

Trying to export a file to the Shared Folder in File Management?

Follow these steps after clicking Send Contacts.

Video walk-through

Send Contacts	
'd like to send contacts immediately to	
Select	
Select. a direct mail file a phone list Acoustic Operational BMR SendGrid Boulder Mountain Resort FTP Email - IBM Watson Campaign(75) Email - IBM Watson -Flash Sale Site Email - IBM Watson -Flash Sale Site Email - Mail Chimp Primary Facebook	
File export SFTP - Direct Mail - Transcontinental SFTP - Direct Mail - QUAD/Graphics	*

Detailed step-by-step

- 1. Click Send Contacts
- 2. To: select File Export
- 3. Named: [type a file name]
- 4. The next line is for location. Click "Select Folder"
- 5. Click the Level Up arrow



6. Find and click on the Shared folder (it's at the bottom of the list)



7. Click **Close** (it will save the location).