



# Get started with Pobuca

## for new users



[Get your free account](#)

*Sign up with your work email*



# Learn how to get started with Pobuca:

1

Complete your  
registration

2

Import all  
contacts

3

Access contacts  
everywhere

4

Share with  
your team



## Welcome!





## Complete your registration

Sign up with your work email, confirm your account and set your password

### Step 1

If you own a work email:

- Go to [Pobuca](#) or [here](#) and sign up.

If you **DON'T** own a work email:

- [Request to sign up](#) by filling in Pobuca form.

*Why you are asking for my work email?*

Pobuca is built for teams to share contacts on any device, and the only way to auto-connect with other people in your company is by signing up with your work email address.

### Step 2

An activation email will be sent to you. Confirm your account, complete your profile and set your password.



Complete your info and start sharing business contacts.



Register to Pobuca

Complete your profile and set your password to get started.  
Access your account & invite your team to join you.

Company name

First name

Last name

Email

Password

Your password must contain at least 8 characters, lower case and uppercase letters (a-z A-Z), numbers (0-9) and symbols!

Retype password

By signing up you confirm that you agree to our  
Terms of use and Privacy policy - Security.

Register

Already have an account? Sign In

Log in

**Company name:** Pre-filled field

**First name:** No need for clarifications

**Last name:** Same here

**Email:** Pre-filled field

**Password:** Choose your very own pass to access your account, requirements:

- One lowercase character
- One uppercase character
- One special character
- One number
- 8 character minimum





## Import all contacts

Pobuca lets you save business contacts and organizations details all in one place – automatically shared with your team. You can import contacts from a various number of sources.

### On the web app (excel csv file):

1. Sign in to your account
2. Click the **Import** tab at the side menu
3. Select the 1<sup>st</sup> option, **Excel .CSV file**
4. Select the kind of data you want to import (contacts / organizations)
5. On step 1, **download the template** to start importing
6. By the time you have filled the excel file with your data, you can **upload** it on step 2
7. If you wish, we can check for duplicates to clean up your database (optional)

**Tip:** *Don't forget to link contacts with their organizations.*

Import files

How do you want to get started?  
(Please choose one of the following options)

★ Excel CSV file  
Download our template and work on this file.  
Already have an excel with your Gmail or Outlook business contacts? You can use it.

☐ Lots of data & file sources? Let us do the dirty work for you!  
Use our Contacts bot!

☐ Your business contacts are stored on your mobile device?  
Download our mobile app and use the Import Contacts options from the main menu.

Import files

Import Contacts

Step 1: Choose file  
Download our template by clicking [here](#) and work on this file.  
Otherwise export your Outlook or Gmail business contacts to a CSV format.

Step 2: Upload file  
When done, upload the file you created with all your records.  
[Choose File](#) No file chosen

Import files

Import Contacts

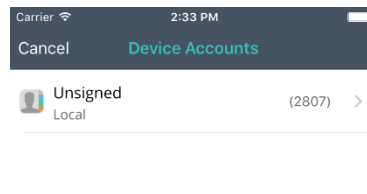
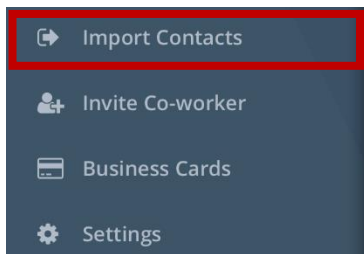
Step 1: Choose file  
Download our template by clicking [here](#) and work on this file.  
Otherwise export your Outlook or Gmail business contacts to a CSV format.

Step 2: Upload file  
When done, upload the file you created with all your records.  
[Choose File](#) No file chosen



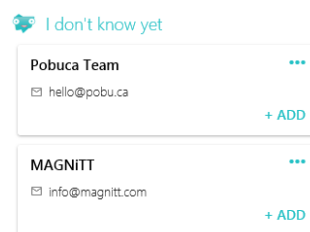
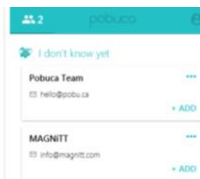
## On iOS or Android (mobile address book, Gmail, Outlook, social media):

1. Download the mobile app for [Android](#) or [iPhone](#)
2. Sign in to your account
3. Tap on the **import contacts** tab on the main menu
4. Select the source you want (card, social, outlook, gmail)
5. Select the specific contacts you want to import



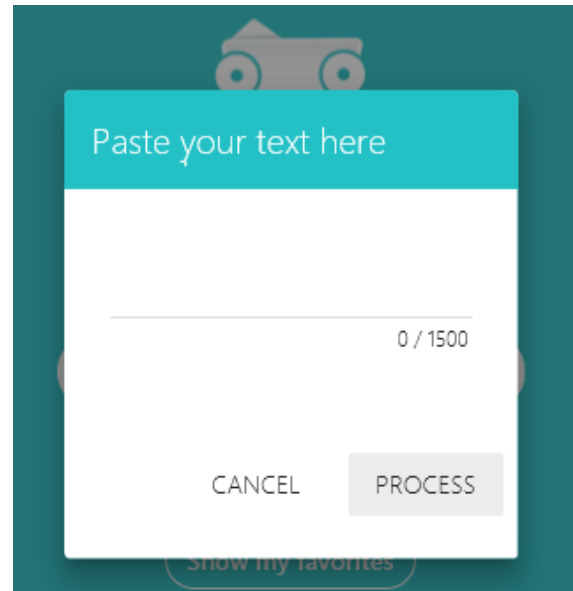
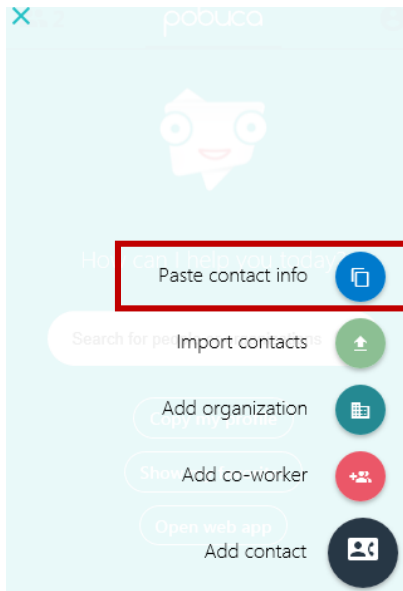
## On Outlook from emails:

1. Get the [add-in for Outlook](#)
2. Sign in to your account
3. Tap on the **people icon** to check for unknown contacts on any email you receive
4. You'll be moved to the web app to save the new contact



## On Outlook from email signatures:

1. Click on the **+** button
2. Select the **paste contact info**
3. Paste the email signature & click process
4. Check the info and click **add contact**



**Tip:** Don't forget to add or edit contacts and organizations after your initial import. You can add contacts and organizations by clicking the **+** button on the up right corner.





## Access contacts everywhere

Save your contacts and access them on any computer, phone, or tablet with the Pobuca app. Every contact you save to Pobuca is automatically synced to all your devices



[Get the desktop app  
for Windows](#)

[Get the desktop app  
for Mac](#)



[Get the mobile app  
for Android](#)

[Get the mobile app  
for iOS](#)



[Get the Outlook add-in](#)

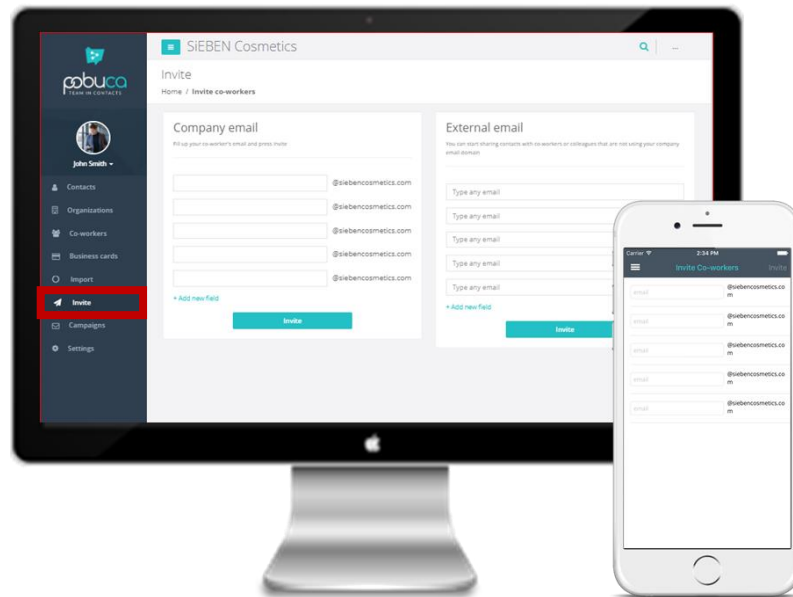




(4)

## Share with your team

Start sharing business contacts with your team. When you edit a contact or an organization in Pobuca, everyone instantly gets the latest version on their devices



To check the status of your invites:

1. Click on **settings** on the side menu
2. Select **co-workers** panel
3. Tap on the **unregistered** tab
4. **Resend** your invites



(5)

## Now, you are a Pobuca all-star!

You're all set to use Pobuca and find fast & easy any contact detail of customers, coworkers and organizations you need

### Explore new tricks and tips

Read about recent [updates and new releases of Pobuca](#) with advanced features on [our blog](#).



### Want to clean-up your database?

Send us any kind of file and let us clean-up your messy data. Moreover, send us a data point like an email or domain and we'll return a full social or corporate profile.

### There's more to Pobuca

Need more features or extra storage of contacts? Check out the Pobuca Pro, request a [15-day free trial](#). Working on a large company? Check out the [Pobuca Enterprise](#).





# Happy Contact Sharing

