Salesforce
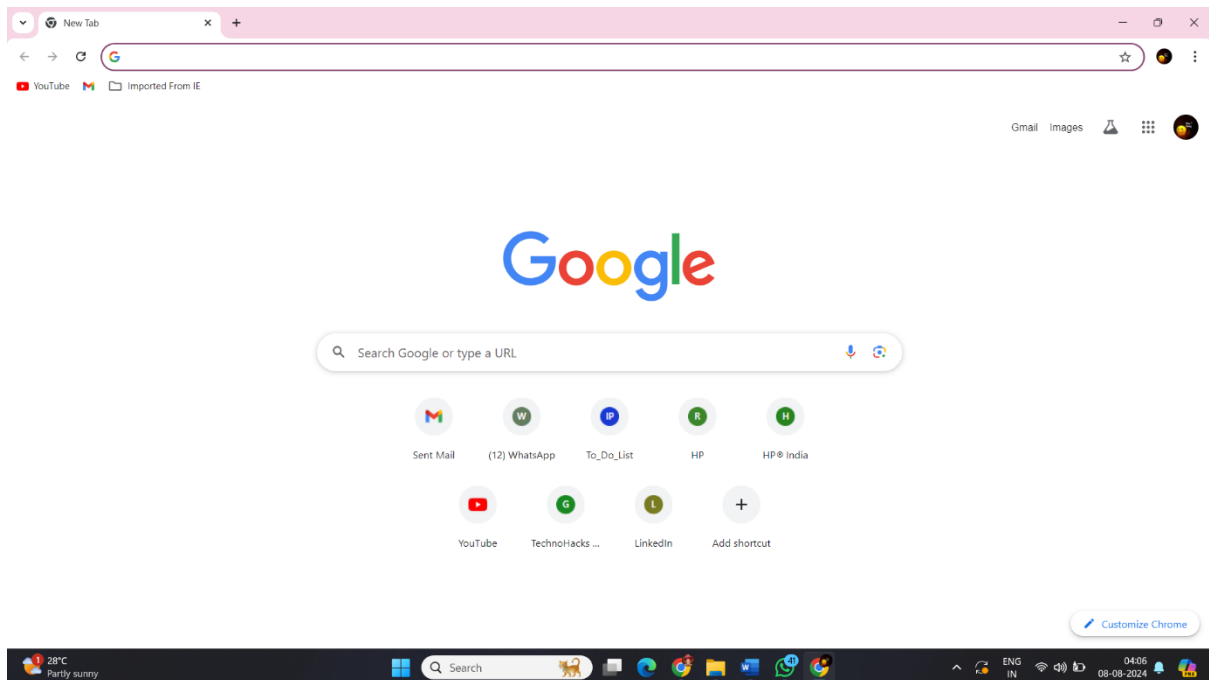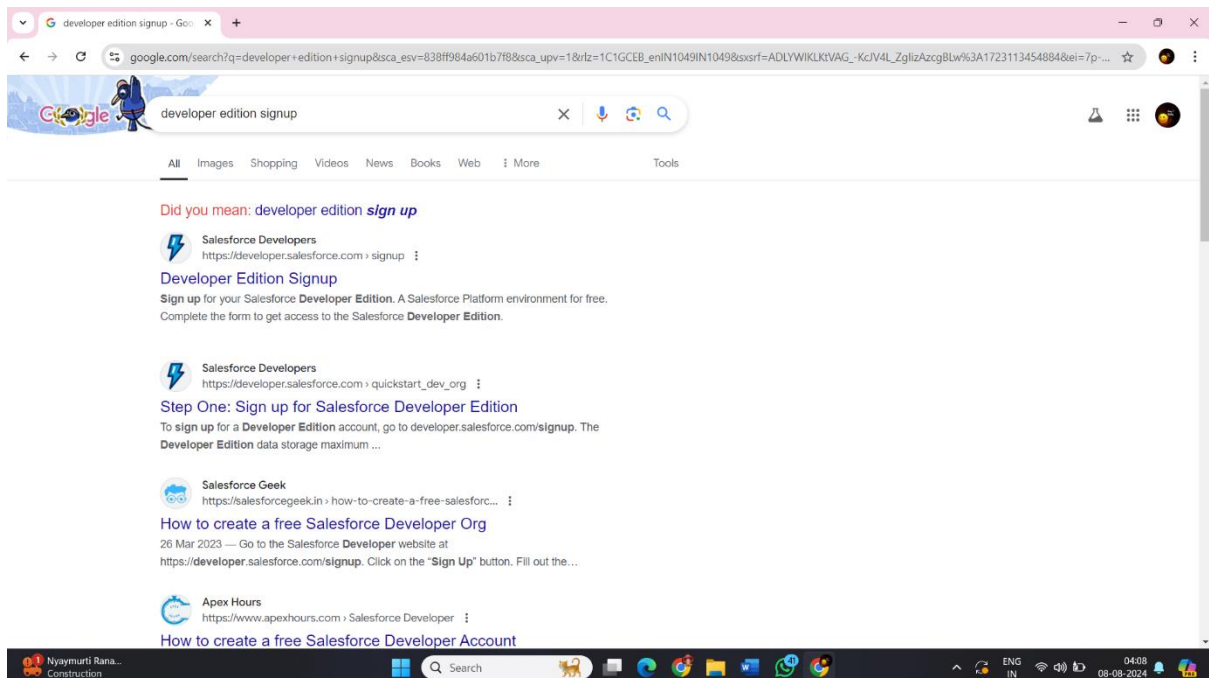
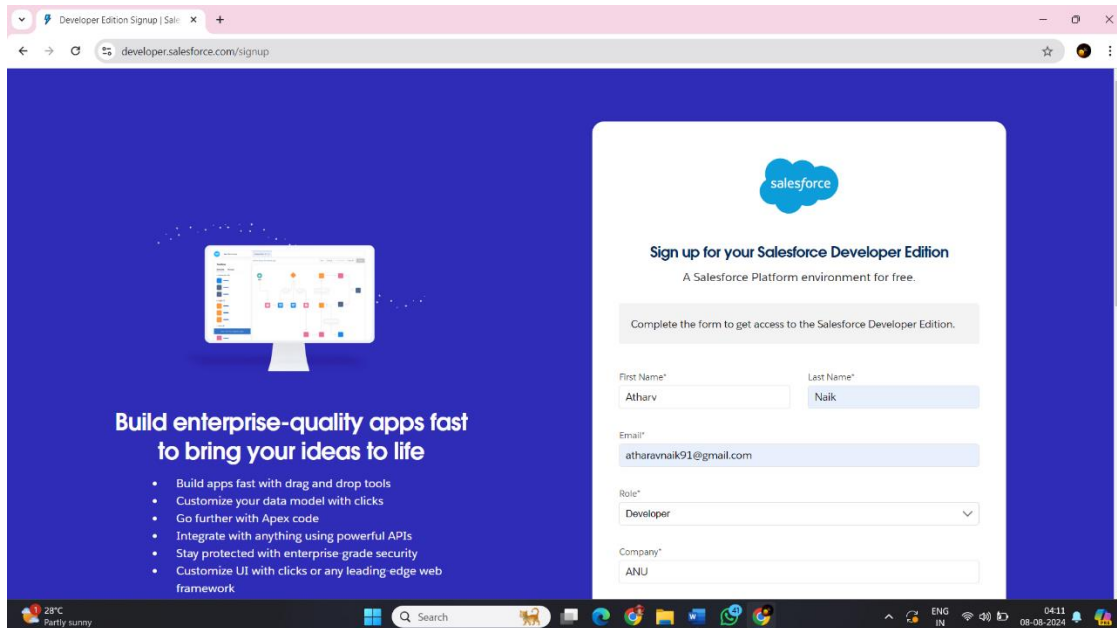**Step 1 :** Go to google chrome.

Step 2 : Search developer edition signup.

Step 3 : Click on 'devloper edditon sign up' Option.

Step 4 : Fill the form & create a new account on salesforce.

Step 5 : Click on 'Sign me up' button.

Step 6 : cheack your mail id.

Step 7 : Click on 'verify Account' Button.
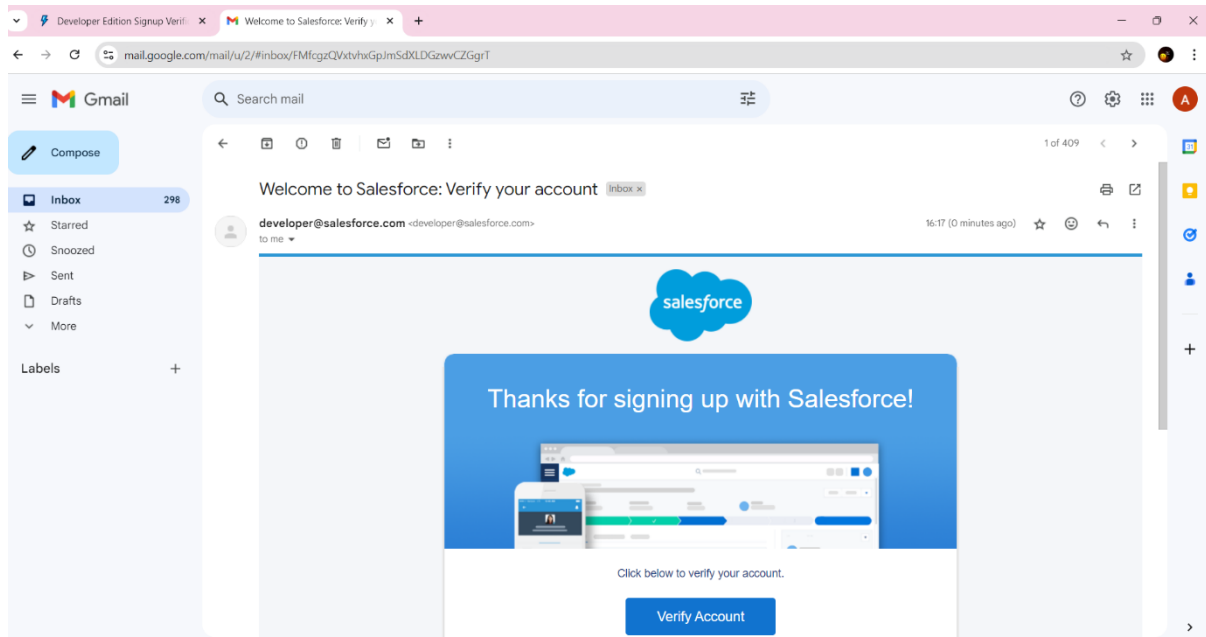
Step 8 : Create a new password .
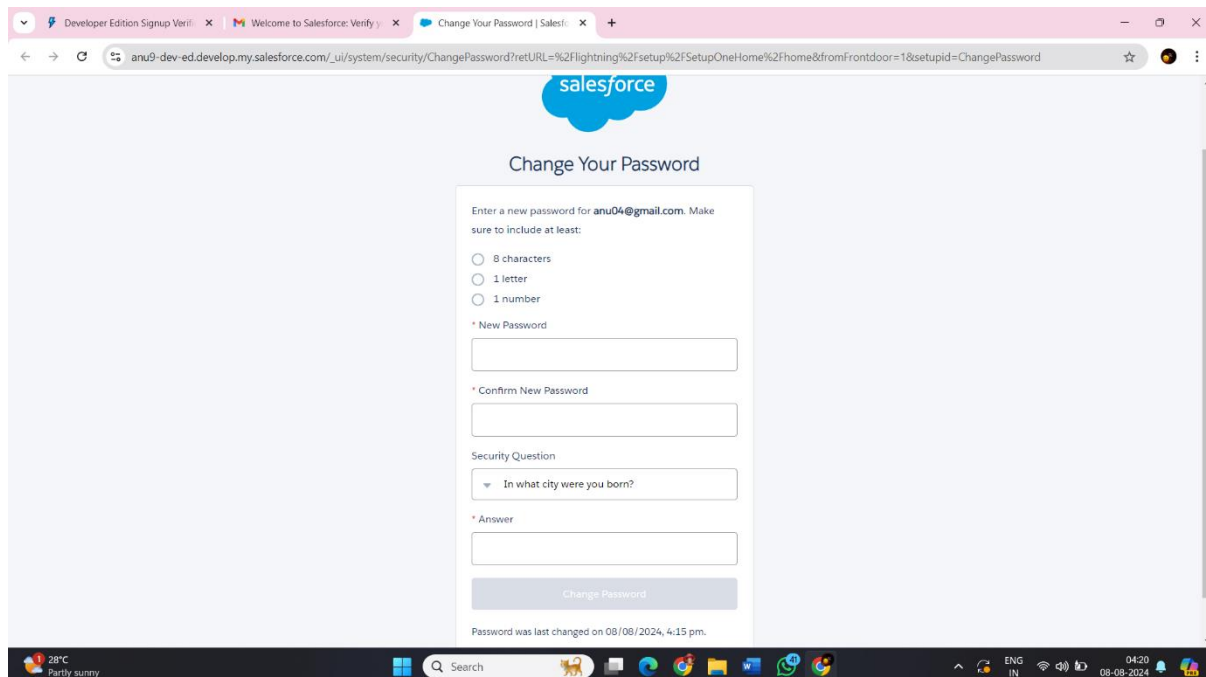
Step 9 : The account is Successfully created .

Step 10 : Click on search and search the 'import' Option from dashboard & Click on it .

Step 11 : Click on 'Launch Wizard!' Button.

Step 12 : click on ' add new records' .

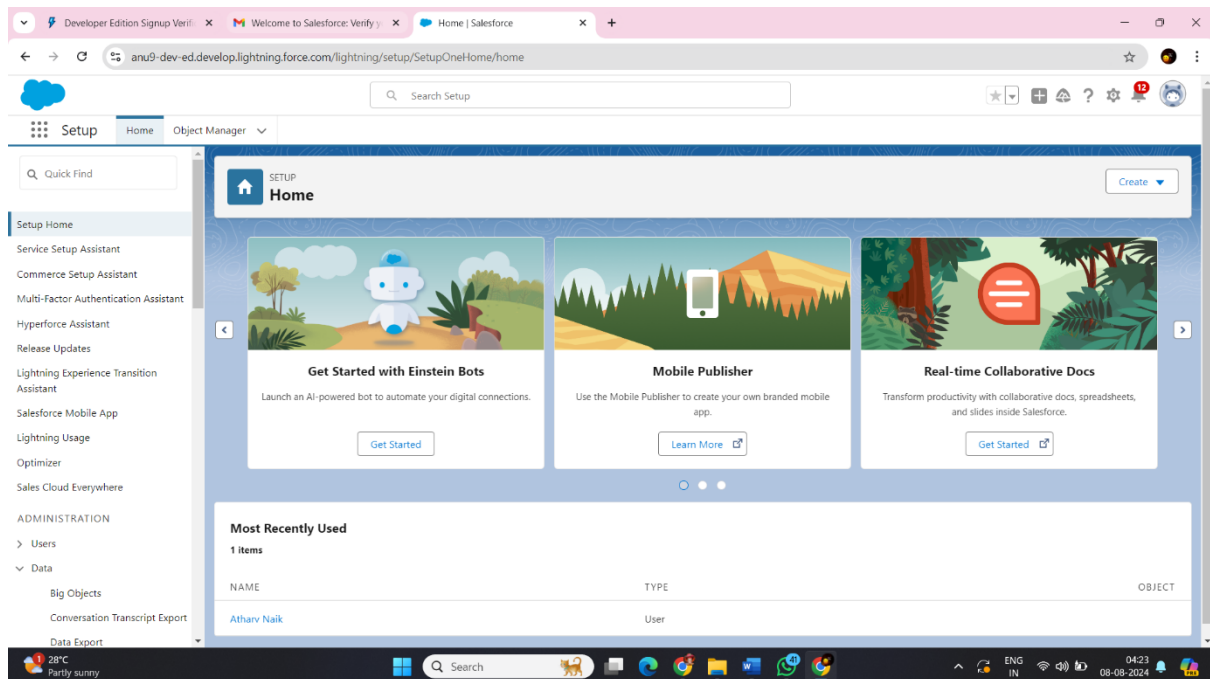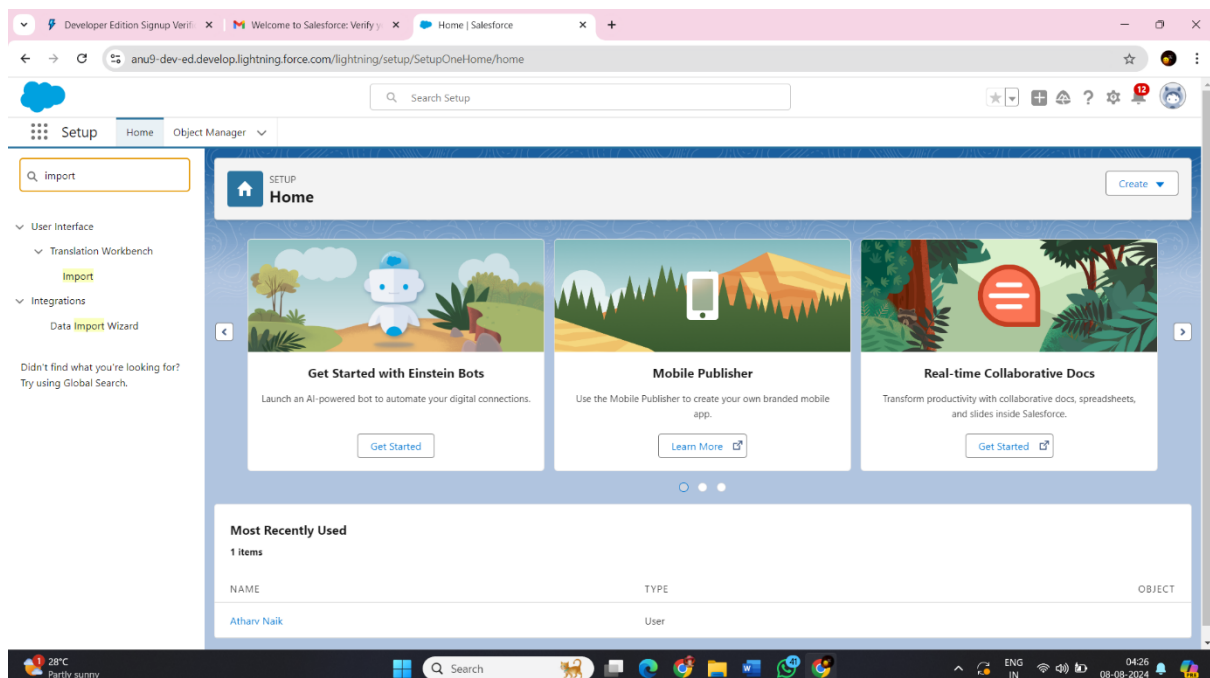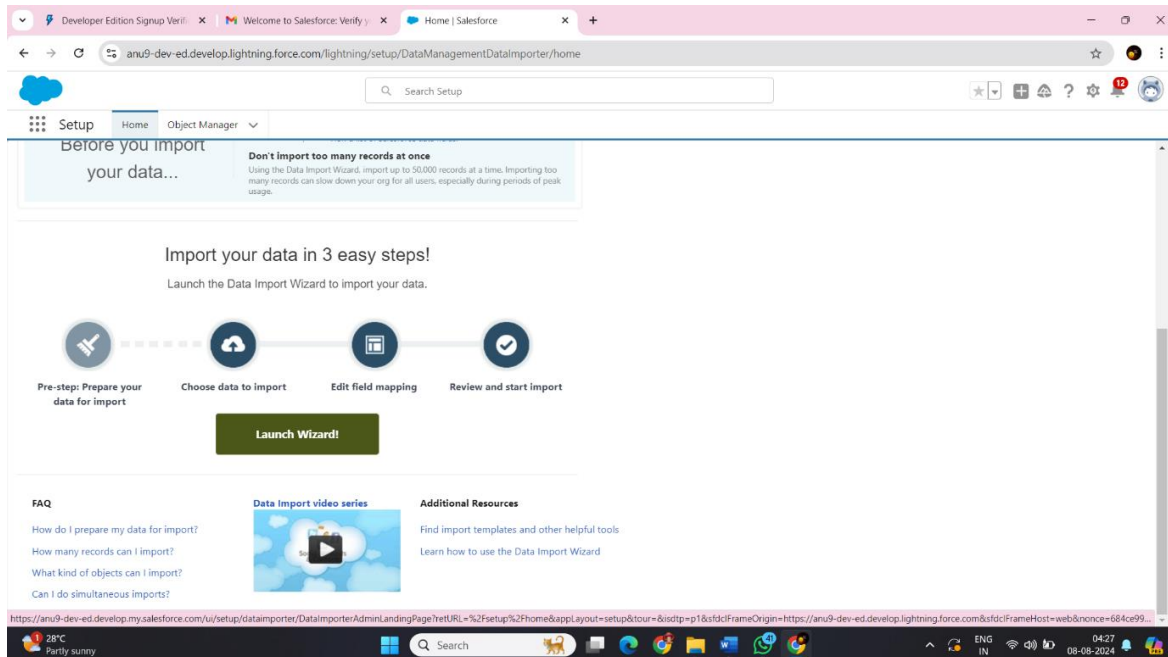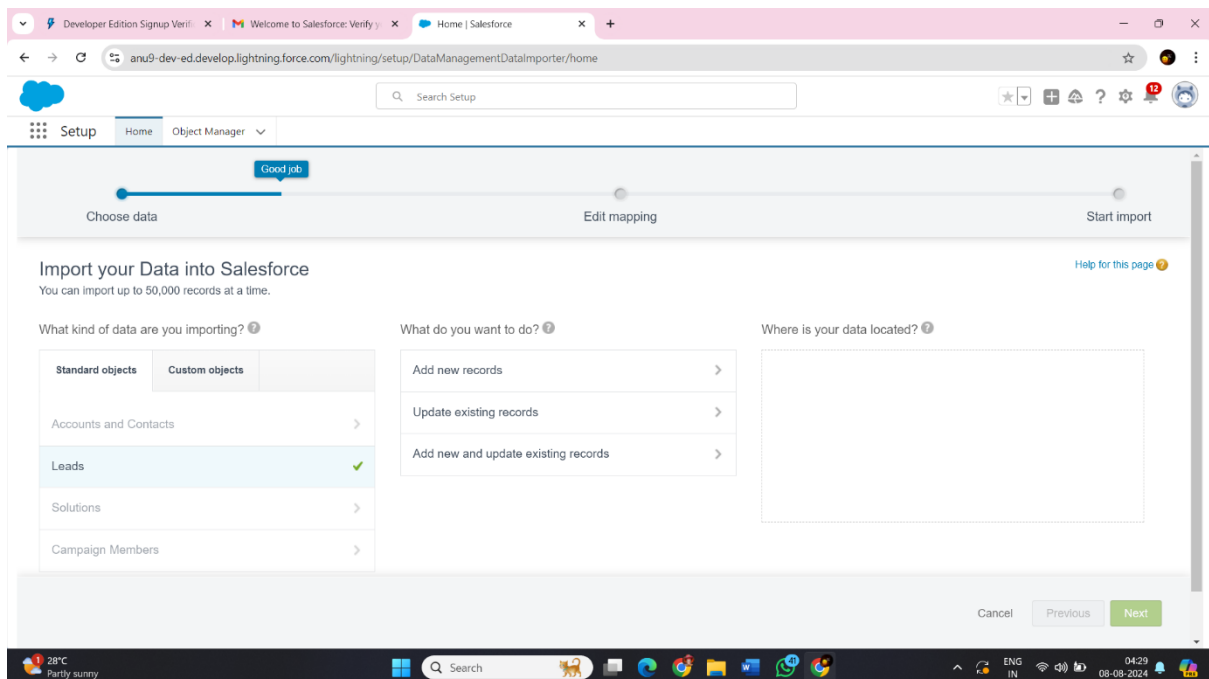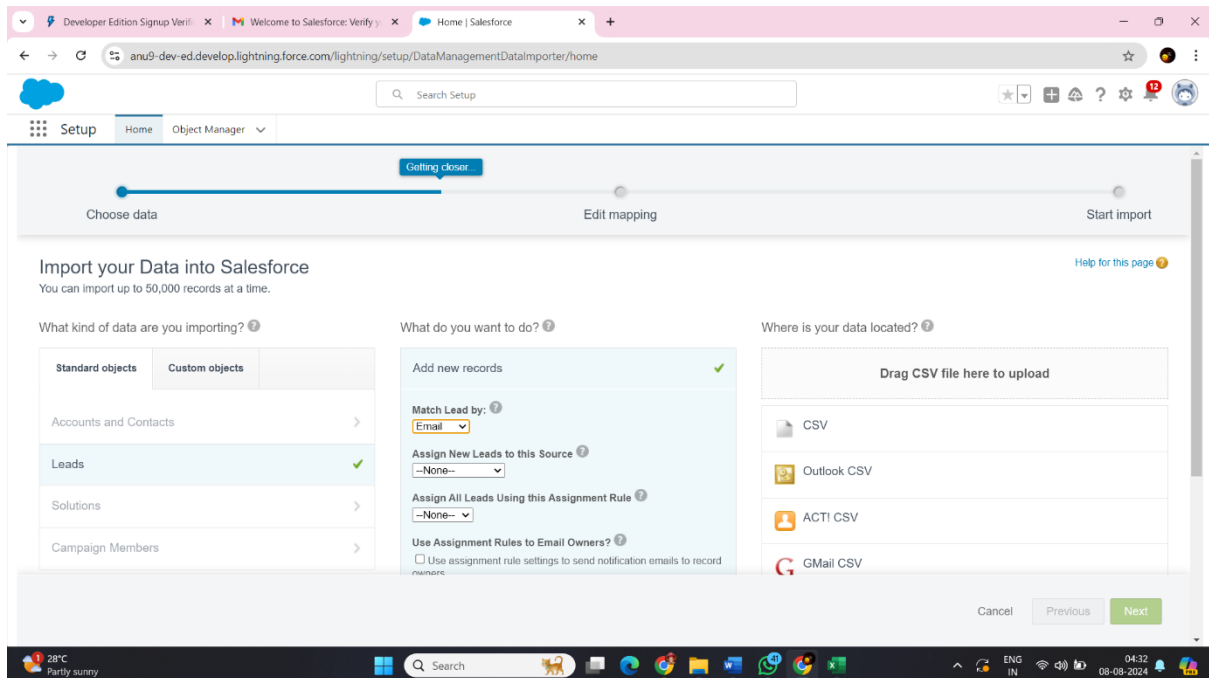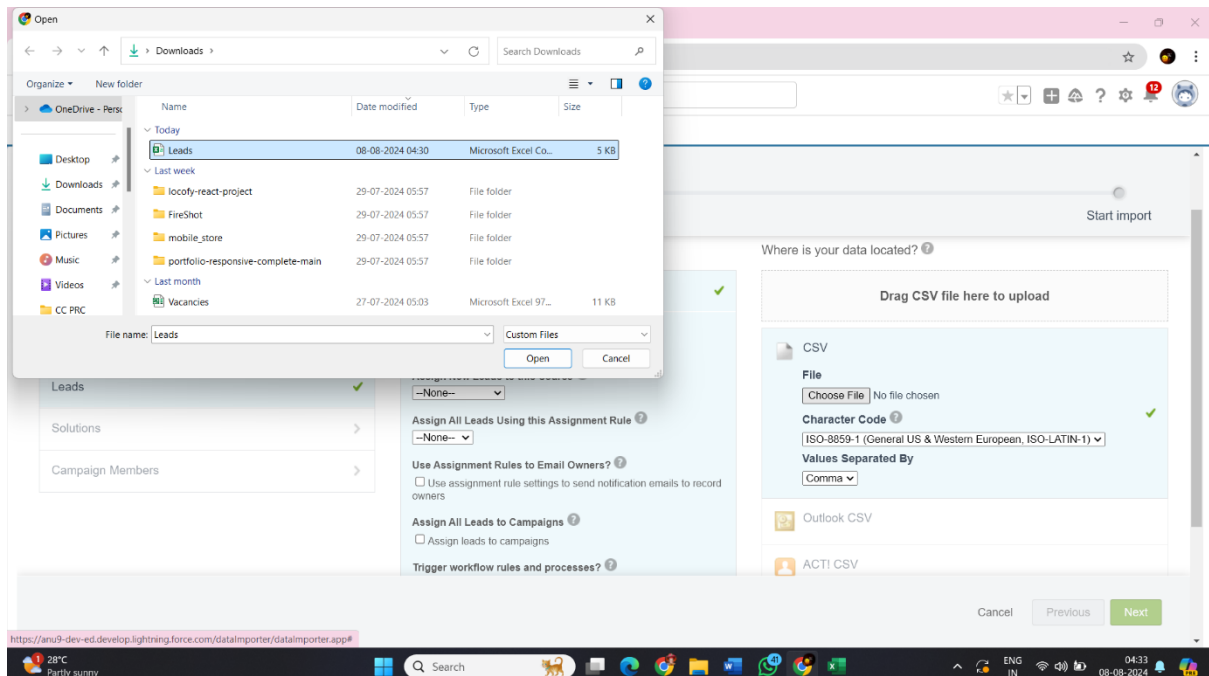**Step 13 :** click on add new record section & select the opetions related to ' .csv ' file.

Step 14 : upload the 'Leads.csv' exel file .

Step 15 : when the file Successfully uploaded click on 'next' button.

Step 16 : click on next button.

Step 17 : click on 'Start import' button.
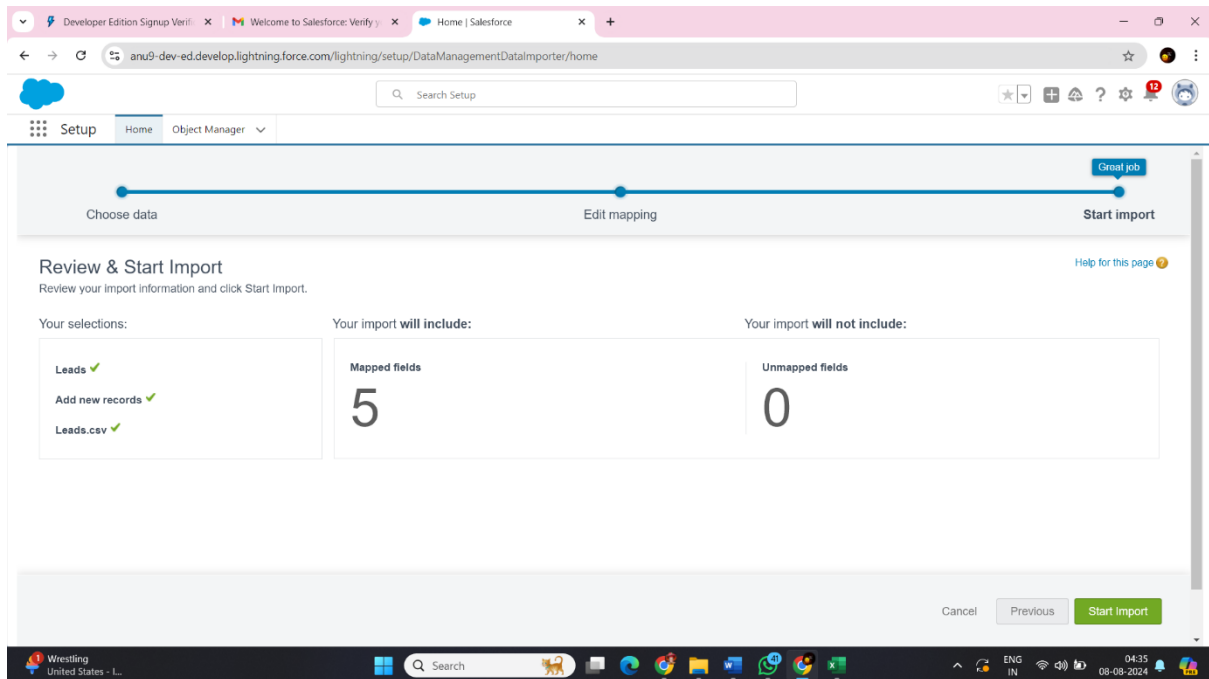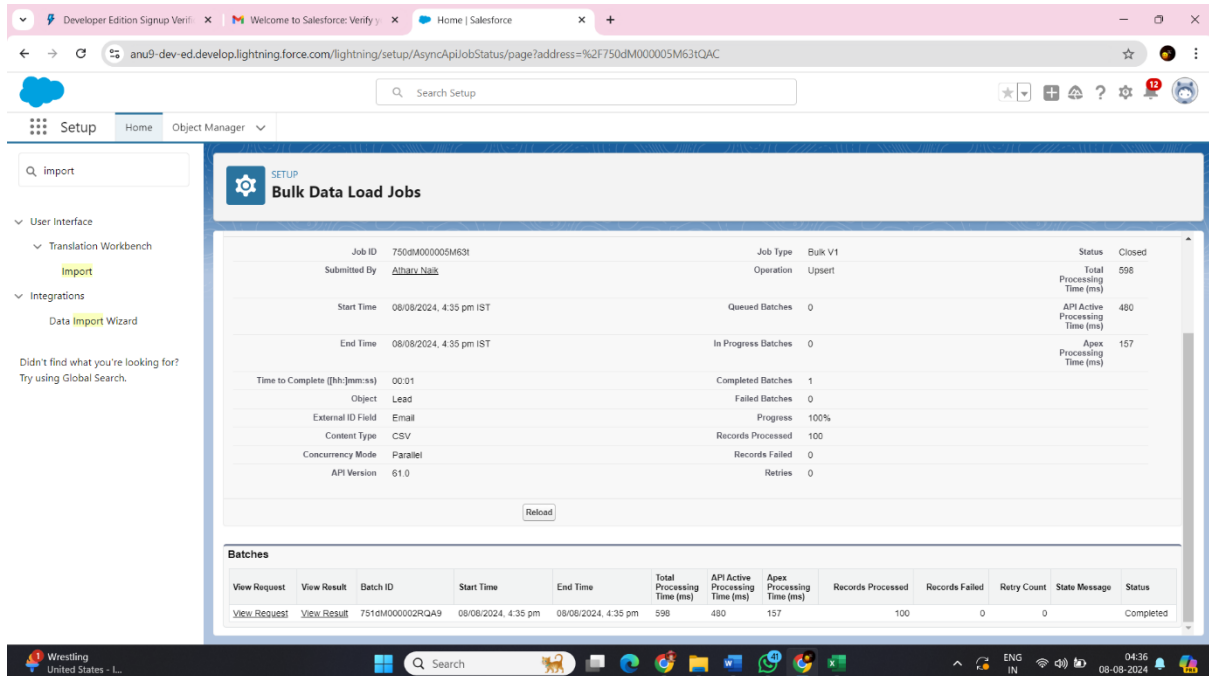

Step 18 : your file is Successfully uploaded congratulations. Click on 'ok' button.
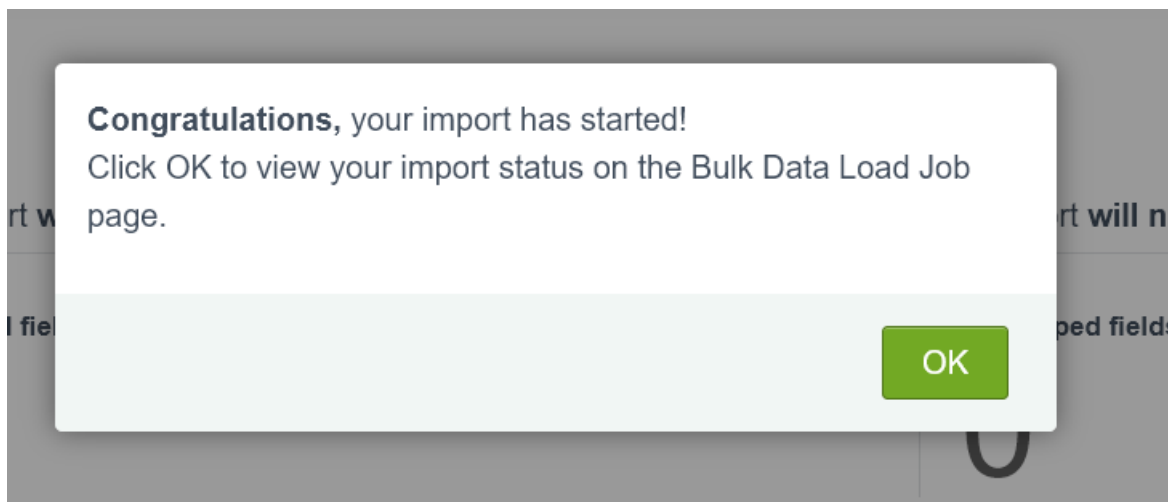
Step 19 : your file is Successfully uploaded. Click on search bar and search 'Data import wizard' also click on it.
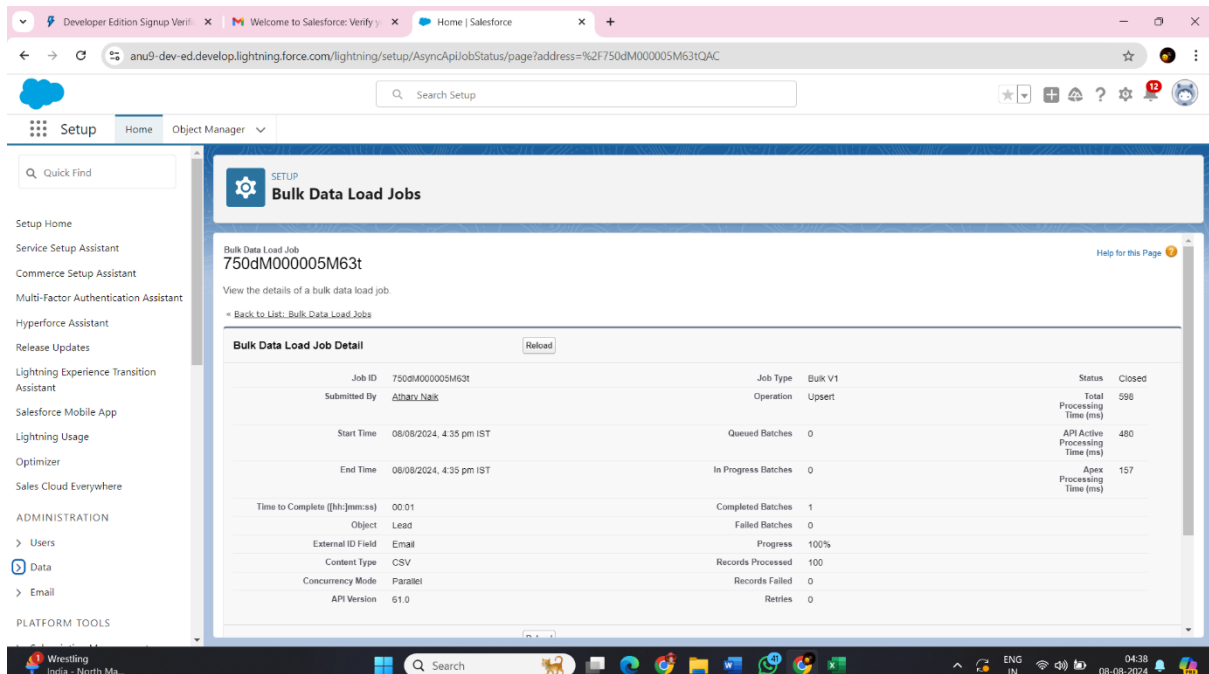

Step 20 : Click on 'Data' Option.
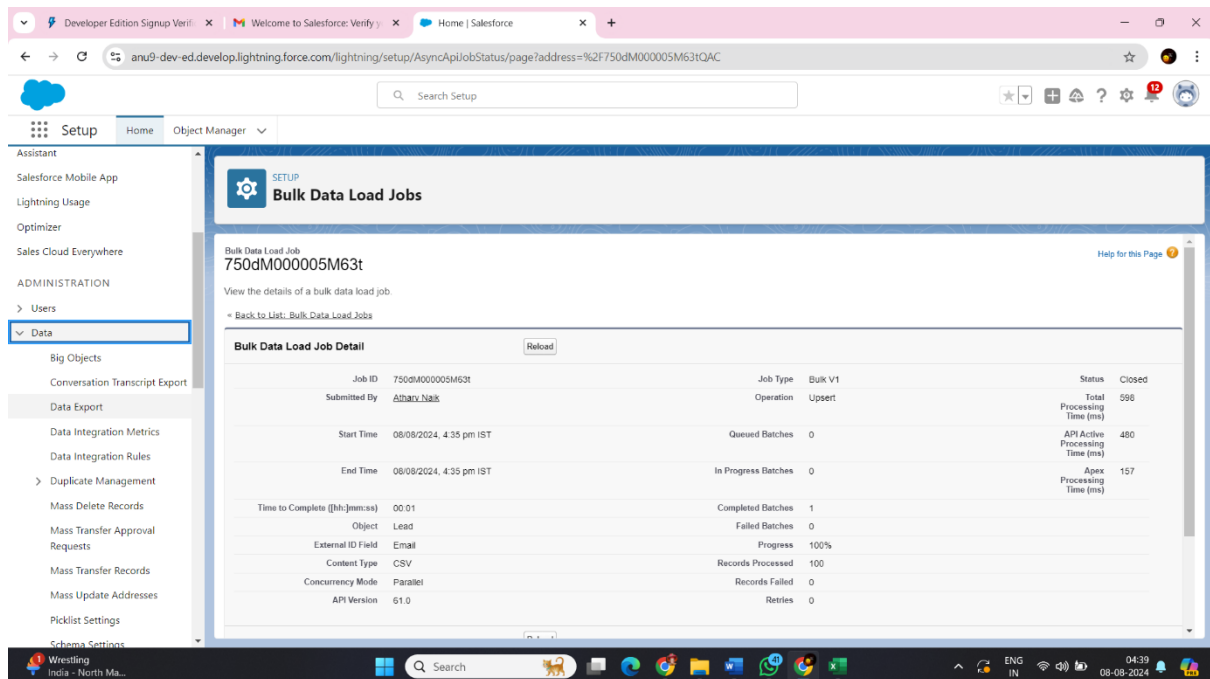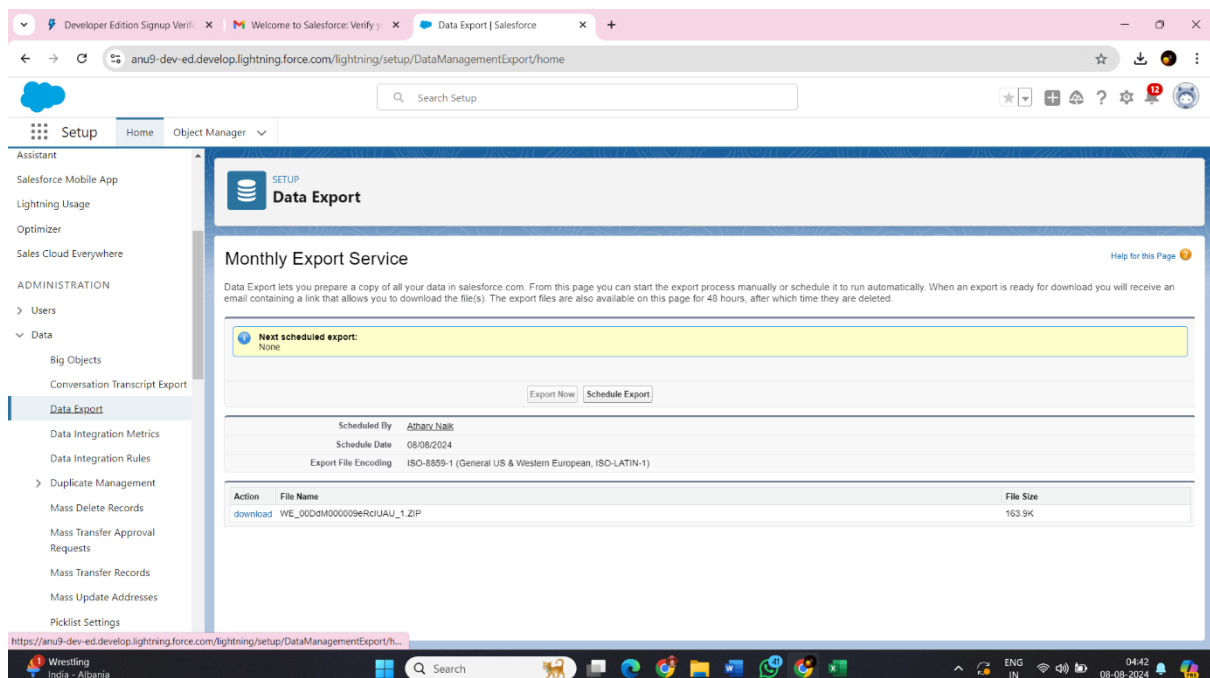
Step 21 : select the 'data export' option.

Step 22 : Directly download the zip file or also you can schedule export.