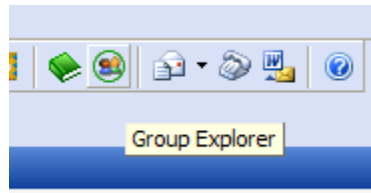
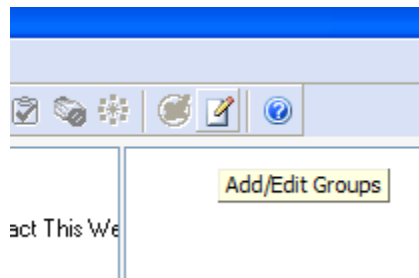


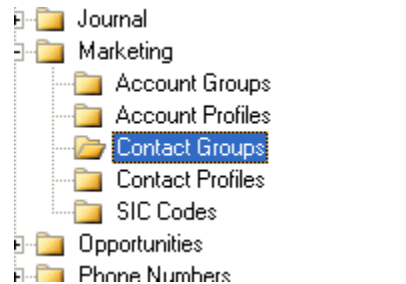
1. In the main window select Group Explorer



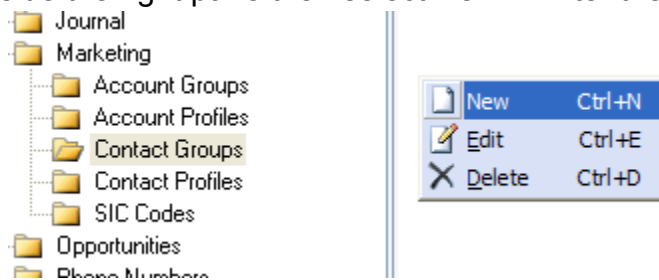
2. Select Add/Edit Groups



3. Select Contact Groups

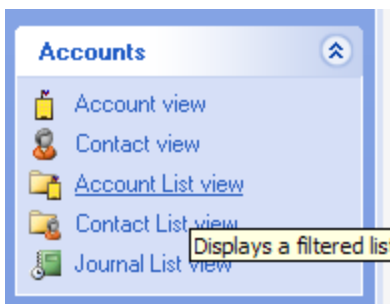


4. Right-click inside the right pane then select New – Enter the new new group name

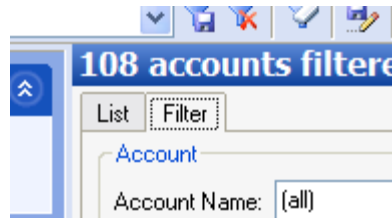


5. Close these windows and go back to the main window

6. Select Account List view

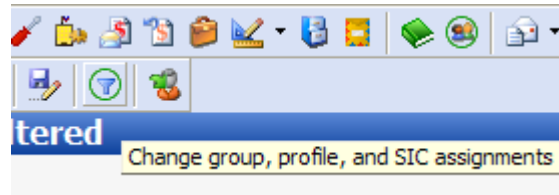


7. Select the Filter tab

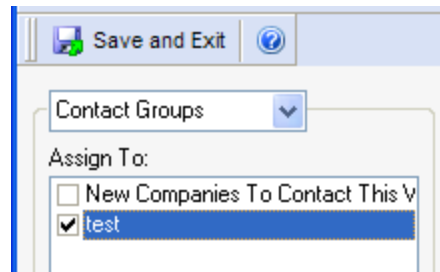


8. Use the filter setting and the List tab to determine your group

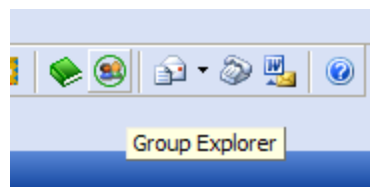
9. Select Change group, profile, and SIC assignments



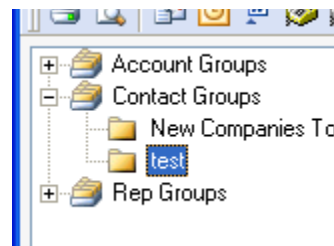
10. Change the first drop down list to Contact Groups and place a check mark by the group you created in step 4 then select Save and Exit



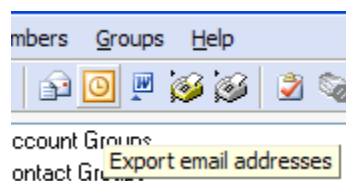
11. Go back to the Group Explorer



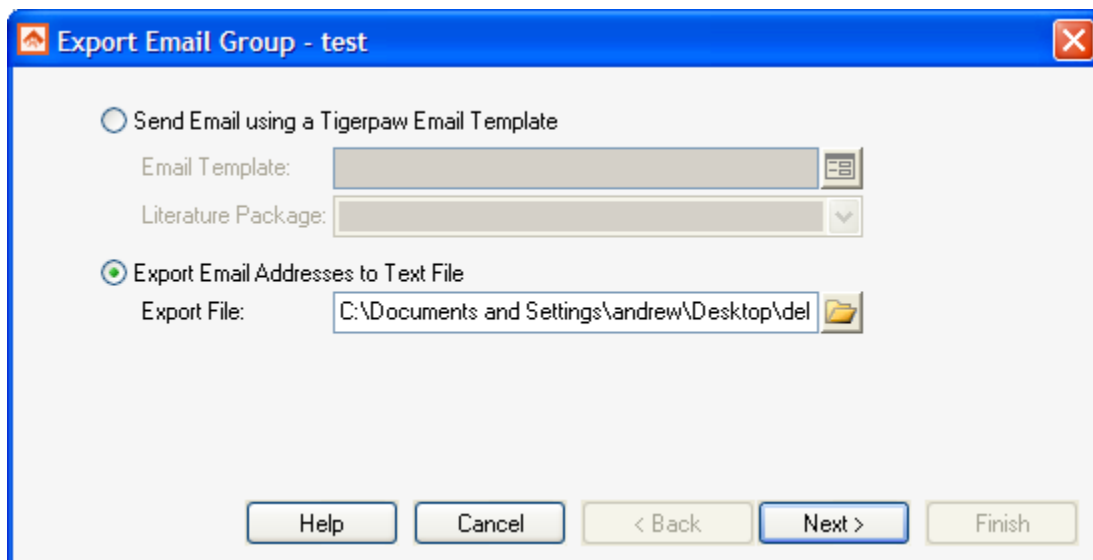
12. Expand the Contact Groups and select the group you created in step 4



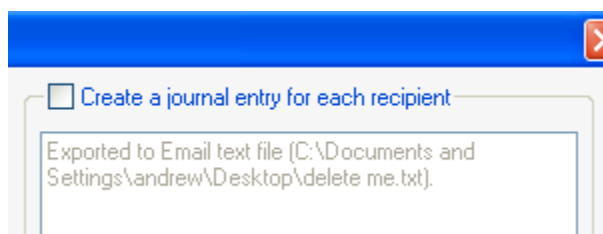
13. Select Export email addresses



14. Select Export email addresses to a text file and select the file to create then click Next



15. If you don't want to create a journal entry for this even on each account remove the check next to Create a journal entry for each recipient then click Next



16. Click Finish and the emails will be exported to the text file

