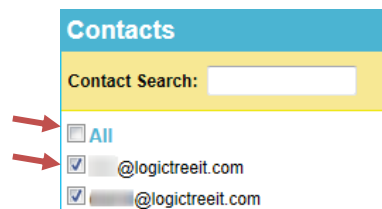## Export Contacts to Excel

1. Click on the group you wish to export.

2. In Step 2 check 'All' or check the boxes next to the contacts you wish to export.
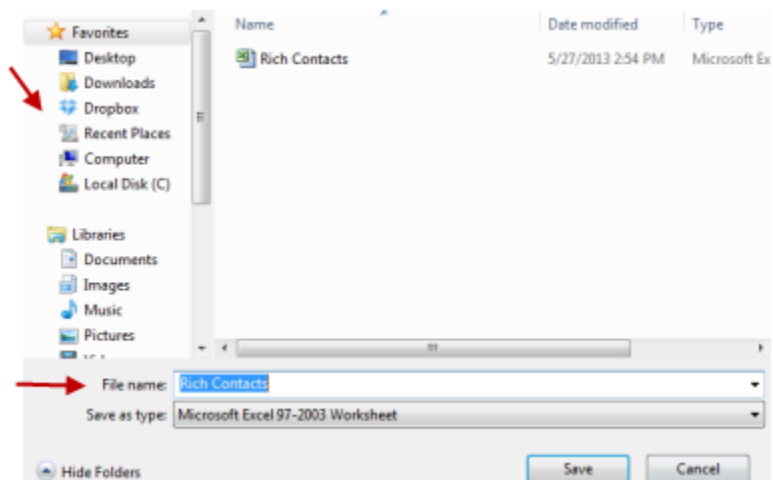
   Note: There must be a minimum of two contacts.

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

4. It will ask if you are you sure you want to export your contacts; click 'OK'.

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

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

7. Select 'Save'.

8. Open your file.