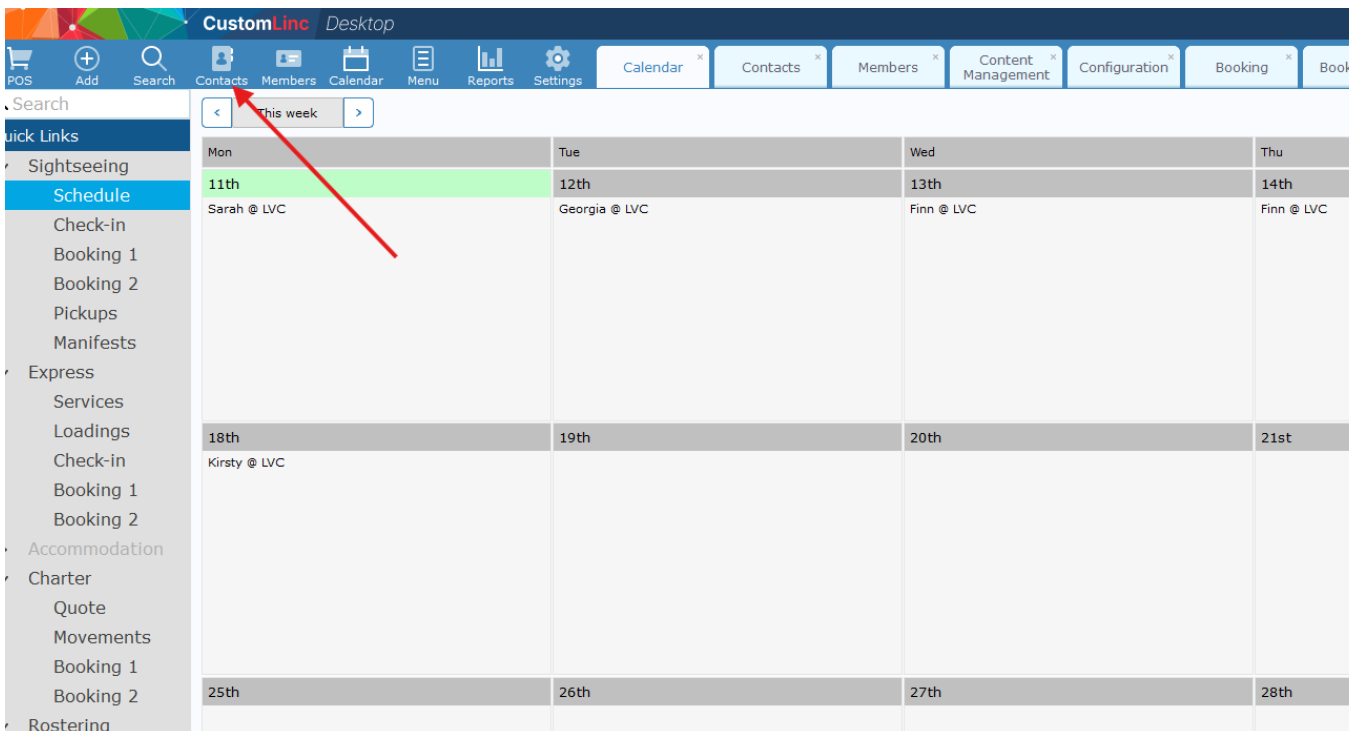


How to: Export a list of emails from a Contact Group

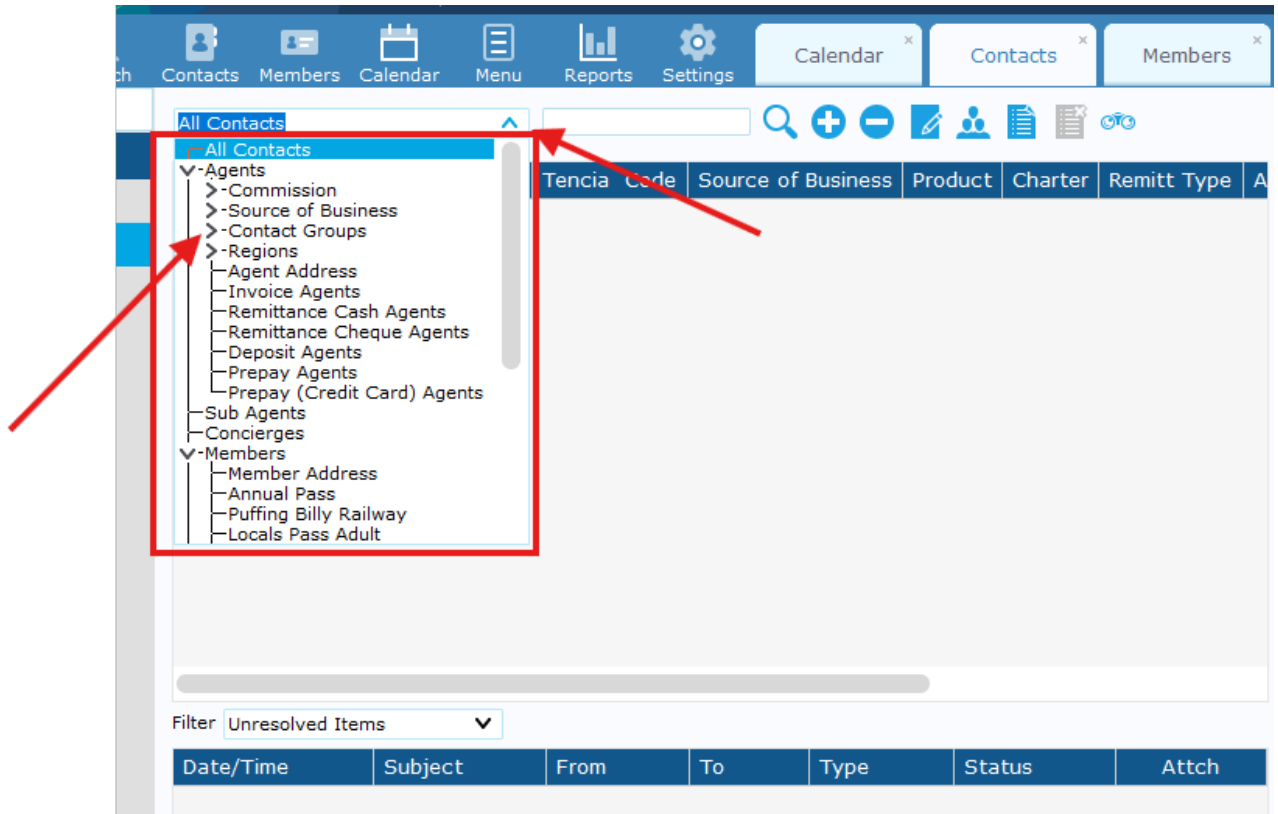
1. Go to **Contacts**



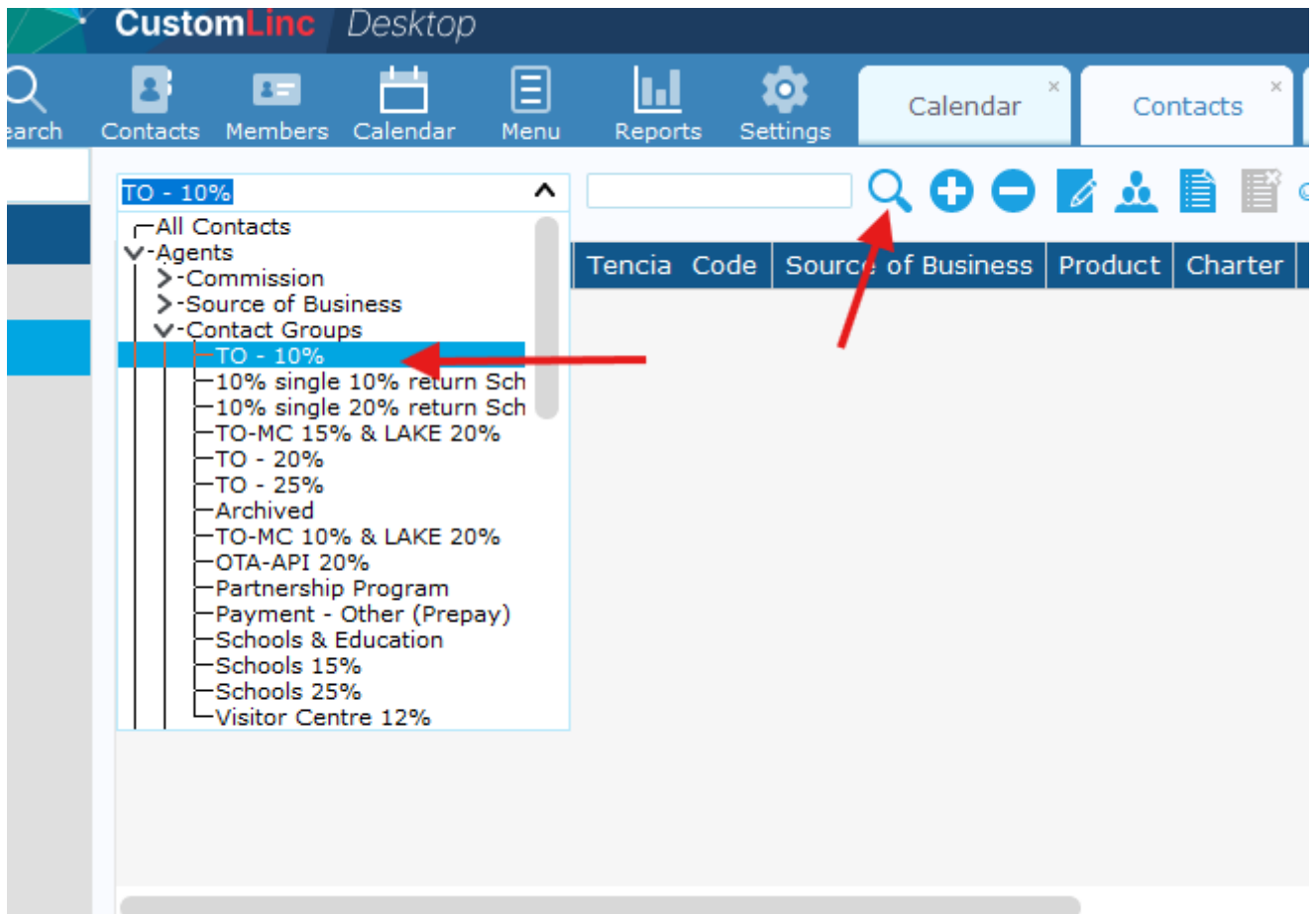
The screenshot shows the CustomLinc Desktop interface. The top navigation bar includes tabs for POS, Add, Search, Contacts, Members, Calendar, Menu, Reports, Settings, and several open tabs: Calendar, Contacts, Members, Content Management, Configuration, Booking, and Book. A red arrow points to the 'Contacts' tab. Below the navigation bar is a search bar and a 'Quick Links' sidebar. The main area displays a calendar view for 'this week' with columns for Monday, Tuesday, Wednesday, and Thursday. The calendar shows contact assignments for specific dates: Sarah @ LVC on the 11th, Georgia @ LVC on the 12th, Finn @ LVC on the 13th, Kirsty @ LVC on the 18th, and Finn @ LVC on the 14th. The calendar also shows dates 14th, 18th, 19th, 20th, 21st, 25th, 26th, 27th, and 28th.

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

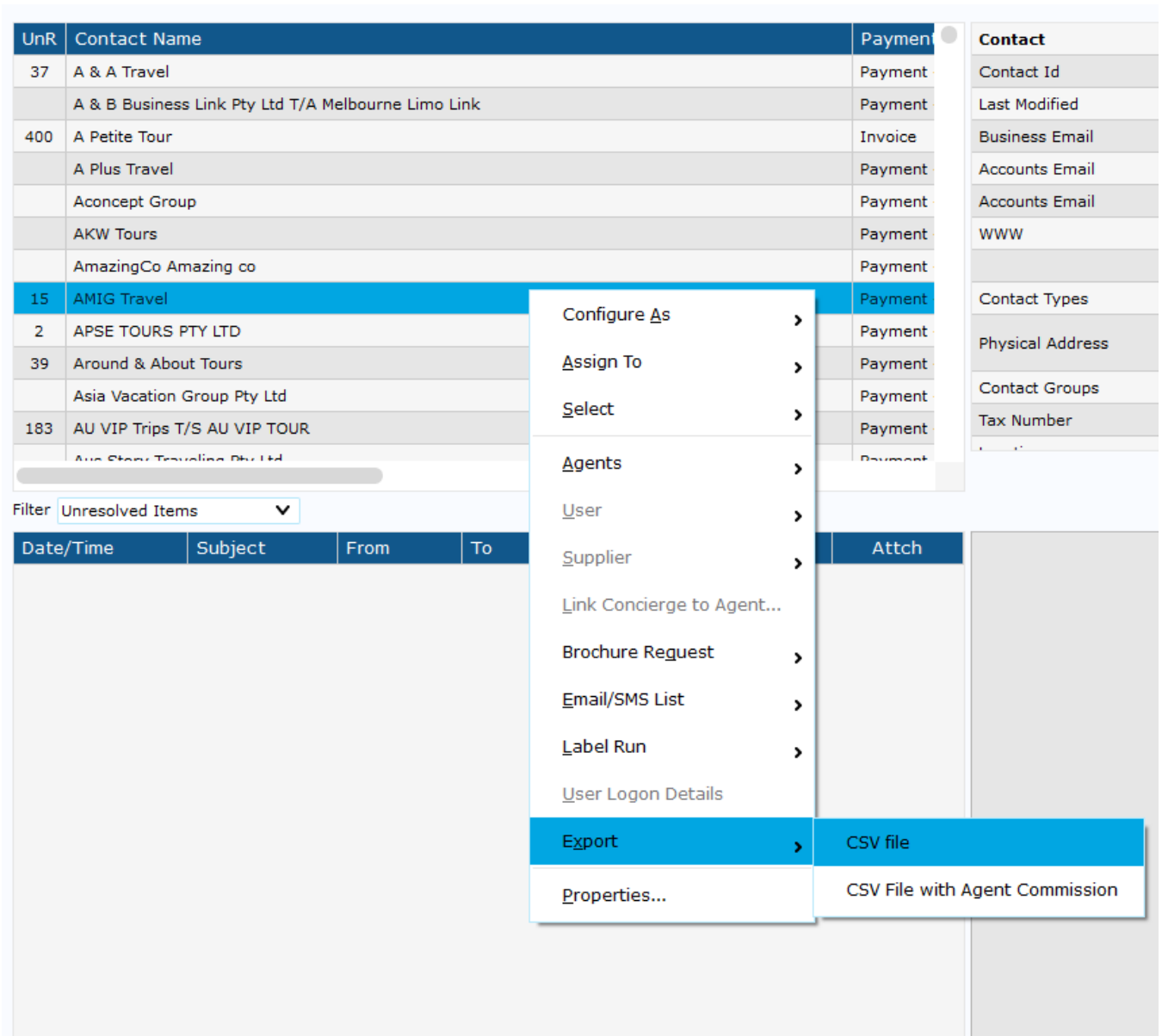
- From here you can click the arrows to expand the filters, the following are examples.
 - **Contact Groups** are managed on a per agent basis - an Agent (contact) can have **multiple Contact Groups** associated.
 - **Commission** is managed per Agent under **contract** an agent will only have **one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



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.

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