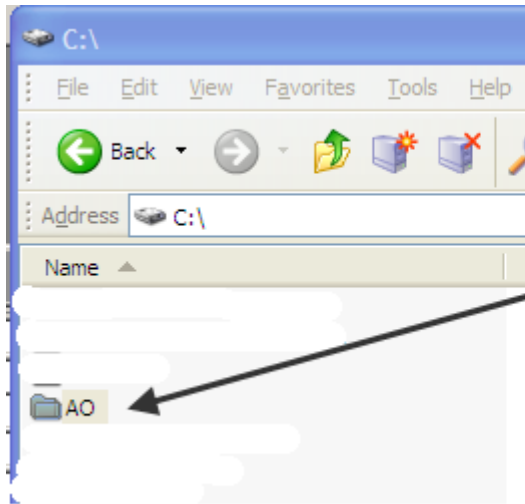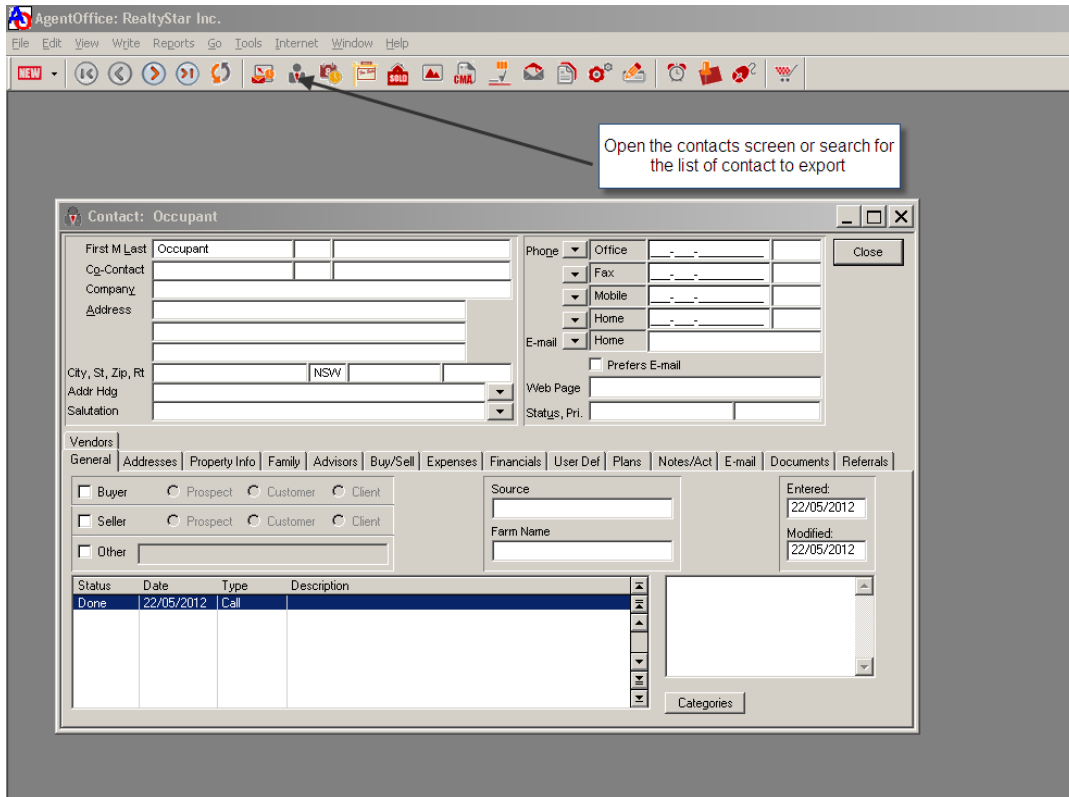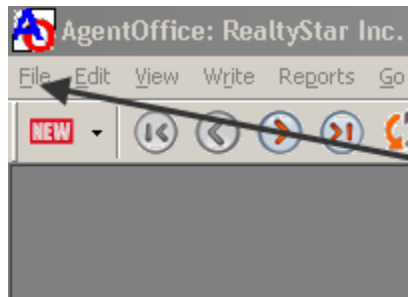# How to Export Contacts

Step 1

Create a folder on your local
C:\ drive called AO

Step 2

Open the contacts screen or search for
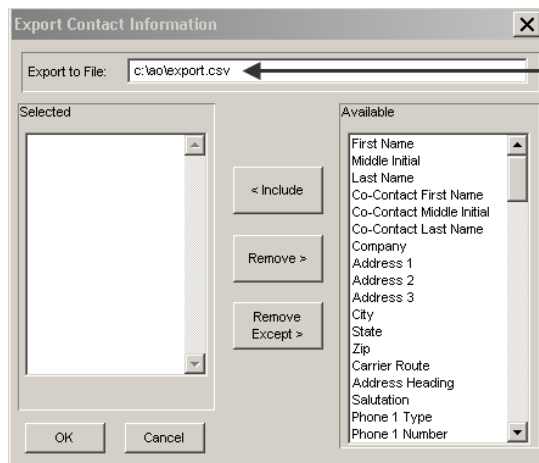the list of contact to export

Step 3
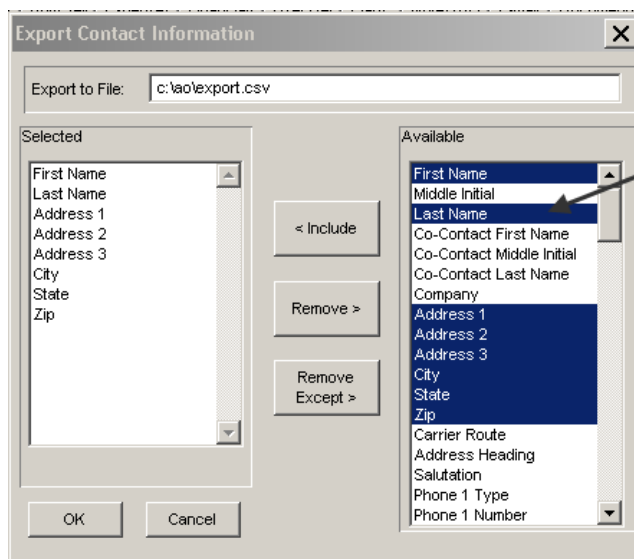

Click on File

Then

Then Export Contact Information

Step 4

Type the following
(you can name the file whatever you want)
c:\AO\export.csv (make sure it has .csv at the end)

Step 5

Choose the fields you want to export
(you can select more than one)

Then Click Include

Then Click OK

The file will be exported to the new folder you created in step 1