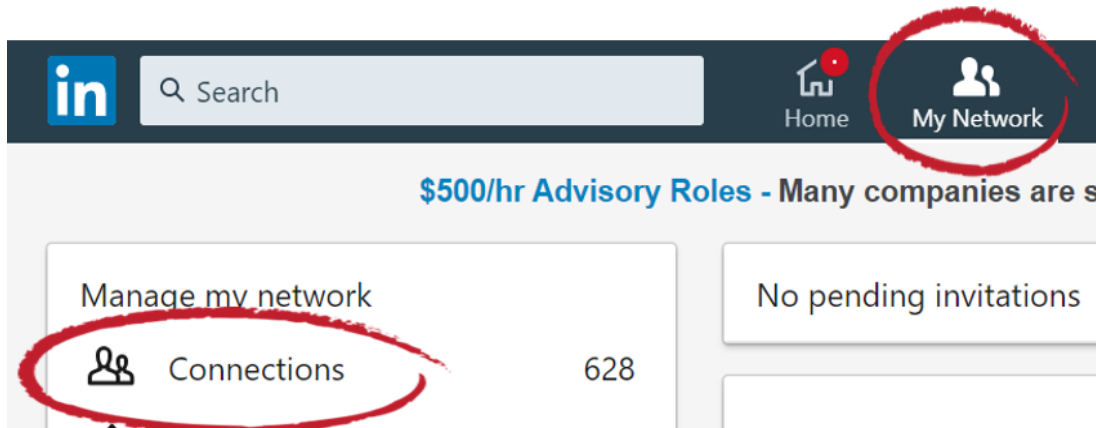


# How to Import from LinkedIn

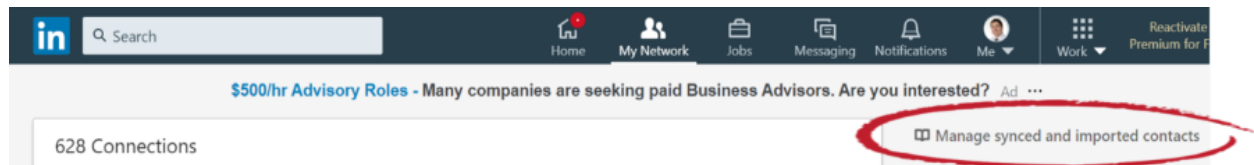
**Note:** You will need authorization from your IT department in order to be able to import contacts. If you have permission, use the following steps to import contacts from your LinkedIn account.

1. Go to your LinkedIn page. Click the **My Network** icon at the top of your LinkedIn homepage.
2. Click **Your connections** on the left side navigation bar



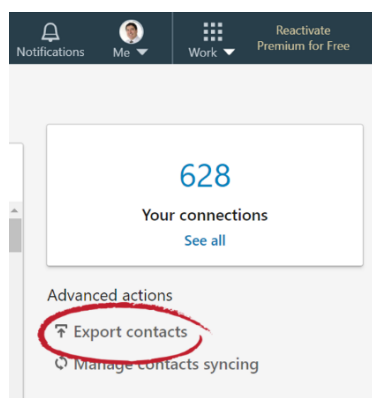
*Click **My Network**, then **Connections***

3. Click **Manage synced and imported contacts** near the top right of the page.



*Click **Manage synced and imported contacts***

4. Under **Advanced actions** on the right-side navigation, click **Export contacts**.



## *Export Contacts*

5. Open FileFlex and open the contact view by selecting Contacts in the Application sidebar menu
6. Click the **Activity Menu** icon in the top right of the Activity Bar
7. Choose Import Contacts
8. In the "Import from" dialog box, select **Delimited File**.
9. Optionally put the imported contacts into a group or create a new group, then hit **Next**.
10. In the "Import from" delimited file dialog box, select **Choose File**.
11. Navigate to the contacts file you exported from LinkedIn and select **Upload**. The default download location is your Downloads folder.
12. In the Contacts Imported dialog box, select **Done**.

Congratulations - you have imported your LinkedIn contacts.