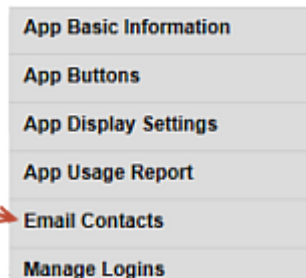## Export Contacts to Excel

From the Dashboard:

1. Select 'Options' in the header.

● Dashboard   ● Messages   ● Options   ● My Account   ● Help   ● Logout

App Basic Information

App Buttons

App Display Settings

App Usage Report

Email Contacts

2. Select 'Email Contacts'.     Manage Logins

**Groups**

All
**System Groups**
Mailing List ( 0 )
Not Grouped ( 0 )
Opt-out ( 0 )
**Custom Groups**
Contact Us List ( 0 )
test ( 2 )
Tip List ( 0 )
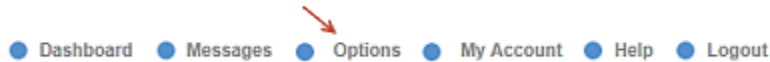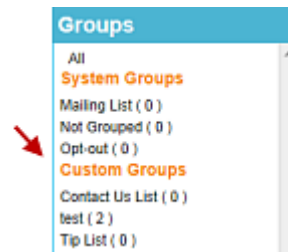
3. Click on the group you wish to export.

4. In Step 2, check 'All' or check the boxes next to the contacts you wish to

**Contacts**

Contact Search: [            ]

☐ All
☑ abc@logictreeit.com
☑ eighk@logictreeit.com
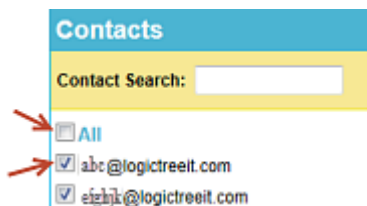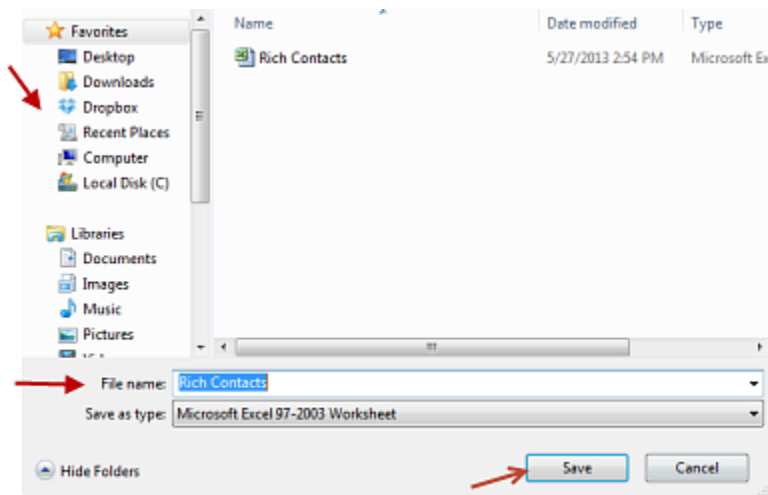
export.                          Note:  There must be a minimum of two

contacts.

5. Select 'Export' in the Actions box.   Export Contacts:   **Export**

6. Click 'OK'.   [ OK ]

7. Select 'Save As' at the bottom of your screen.

Save
Save as
Save and open

Do you want to open or save **Rich Contacts.xls** (1.29 KB) from **www.uspdhub.com**?   [ Open ]   [ Save ▼ ]

8.  Enter a location and file name to save your contacts on your computer.



9.  Click 'Save' and open your file.