
To export the contacts in your audience to a CSV, TXT or Excel file, select the **Send Contacts** menu option.

Then, choose **File Export** as the location to send contacts to. Type the name of your file on the dotted line and choose the file type from the dropdown.

Name the file. If you want a dynamically-calculated date to appear in the file export, for a daily or weekly file drop, insert the following into the file name: [[yyyyMMdd]]

Once you have named the file and selected the file type, edit the output fields by clicking **Edit Output Fields**. Depending on the contactability pane, select the data fields to include by 'Adding' or 'Removing.' As a note, there will be default values in the righthand table – these can be removed if not applicable.

Once the output fields have been selected, click **Save Output Fields**.

Then, select **Send Contacts Now** to export your file.

If you selected to send immediately, your campaign export file should export within the next 5 minutes, depending on the size of your campaign. Campaigns are exported in tab-delimited format, with the filename of the name of the campaign and the datetime the file was created.

To export the contacts in your campaign, select the **Send Contacts** button from the Export and Schedule menu.

To export your file immediately, select **Send Immediately** from the first dropdown. To schedule your file export for a later date or time, select **Create New Schedule**.

Type your the name of your file on the dotted line, and choose the file type from the dropdown. Then, select **Send Contacts Now** to export your file. If you have selected Create New Schedule, you will need to give parameters for the schedule. You can do this by clicking **Edit Schedule**. From here, you can name the schedule (as it appears on the marketing calendar), pick the start date, send time, how often the file should export, and enable if it should stop exporting on a specific date (i.e. seasonal export, limited contest, etc.).

If you selected to send immediately, your campaign export file should export within the next 5 minutes, depending on the size of your campaign. Campaigns are exported in tab-delimited format, with the filename of the name of the campaign and the datetime the file was created.

To download your exported file, go to **Files** in the top right corner of the interface, where will be directed to the file management site. Double-click on **Marketing Tool Exports** to access the file export. Files will be in alphabetical order.

You can download your file by clicking the file name or checking the box next to the file name. Then, click **Download**. Your file will download directly to File Explorer and is ready for use.
