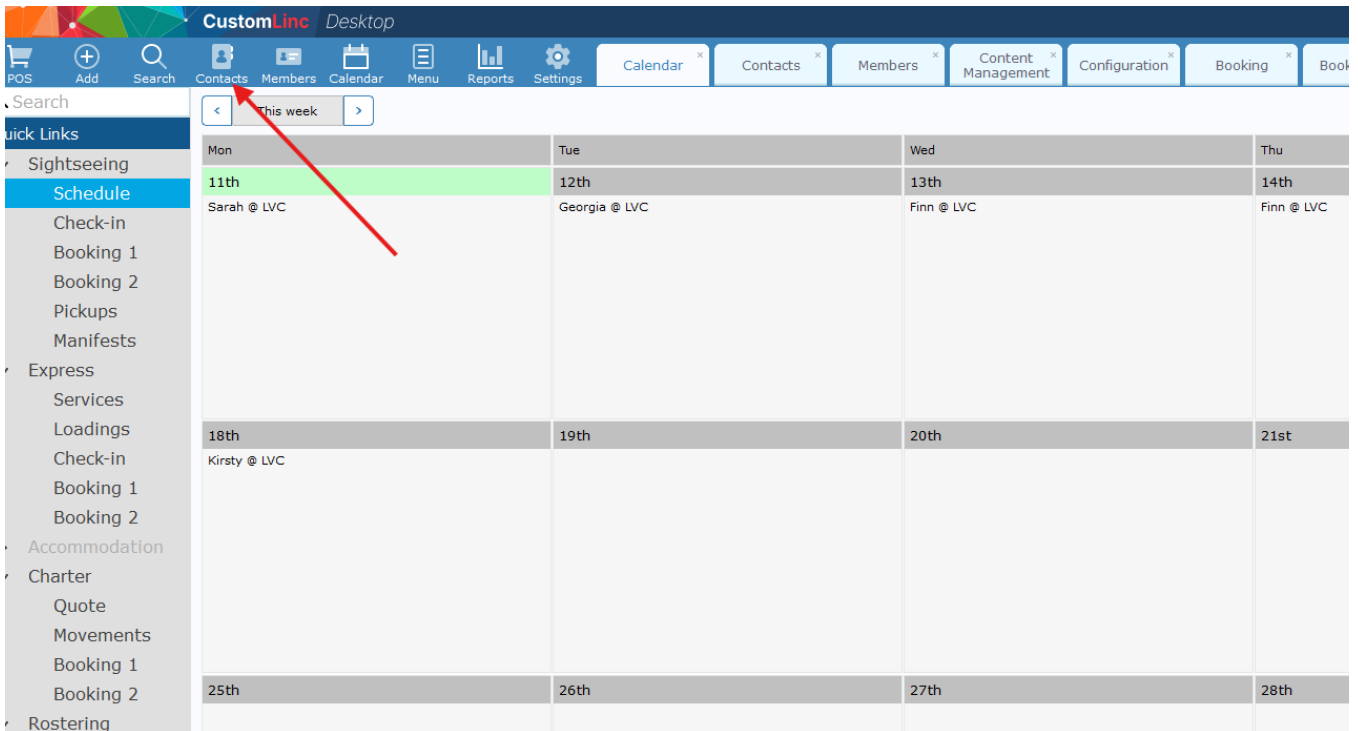


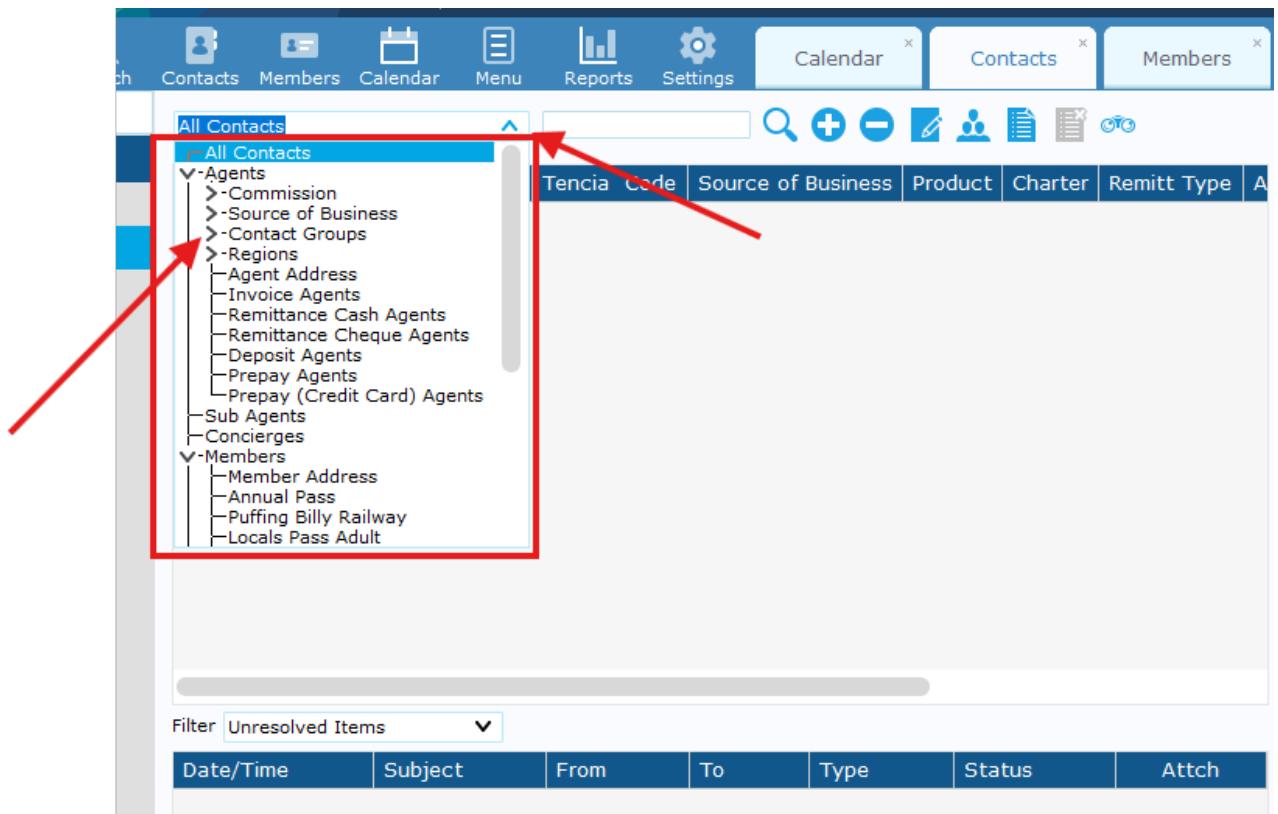
How to: Export a list of emails from a Contact Group

1. Go to **Contacts**

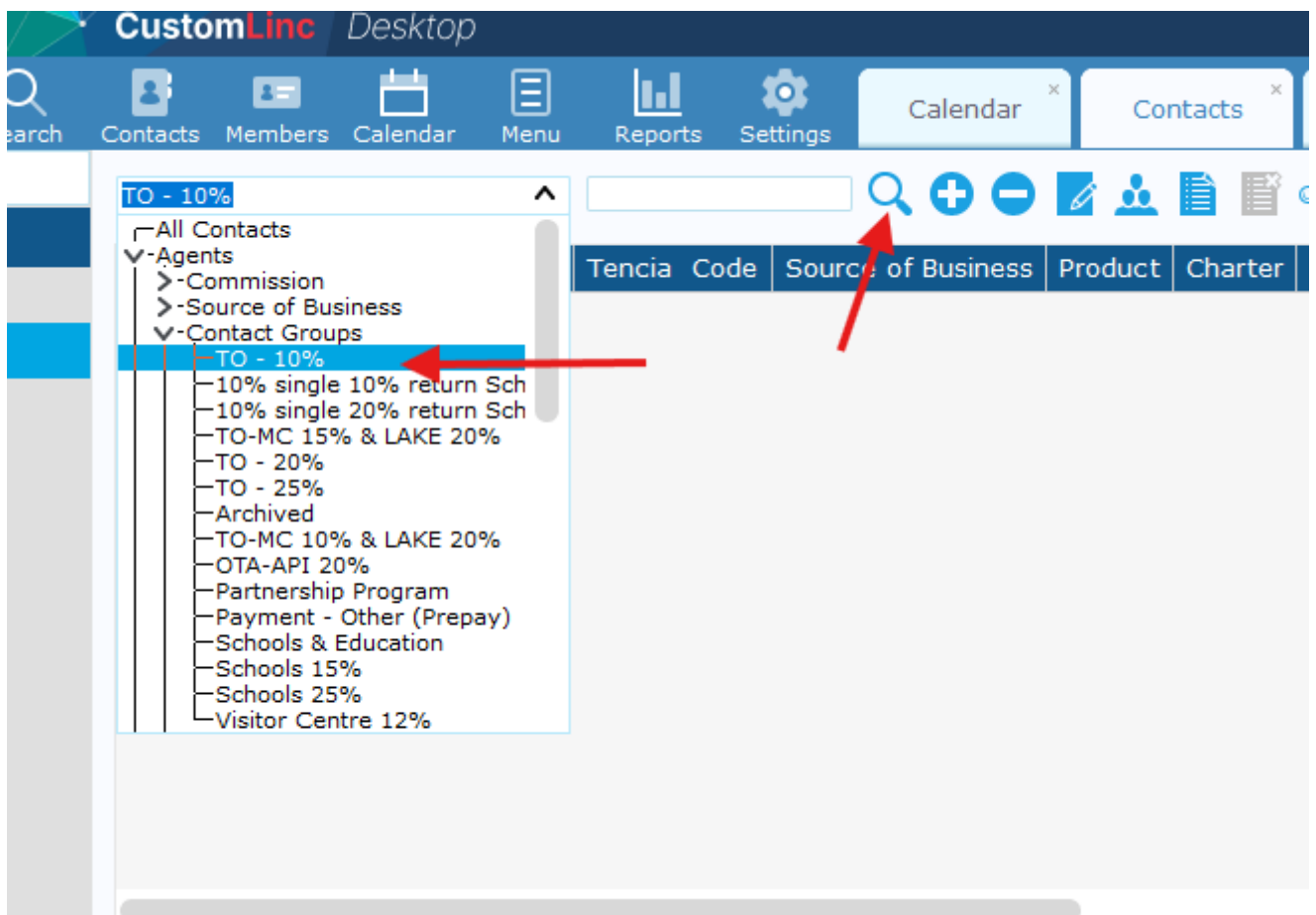


2. Select the Contacts drop down to search for a contact filter.

- From here you can click the arrows to expand the filters, the following are examples.
 - **Contact Groups** are managed on a per agent basis - an Agent (contact) can have **multiple Contact Groups** associated.
 - **Commission** is managed per Agent under **contract** an agent will only have **one active commission** at a time.



3. Select a filter and click **search** (Magnifying Glass)



4. Once all agents are loaded, **right click** any agent on the left side, select Export > CSV file

UnR	Contact Name	Payment	Contact
37	A & A Travel	Payment	Contact Id
	A & B Business Link Pty Ltd T/A Melbourne Limo Link	Payment	Last Modified
400	A Petite Tour	Invoice	Business Email
	A Plus Travel	Payment	Accounts Email
	Aconcept Group	Payment	Accounts Email
	AKW Tours	Payment	WWW
	AmazingCo Amazing co	Payment	
15	AMIG Travel	Payment	Contact Types
2	APSE TOURS PTY LTD	Payment	Physical Address
39	Around & About Tours	Payment	Contact Groups
	Asia Vacation Group Pty Ltd	Payment	Tax Number
183	AU VIP Trips T/S AU VIP TOUR	Payment	
	Aus Star Traveling Pty Ltd	Payment	

Filter Unresolved Items

Date/Time	Subject	From	To	Attach

Configure As
Assign To
Select
Agents
User
Supplier
Link Concierge to Agent...
Brochure Request
Email/SMS List
Label Run
User Logon Details
Export
Properties...

CSV file
CSV File with Agent Commission

5. It will ask you to select a save locations, then it should automatically open up.

In the CSV you will find an **EmailBusiness** header - This is the primary contact for each agent.

6. You can highlight all cells email cells then **copy & paste** these into the **To** section in Outlook.

Revision #2

Created 2025-08-11 05:02:23 UTC by Dylan Healey

Updated 2026-07-14 05:06:48 UTC by Dylan Healey