

# Export Account-wide Contacts as a Spreadsheet

## SUMMARY

Master Admins can use this feature to export contacts across all transactions.

**Short version:** 1) From the transaction, click [All Contacts] from the "Downloads" section of the left menu. 2) Once downloaded, sort and filter as needed to generate your desired contact list.

## IN THIS ARTICLE

[Export All Contacts as a Spreadsheet](#)

 :27

## Export All Contacts as a Spreadsheet

To export all contacts as a spreadsheet:

- 1 **From the Transactions page, click [All Contacts] from the "Downloads" section of the left menu.** Once downloaded, sort and filter as needed to generate your desired contact list.

– Downloads

 2018 Spreadsheet

 2017 Spreadsheet

 Full Spreadsheet

 All Contacts

 Monthly Backup

---