

Import Google Contacts into Form Simplicity

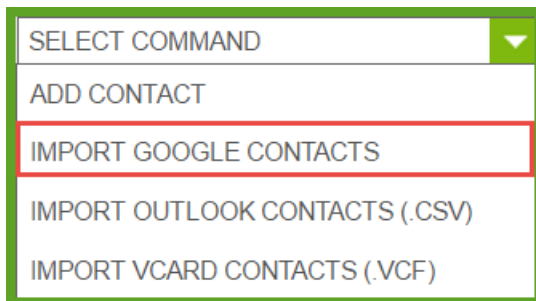
1. Log in and select the “**CONTACTS**” option from the menu at the top of the page.



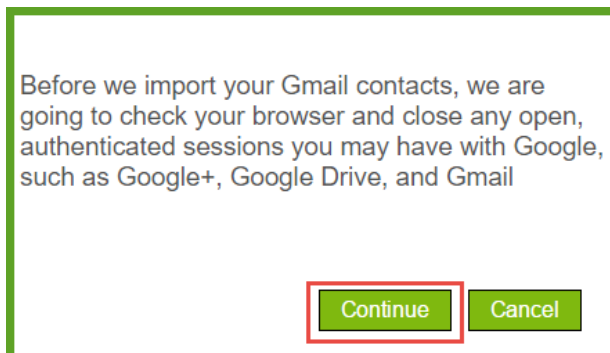
2. Click on the “**SELECT COMMAND**” drop down menu.



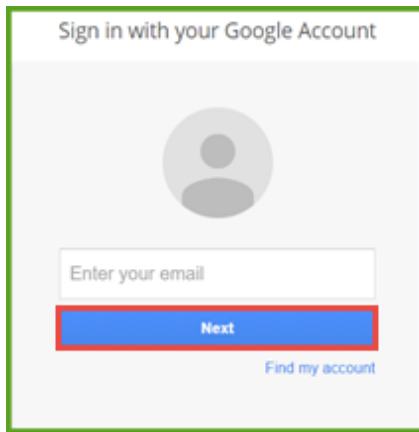
3. Select the “**IMPORT GOOGLE CONTACTS**” option.



4. The following window will close any associated Google sessions that are opened. Click “**Continue**”.



5. Enter your Gmail address and password, then click the “**Next**” button to import all your Gmail contacts into Form Simplicity.



Note: This import is a one-time, one-way download of the Google contacts. If a change is made in one location in the future, it will not automatically sync to the other.