GAGGLE: EXPORT CONTACTS

G gaggle	☐ I III III III Apps Admin Help	•
Email		Q
COMPOSE	Calendar 2. Contacts Digital Locker Date	
Dax's Folders		
🕞 gaggle	Home Email Apps Admin Help	•
Contacts		Q
My Contacts	First Name Print Primary Email Home Phore	ne
My Address Groups	Import Contacts	
Directory		
Shared Contacts		

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"

What do you want to do with gaggle.csv? From: apps.gaggle.net	Open Save ^ Cancel X	<
gaggle.csv finished downloading.	Open Open folder View downloads X	<

GAGGLE: EXPORT CONTACTS

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"

gaggle.csv	^	Show all	×	
			_	ł

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

Downloads	Q Search downloads	:
	Today	
PC	gaggle.csv AddressBook&userId=30319296	

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

Downloads	Q Bearch downloads		:
	Today		
MAC	gaggle.csv https://apps.gaggle.net/contacts.do?op=exportAddressBook&userId=38319296 Show in Finder	×	