



## How to Export a Contact List

You can export contact lists to your computer as a Comma Separated Values (.CSV) file, which you can use in a spreadsheet program like Microsoft Excel, or as an .HTML file.

- ➔ Click the “Manage Contacts” tab near the top of the EasyContact application screen, or select the “Add & Manage” link under the “Contacts” heading in the grey box to the right. Once inside the “Manage Contacts” tab, click **Export Lists** from the list of choices on the left side of the screen.
- ➔ Select the list(s) you wish to export by clicking on the box in the far-right column. (A checkmark will be displayed in selected lists. You can un-select by clicking on the checkmark.)
  - ➔ You may select all lists by clicking on the box at the far-right top of the column of the “List Name” heading line.
- ➔ Select a file format for the export. Either click the **Export to .HTML** button or click the **Export to .CSV** button to export the list and open or save the file on your computer.