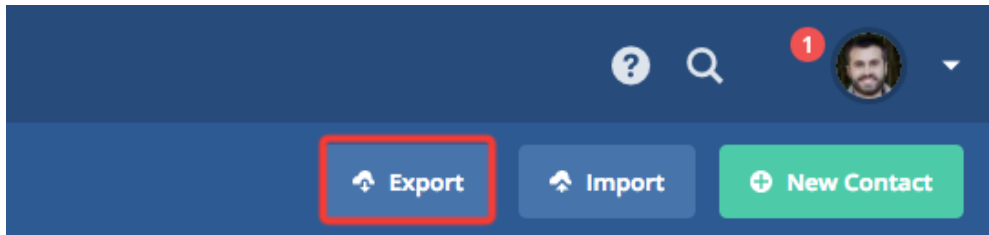


EXPORTING CONTACTS

You can export **all contacts** in your account to a CSV file. To get started:

1. **Click "Contacts" in the main menu** to navigate to the Contacts overview page.
2. **Click the "Export" button** on the top right of your screen.



A new tab will open and the export will begin to download to a CSV file immediately.

The export file will include all default data as well as data for any custom fields that you have set up.

Default data

Email address

Email address of your contact. The data is pulled from a default system email address field.

First name

First name of your contact. This data is pulled from a default system first name field. If the contact does not have a first name listed in your account, the cell will be blank.

Last name

Last name of your contact. The data is pulled from a default system last name field. If a contact does not have a last name listed in your account, this cell will be blank.

Phone number

Phone number of your contact. This data is pulled from a default system phone field. If a contact does not have data for this field in your account, this cell will be blank.

Status

This column will be blank for this report, ie, for all contacts.

To see the status for contacts, you will need to export them by list.

The status will tell you whether or not the user is Active, Unconfirmed, Unsubscribed or bounced

Contact record created

This is the date a contact was added to your account.

IP address

Most recent IP address of your contact at the time of export.

User agent

Most recent browser and operating system for a contact. This is collected when a contact completes a trackable action, such as opening an email in a browser, clicking a link in our email, visiting a website with site tracking installed, and form submissions.

Organisation

Organisation for your contact. The data is pulled from a default system Organization field. If a contact does not have an organization listed in your account, this cell will be blank.