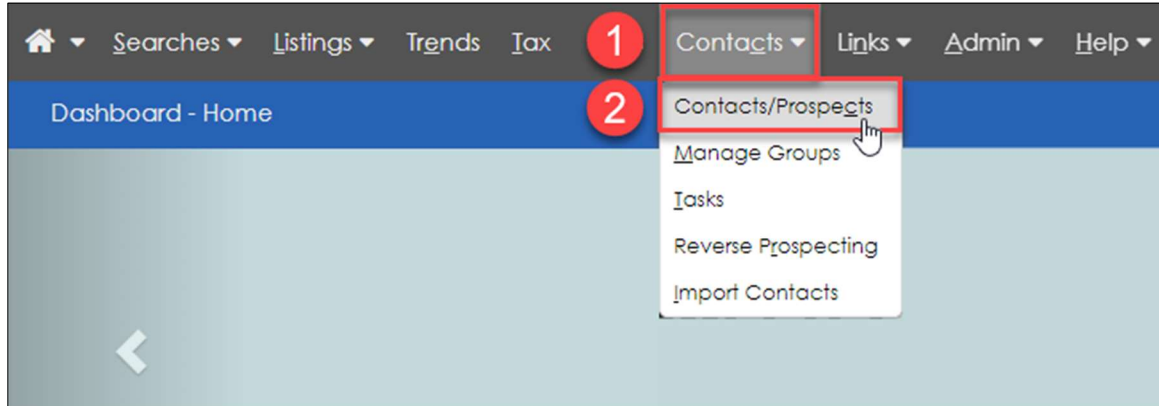


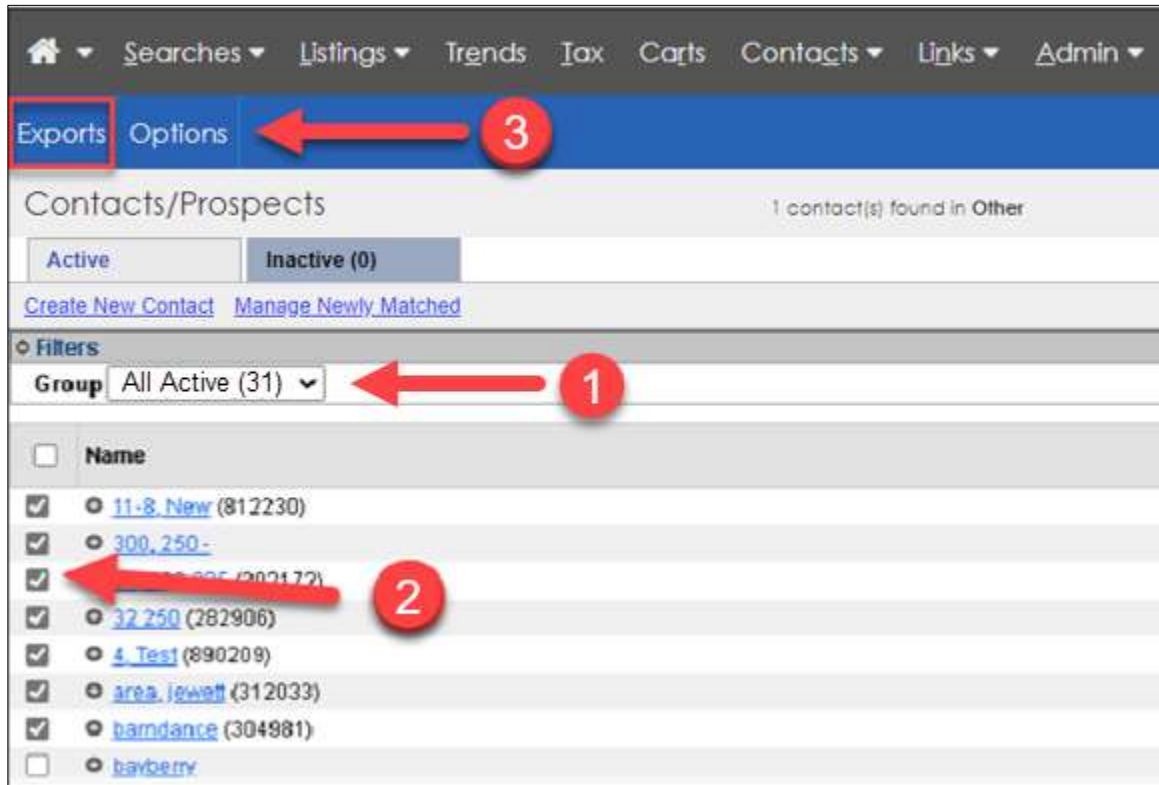
# BAREIS MLS®

## Export Contacts to CSV from BAREIS MLS

1. Log in to BAREIS MLS. From the top menu bar, click **Contacts** (1) and then select **Contacts / Prospects** (2) from the drop down.



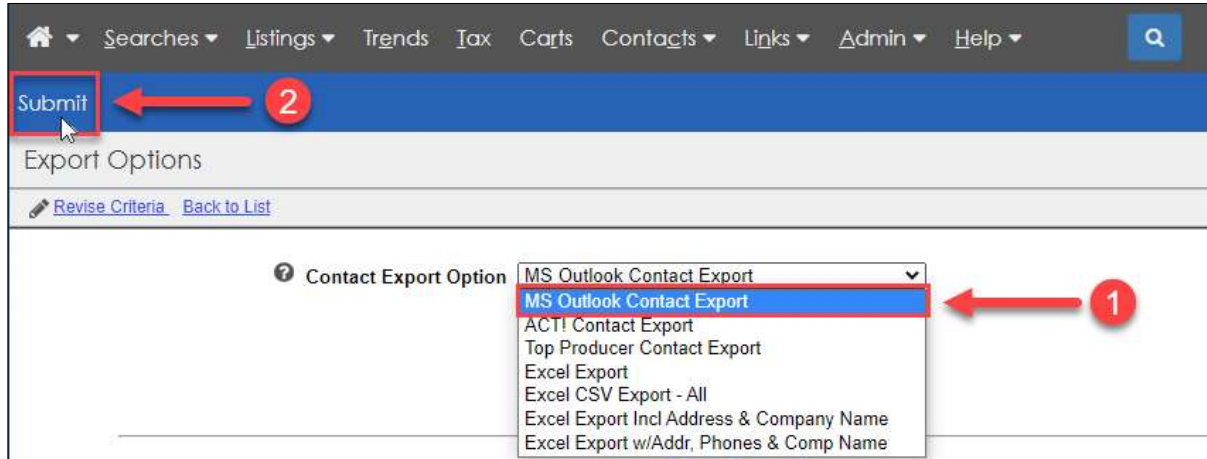
2. On the **Contacts / Prospect** screen, in the **Filters** section, choose **All Active** (1) from the **Group** drop down. Select the contacts you want to export (2) by checking the boxes to the left of the name. Once you have selected your contacts, click **Exports** in the upper left on the second menu bar (3).



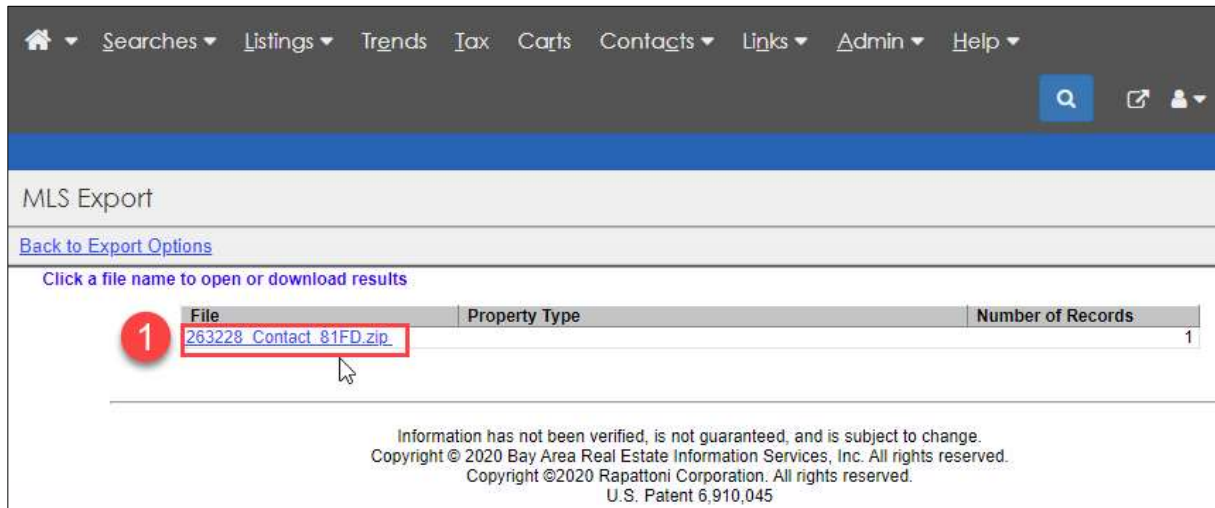
# BAREIS MLS®

## Export Contacts to CSV from BAREIS MLS

3. On the **Export Options** screen, select **MS Outlook Contact Export** (1) from the **Contact Export Option** drop down, and click **Submit** (2) in the upper left on the second menu bar.



4. A link to the **export file** is displayed. Click on the **export file name** (1) to download the file.



5. The file may be in a compressed format called a **Zip**. All computers can unzip a file. We suggest unzipping the file and renaming it for ease of future use.
  - Double-click on the file to open it and then either unzip or extract the contents.
  - You will be given the ability to choose the destination. The default is always the current location of the zip.
  - We suggest renaming the file as: **CSV\_BAREIS**