose columns**

Search

**VISIBLE**

<input checked="" type="checkbox"/>	Name	Person
<input checked="" type="checkbox"/>	Email	Person
<input type="checkbox"/>	Phone	Person
<input type="checkbox"/>	Owner	Person
<input type="checkbox"/>	Tips from the Top	Person
<input type="checkbox"/>	Email Opt Out	Person
<input type="checkbox"/>	Drip Campaign	Person

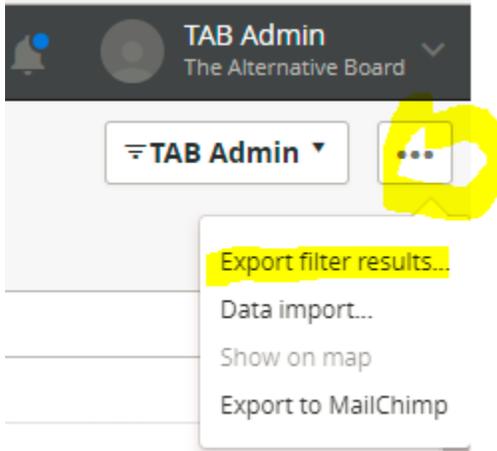
**NOT VISIBLE**

Person Organization

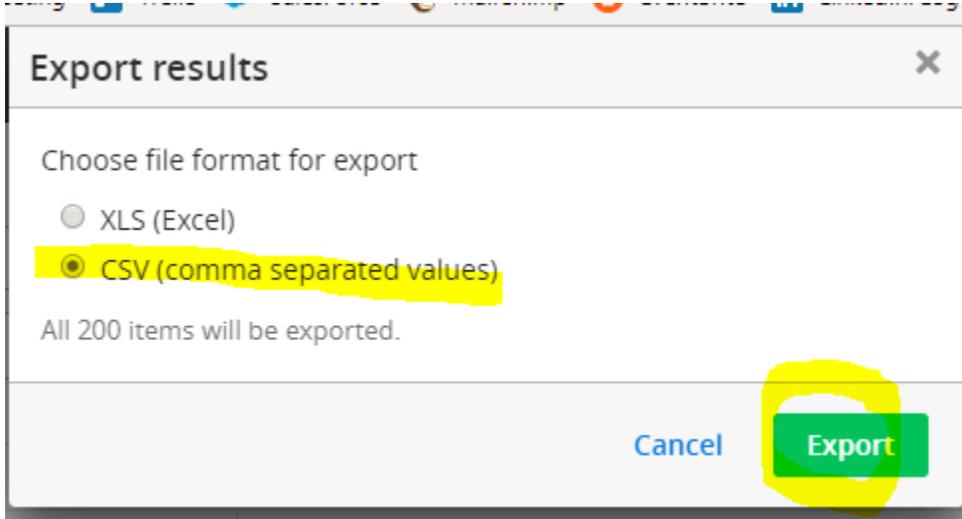
<input type="checkbox"/>	Activities to do
<input type="checkbox"/>	Address
<input type="checkbox"/>	Address (details)
<input type="checkbox"/>	Business Motivator
<input type="checkbox"/>	Campaign
<input type="checkbox"/>	Closed deals
<input type="checkbox"/>	Contact Status
<input type="checkbox"/>	Custom 1
<input type="checkbox"/>	Custom 2

Default Cancel **Save**

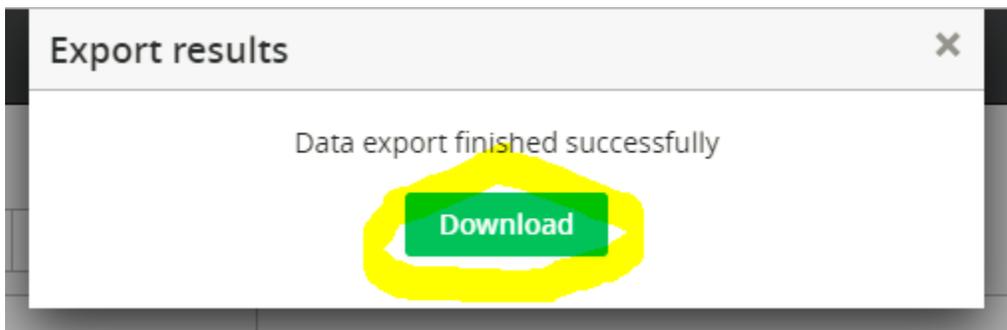
Once the filters have populated, export your list by clicking on the ellipses in the top right corner and then selecting “Export filter results...”:



Remember to choose CSV format(!) then click “Export”:



Let PipeDrive do its thing, then click on “Download” when prompted:



The file will appear in the bottom left corner of your monitor; click to open it:



Here's what the file will look like:

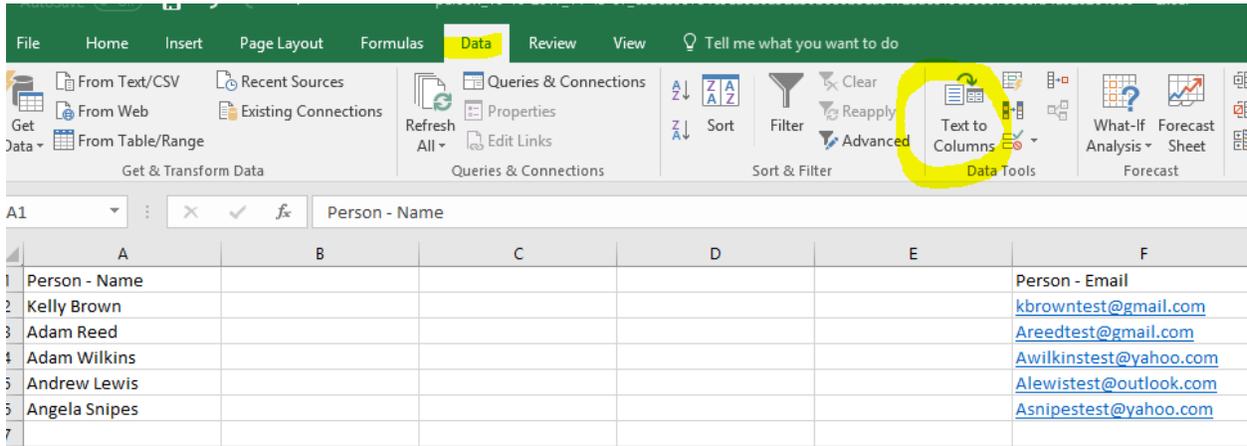
	A	B
1	Person - Name	Person - Email
2	Kelly Brown	<a href="mailto:kbrowntest@gmail.com">kbrowntest@gmail.com</a>
3	Adam Reed	<a href="mailto:Areedtest@gmail.com">Areedtest@gmail.com</a>
4	Adam Wilkins	<a href="mailto:Awilkinstest@yahoo.com">Awilkinstest@yahoo.com</a>
5	Andrew Lewis	<a href="mailto:Alewistest@outlook.com">Alewistest@outlook.com</a>
6	Angela Snipes	<a href="mailto:Asnipestest@yahoo.com">Asnipestest@yahoo.com</a>
7		

Remember, proper format for importing requires separate columns for First Name and Last Name, so you'll need to separate that data in column A using the "Text to Columns" feature.

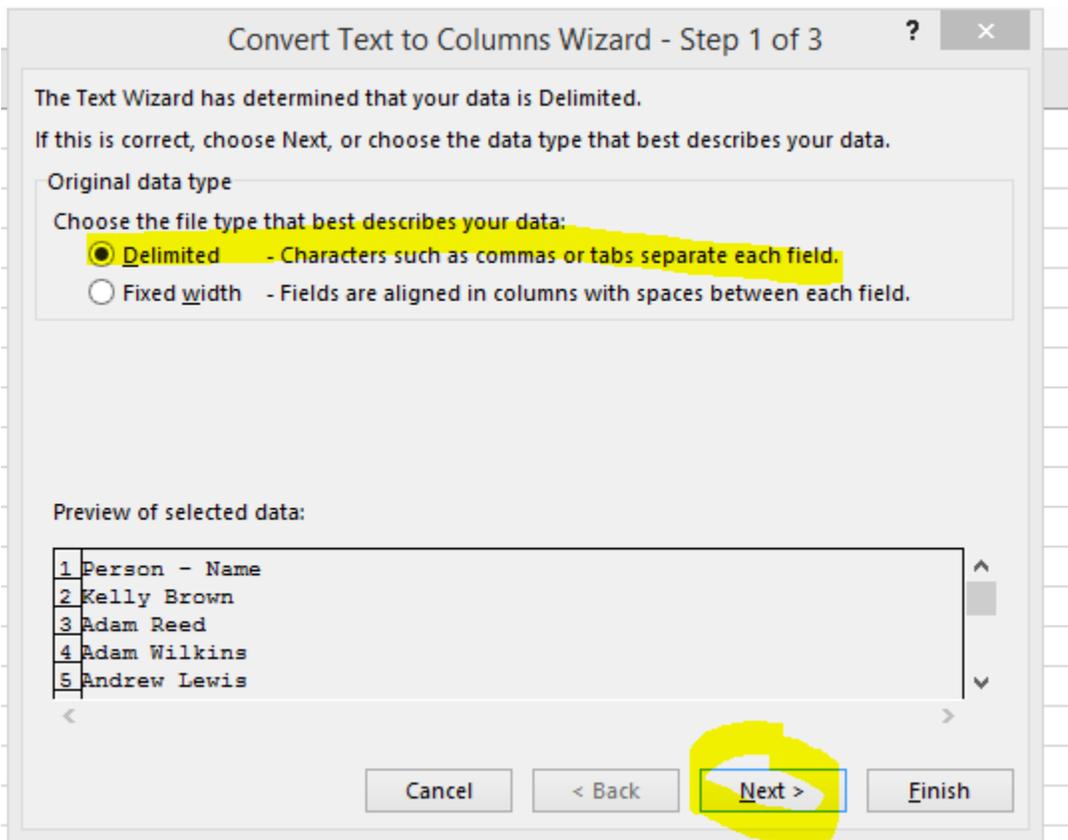
First, insert some blank columns into your file:

	A	B	C	D	E	F
1	Person - Name					Person - Email
2	Kelly Brown					<a href="mailto:kbrowntest@gmail.com">kbrowntest@gmail.com</a>
3	Adam Reed					<a href="mailto:Areedtest@gmail.com">Areedtest@gmail.com</a>
4	Adam Wilkins					<a href="mailto:Awilkinstest@yahoo.com">Awilkinstest@yahoo.com</a>
5	Andrew Lewis					<a href="mailto:Alewistest@outlook.com">Alewistest@outlook.com</a>
6	Angela Snipes					<a href="mailto:Asnipestest@yahoo.com">Asnipestest@yahoo.com</a>
7						
8						
9						

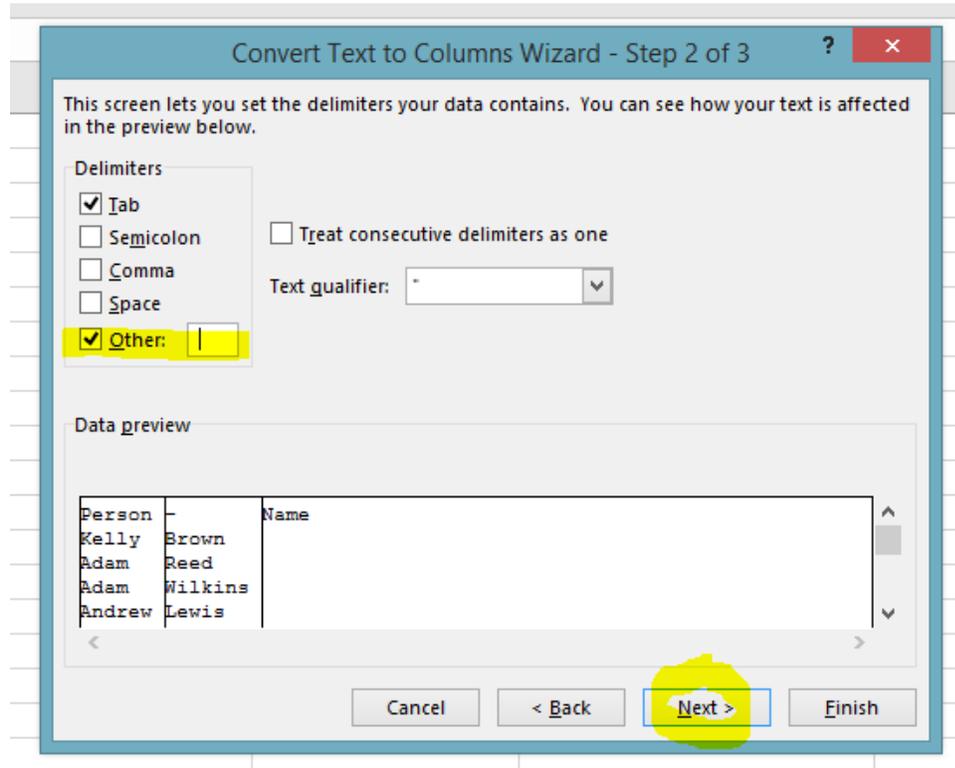
Highlight the “Person – Name” Column, then click on “Text to Columns” in the Data tab at the top of the file:



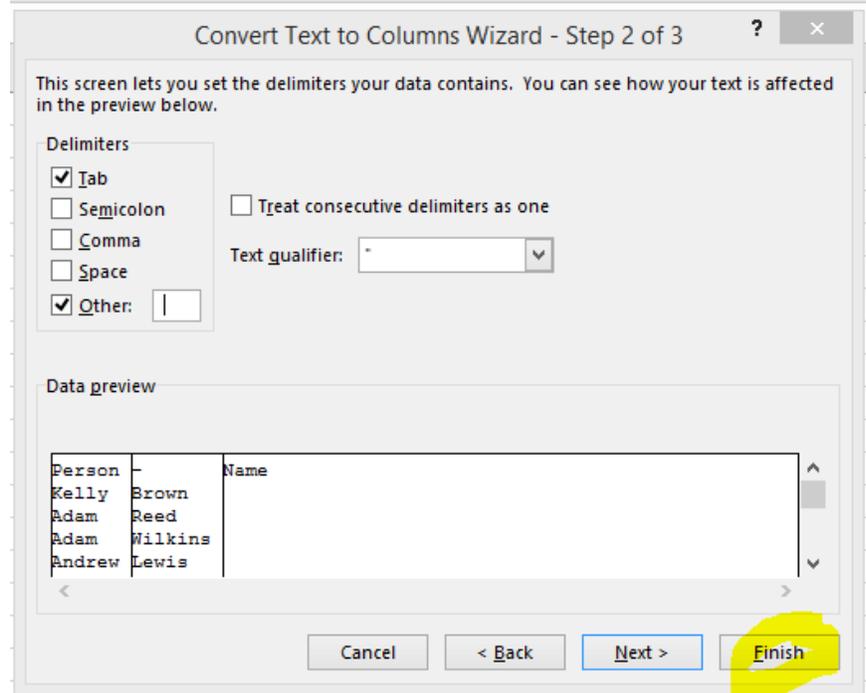
Click “Next” from this field:



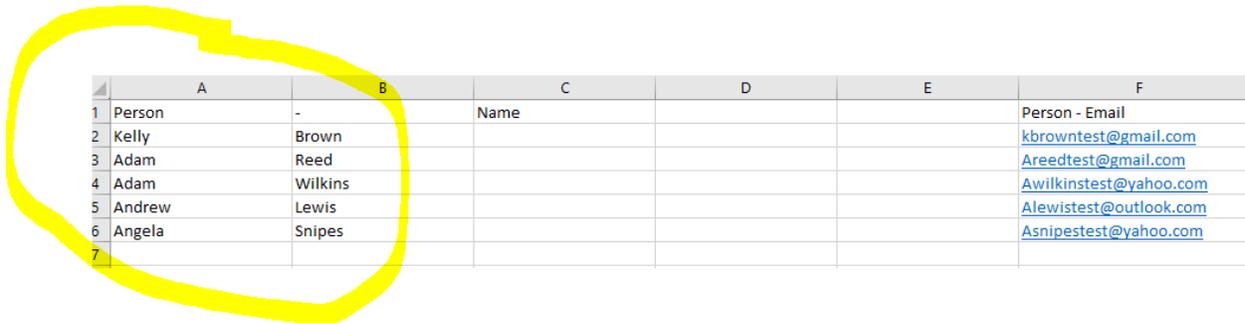
From the next field that appears, select “Other” and use the space bar to “add” a space in the open box next to “Other” then click “Next”:



You'll see that Excel has separated the first and last names; click “Finish”:



Like this:



	A	B	C	D	E	F
1	Person	-	Name			Person - Email
2	Kelly	Brown				<a href="mailto:kbrowntest@gmail.com">kbrowntest@gmail.com</a>
3	Adam	Reed				<a href="mailto:Areedtest@gmail.com">Areedtest@gmail.com</a>
4	Adam	Wilkins				<a href="mailto:Awilkinstest@yahoo.com">Awilkinstest@yahoo.com</a>
5	Andrew	Lewis				<a href="mailto:Alewistest@outlook.com">Alewistest@outlook.com</a>
6	Angela	Snipes				<a href="mailto:Asnipestest@yahoo.com">Asnipestest@yahoo.com</a>
7						

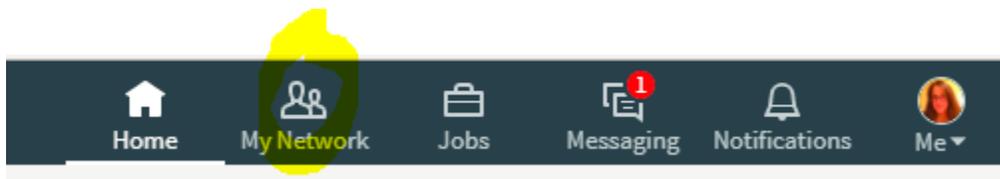
Delete the extra blank columns you created, then rename the column headers to First Name, Last Name, and Email:



A	B	C
<b>First Name</b>	<b>Last Name</b>	<b>Email</b>
Kelly	Brown	<a href="mailto:kbrowntest@gmail.com">kbrowntest@gmail.com</a>
Adam	Reed	<a href="mailto:Areedtest@gmail.com">Areedtest@gmail.com</a>
Adam	Wilkins	<a href="mailto:Awilkinstest@yahoo.com">Awilkinstest@yahoo.com</a>
Andrew	Lewis	<a href="mailto:Alewistest@outlook.com">Alewistest@outlook.com</a>
Angela	Snipes	<a href="mailto:Asnipestest@yahoo.com">Asnipestest@yahoo.com</a>

Save the file to your desktop, or anyplace that's handy for retrieval....because now it's ready for importing into LinkedIn!

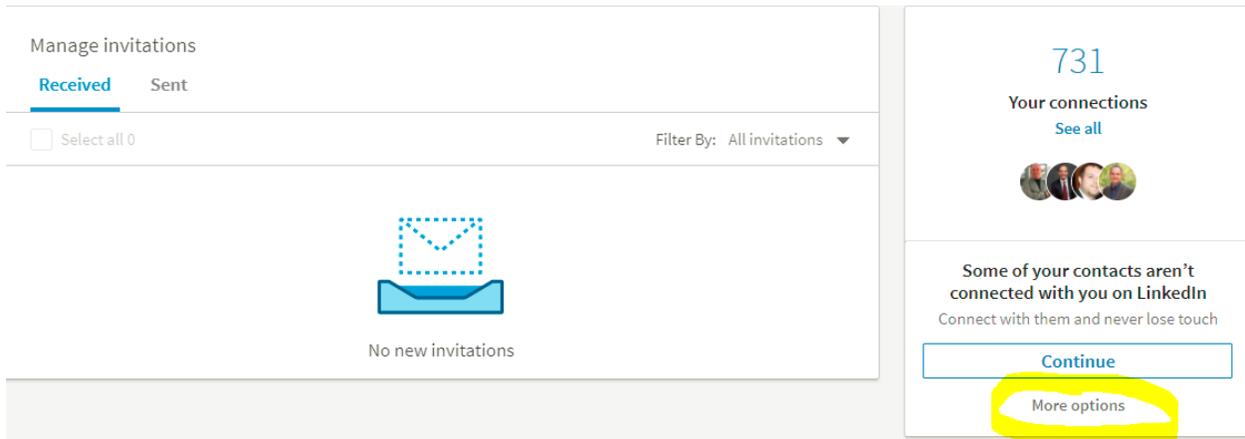
From the Home screen in your LinkedIn account, click on "My Network" at the top of the page:



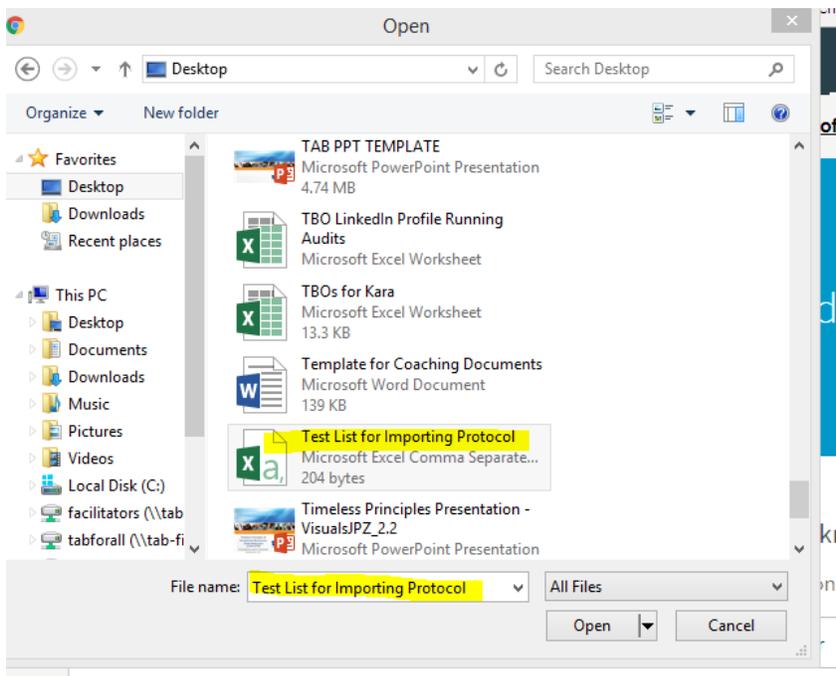
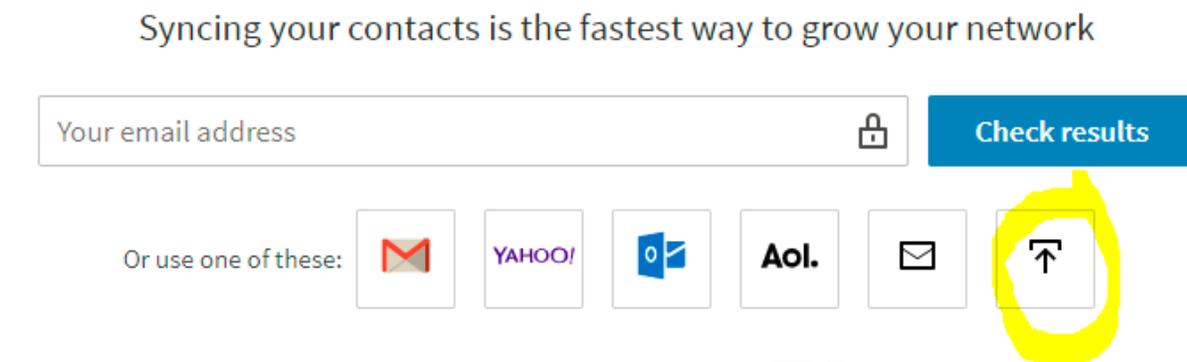
From there, click on "Manage All" at the top middle of the page:



From that page, click on “More Options” in the far right:



From the “See who you already know on LinkedIn” page, click on this icon to import your CSV file:



Double-click on your file, then click “Upload”:

## See who you already know on LinkedIn

Upload your contacts file

Test List for Importing Protocol.csv  **Upload**

File formats must be .csv, .txt, or .vcf.

LinkedIn will then show you all of the results of your import, and give you the option to click “Add Connections”, which will send invitations to connect to all of them, in bulk:

## Connect with people you know on LinkedIn

We found people you know on LinkedIn. Select the people you'd like to connect to.

Deselect All (26)

Skip

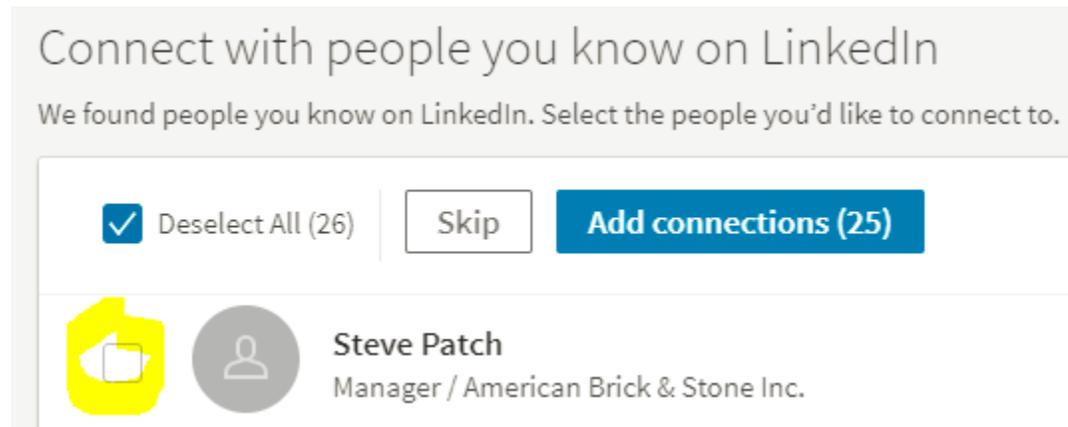
**Add connections (26)**



**Steve Patch**

Manager / American Brick & Stone Inc.

Fear not – if there are any contacts in this list of results that you do NOT want to send an invitation to, simply uncheck the check-box that’s next to their name:



The screenshot shows a LinkedIn interface for connecting with people. At the top, it says "Connect with people you know on LinkedIn" and "We found people you know on LinkedIn. Select the people you'd like to connect to." Below this, there are three buttons: a checked checkbox labeled "Deselect All (26)", a "Skip" button, and a blue "Add connections (25)" button. Below the buttons, there is a list of people. The first person shown is Steve Patch, a Manager at American Brick & Stone Inc. His profile picture is highlighted with a yellow circle.

And THEN click the “Add connections” box. You’re done!

If you have any questions or would like to walk through this process together, please email me and we’ll set up a screen-sharing call: [kegizi@thealternativeboard.com](mailto:kegizi@thealternativeboard.com) Thank you!