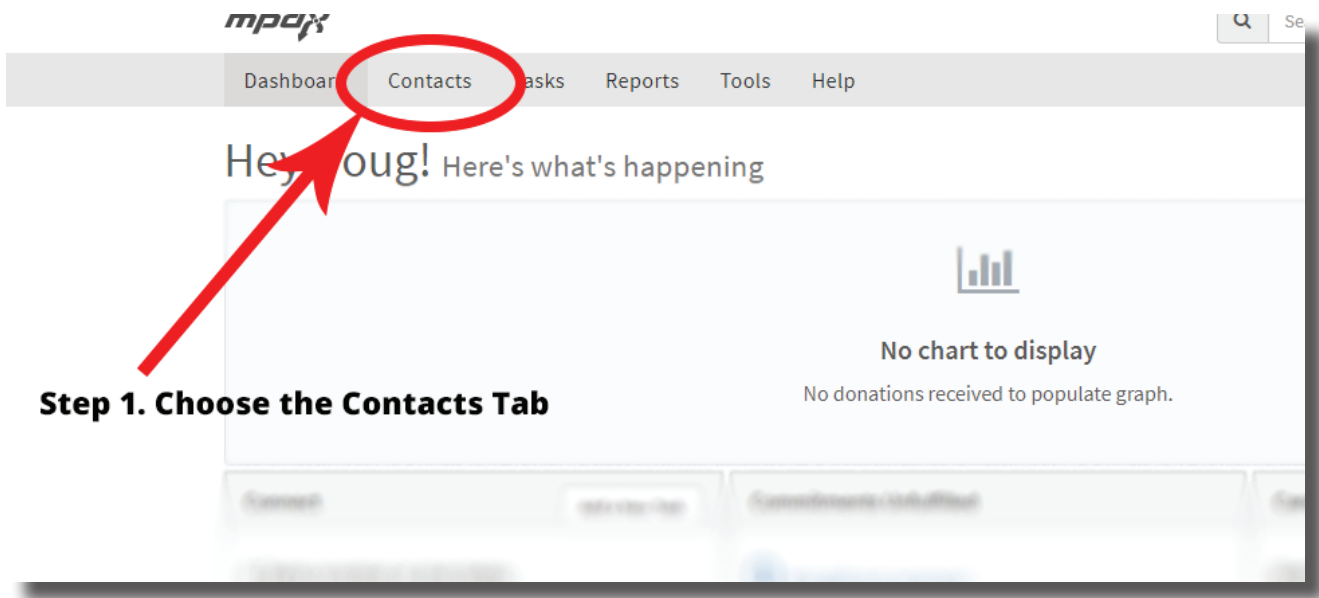


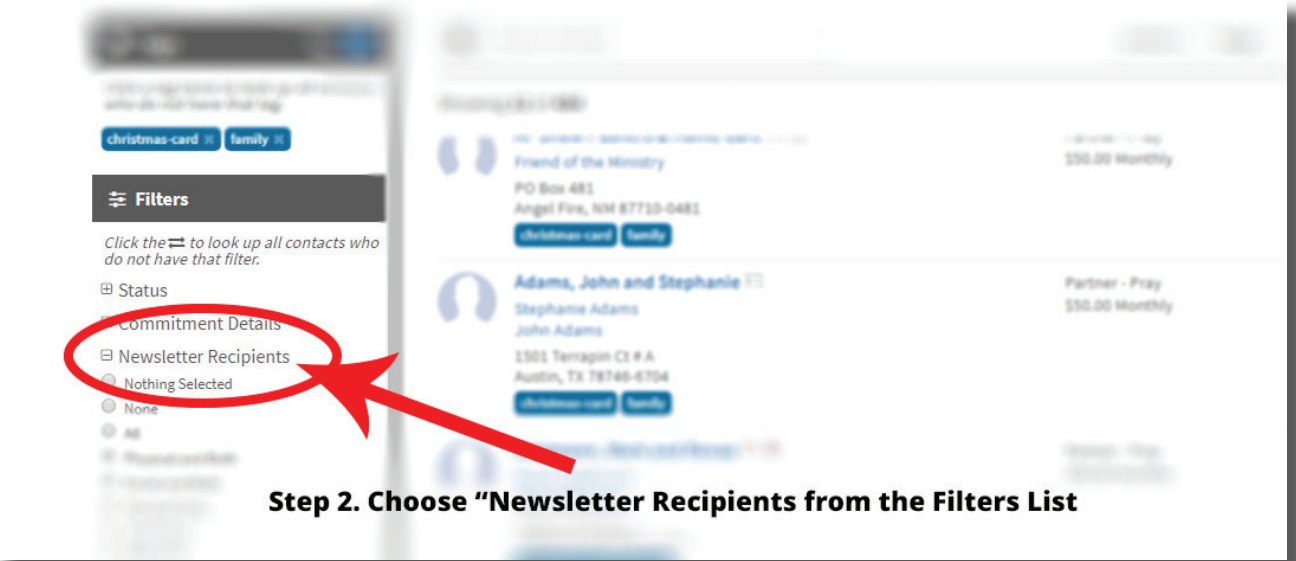
How to export email contacts from MPDx

1. Once you have logged into MPDx, you'll go to the "Contacts" tab at the top.



Step 1. Choose the Contacts Tab

2. Once you are in the contacts page, go to the Filters on the left-hand side of the page and expand the "Newsletter Recipients" group



Step 2. Choose "Newsletter Recipients" from the Filters List

- ☐ Nothing Selected
- ☐ None
- ☐ All
- ☐ Physical and Both
- ☒ Email and Both
- ☐ Physical Only
- ☐ Email Only
- ☐ Both Only
- ☐ Referrer

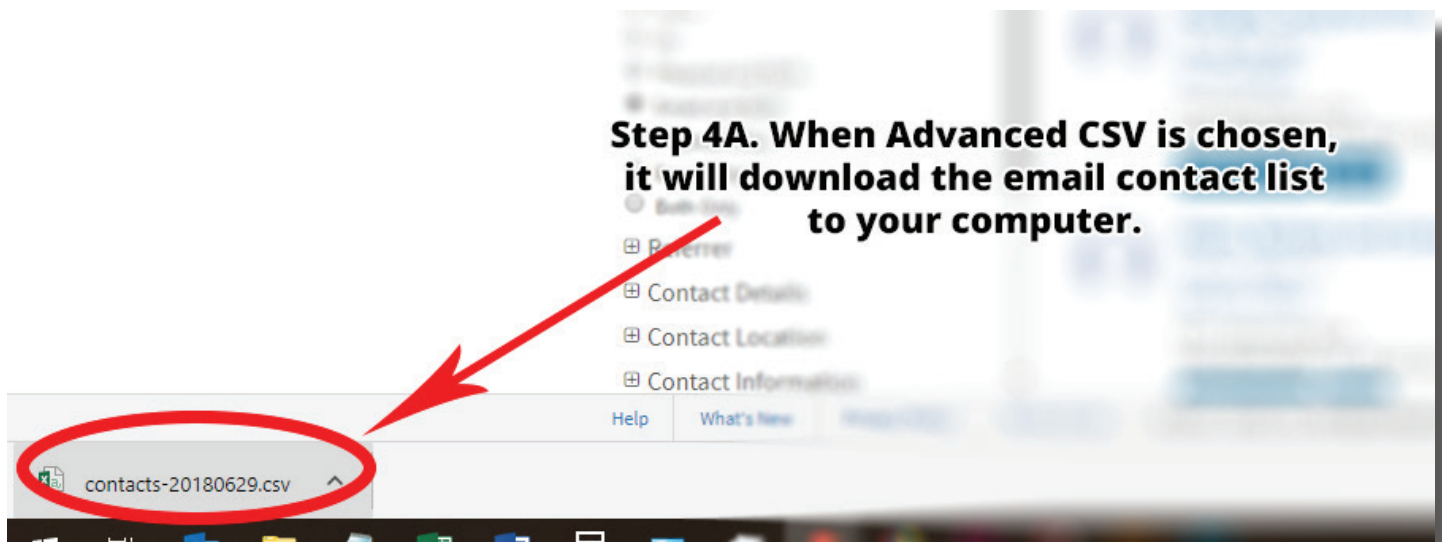
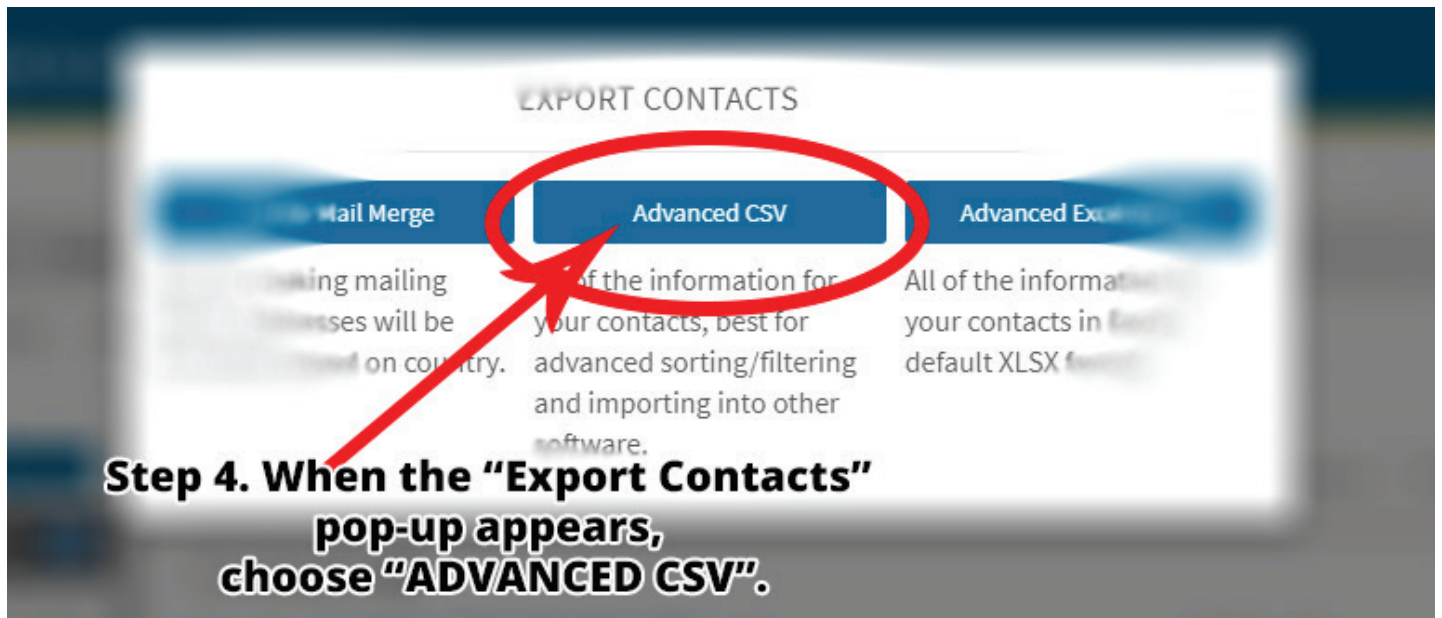
**Step 3. Choose
"Email and Both"
from the filter list**

3. In the Newsletter Recipients group, choose the option of "Email and Both". Once this is chosen, find and click the "Export" button at the top right.

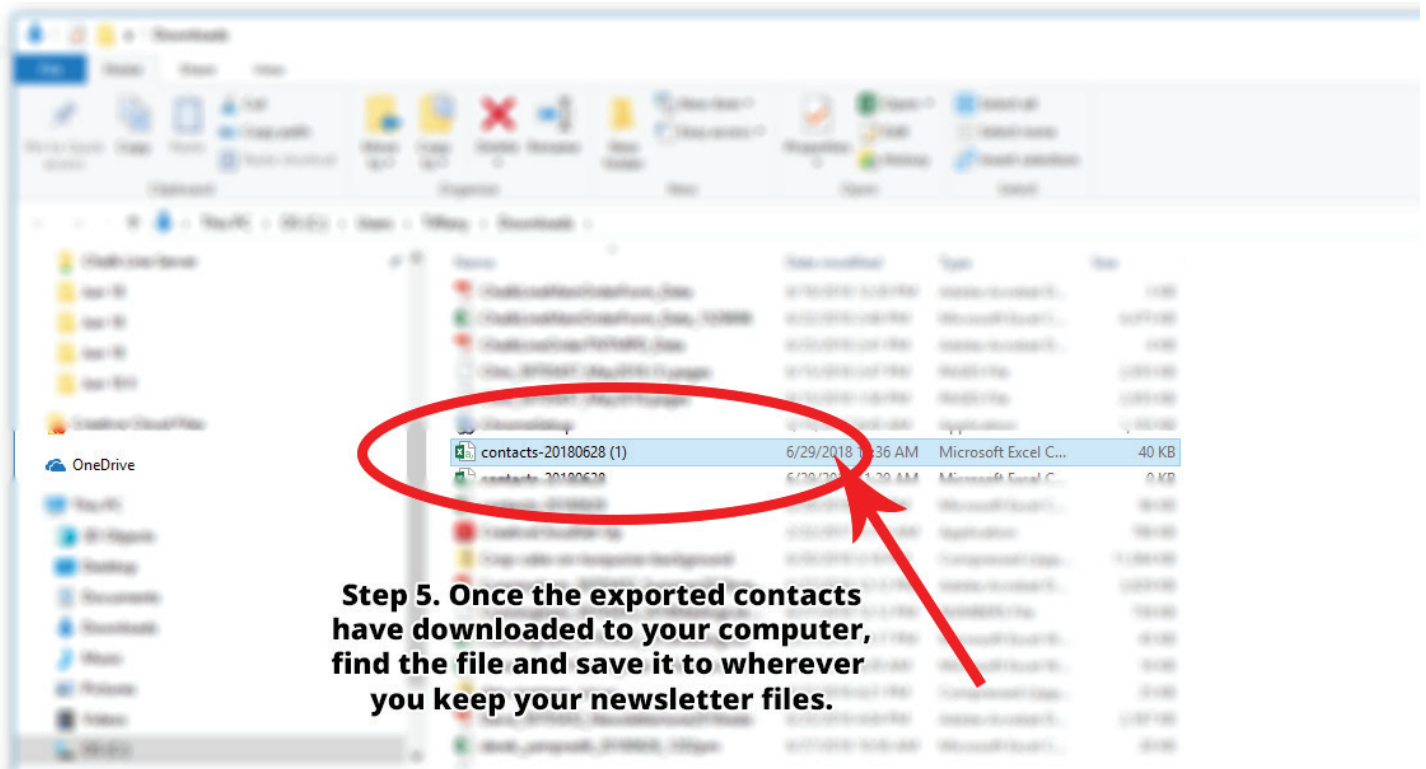
Actions ▼ Merge Export Select All

**Step 3A. Once "Email and Both" is selected,
click "EXPORT" at the top right**

4. A pop-up window will appear, allowing you to choose what format you'd like to export your contacts into. CHOOSE "Advanced CSV". When you choose "Advanced CSV", it will download the contact file to your computer.



5. Open the contacts in your spreadsheet program of choice (Excel, Pages, Open Office, etc.) and save the file to wherever you save your newsletter documents, so you'll easily be able to find them later



6. Use this file to upload with your Chalk Line order as your "email database".

