Copy Contacts from RCO3 to Paragon

1. **Create an Export file of your contacts from RCO3**
   a. Open RCO3 and select the My RCO menu.
   b. Choose Contacts.
   c. Select the contacts you wish to export or choose to Select All.
   d. Select the dropdown arrow next to Actions and choose Export. This will create a csv file of your contacts.

2. **Adjust the contacts file you exported from RCO3 so it can be imported into Paragon**
   a. Open the csv file of your RCO3 contacts and rename each column header using the below template.
   b. On your file, rename the column headers to match what you see on the right side of the table below. For example, your file will show a column header of name_last and you are going to rename that to Last Name.
   c. When finished, save your changes.

RCO3 column header	Change column header to this so it will import into Paragon
name_title	Title
name_last	Last Name
name_first	First Name
name_middle	Middle Name
name_suffix	Suffix
addr_home_city	Home City
addr_home_state	Home State
addr_home_zip	Home Postal Code
addr_bus_street	Business Street
addr_bus_city	Business City
addr_bus_state	Business State
addr_bus_zip	Business Postal Code
company_name	Company
profession	Job Title
email1	E-mail Address
telephone_home	Home Phone
telephone_office	Business Phone
telephone_mobile	Mobile Phone
www	Web Page

3. **Import your contacts file into Paragon**
   a. Open Paragon MLS System from the dashboard (not Paragon Connect)
   b. Choose Contacts from the top menu of Paragon.
   c. Select View/Manage Contacts.
   d. From the Contacts page, click Import, select Outlook csv file.
   e. Click Upload File and select the csv file you modified to match the column headers noted above.
   f. Once your contacts have been imported into Paragon, you will be prompted to click Close.