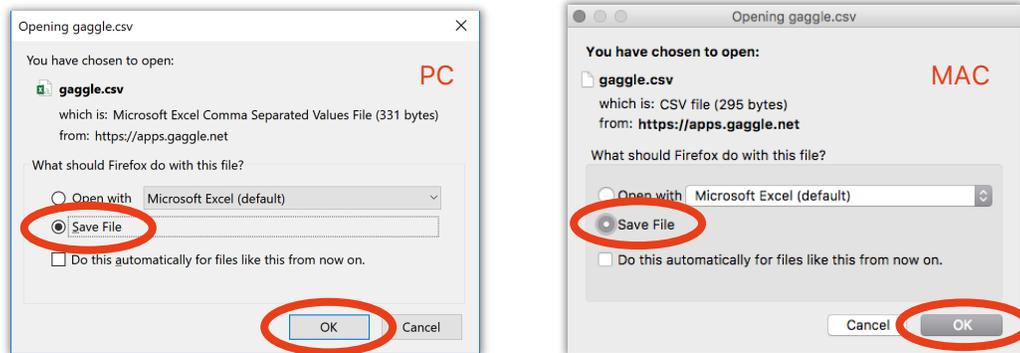


## In Gaggle, under the Email Tab:

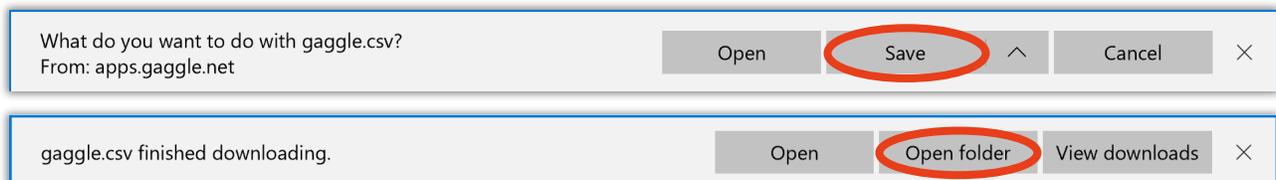
1. Click "Apps" > A horizontal drop down menu with three options will appear
2. Click "Contacts" > Contacts will load
3. Click "More" > A vertical drop down menu with three options will appear
4. Click "Export Contacts" > Gaggle will export a .CSV file

## System Differences When Saving the Exported .CSV File

5. On a PC or MAC using Firefox Browser: Click "Save File" then "OK"  
The file will save in your "Downloads" folder by default.  
Or wherever you have set up Firefox to save downloaded files.



6. On a PC using Edge Browser: Click "Save" near the bottom of window.  
The file will save in your "Downloads" folder by default.  
Or wherever you have set up Edgeto save downloaded files.  
Once downloaded, you may find the location of the file by clicking "Open Folder"

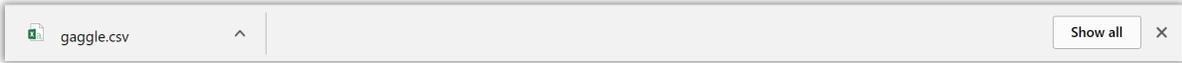


## System Differences When Saving the Exported .CSV File (continued)

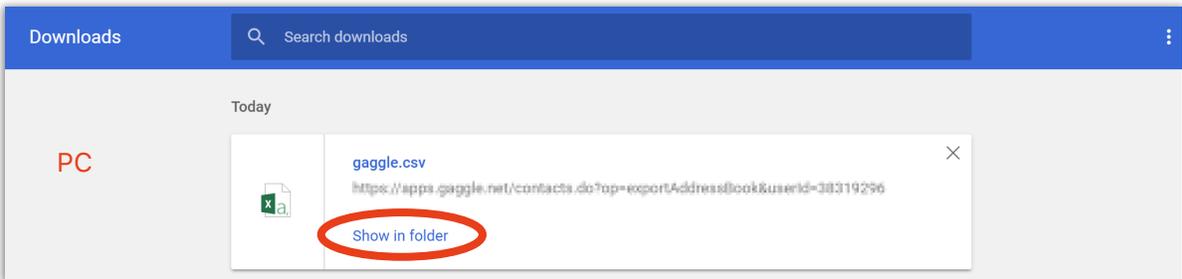
### 7. On a PC or MAC using Chrome Browser:

The file will save in your "Downloads" folder by default. Or wherever you have set up Chrome to save downloaded files.

You may find the file by clicking "Show all"



A page will load showing all downloads. To see where the file is located on your desktop, click "Show in folder"



A page will load showing all downloads. To see where the file is located on your desktop, click "Show in finder"

