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- 1 Log into your WebSMS account**
After [sign up](#) can access your account by entering your username (registration email) and password in <https://www.labsmobile.com/en/login>.
 - 2 Access the import form**
Enter the option [AGENDA - Import file](#) with all the necessary data for subsequent sendings or campaigns.
 - 3 Download the template**
Download a template (in Excel format) from the bottom of the page and complete it with information from your database. Enter just one recipient per line, with a name, telephone number, and any other information you want to include.
 - 4 Group name**
Identify the recipients you are importing into the database with a group name. You can select, send and manage your database using this group name.
 - 5 Select file**
Once the template file has been completed (Excel or CSV) with all the telephone numbers and additional information, drag and drop the data into the form, or click and select the file.
 - 6 Optional parameters**
During the import, you can eliminate duplicate telephone numbers as well as delete all previous records so that just the imported numbers are available.
 - 7 Confirm import**
To finalize the import, click on Import and confirm the operation. Once the process is complete, you will see the total number of entries successfully imported.
 - 8 See imported telephone numbers**
You can see all the groups of contacts in your account under [AGENDA - Groups](#). To see the details of each entry click on each group name.
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