Exporting Contacts

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Applies To: ■ New PoliteMail ■ Legacy PoliteMail

Version: ■ 4.9+ ■ 5.0+

Go to **PoliteMail** > **Lists** > **Mailing Lists.** Double-click on the mailing list you want to export the contacts from. Now go to **Actions** > **Export All.**

By default, PoliteMail will export everything that is displayed on the list. If you only want to export certain contacts, you will need to narrow this list down either by applying search filters or sorting by user in the “All Users” pull-down menu.

PoliteMail