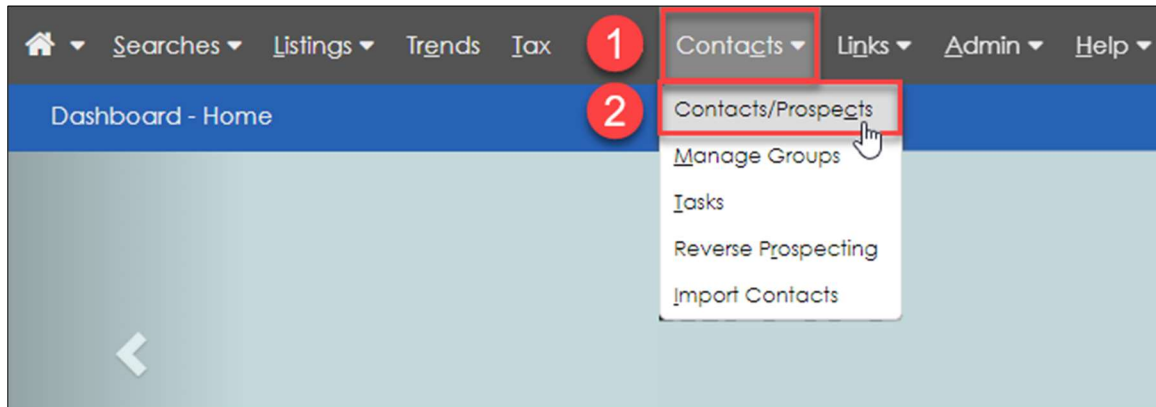


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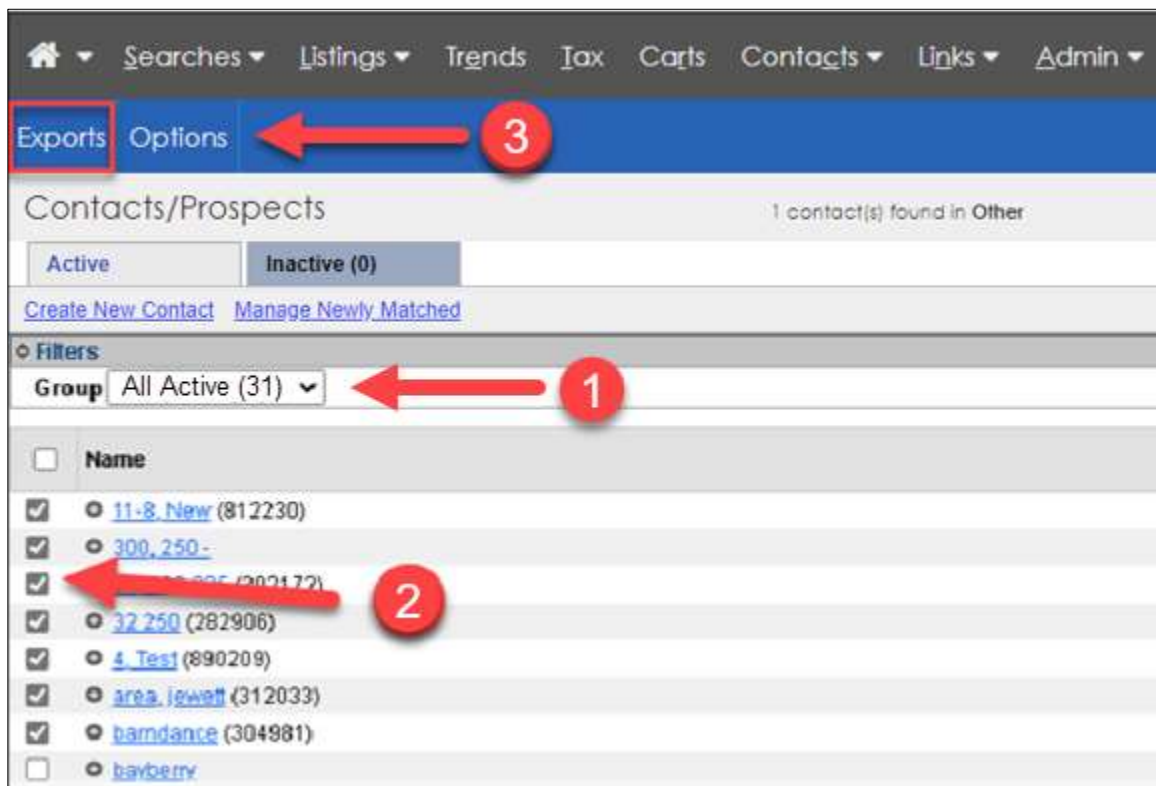
Export Contacts to CSV from MetroList MLS



1. On the Clarity dashboard, click on the MetroList icon.
2. From the top menu bar, click **Contacts** (1) and then select **Contacts / Prospects** (2) from the drop down.



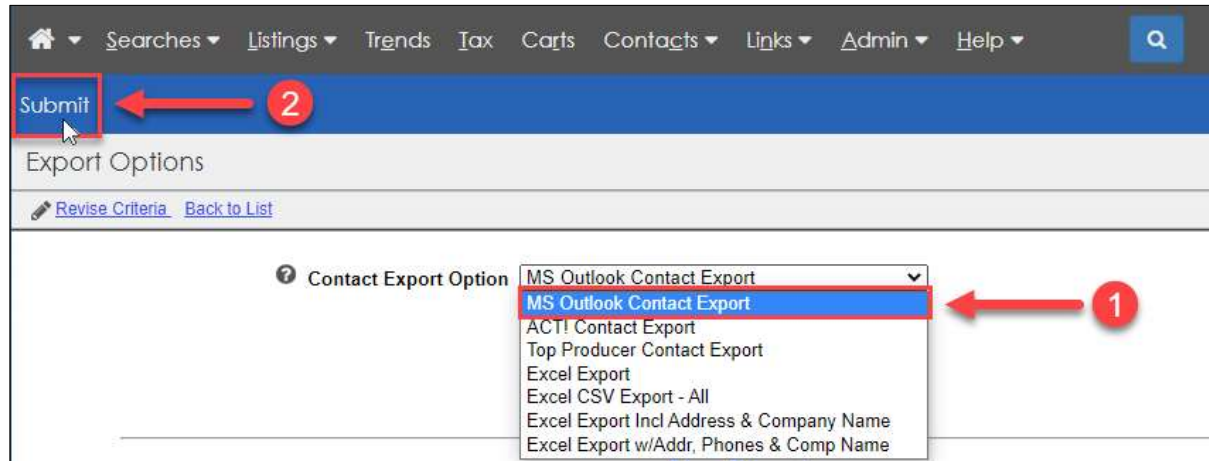
3. On the **Contacts / Prospect** screen, in the **Filters** section, choose **All Active** (1) from the **Group** drop down. Select the contacts you want to export (2) by checking the boxes to the left of the name. Once you have selected your contacts, click **Exports** in the upper left on the second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



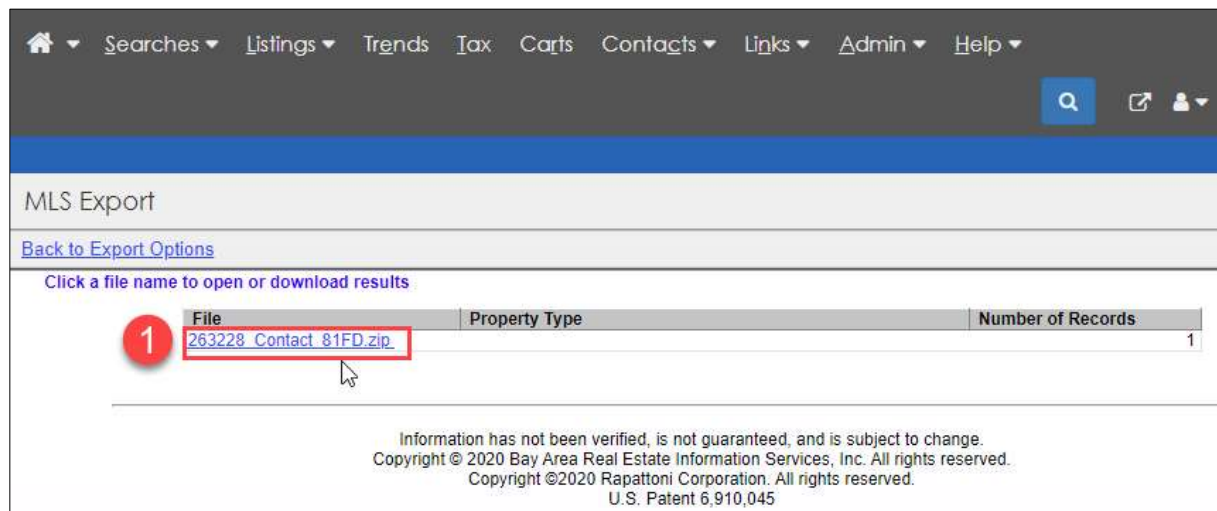
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Export Contacts to CSV from MetroList MLS

4. 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.



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



6. 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.
 - a. Double-click on the file to open it and then either unzip or extract the contents.
 - b. You will be given the ability to choose the destination. The default is always the current location of the zip.
 - c. We suggest renaming the file as: **CSV_MetroList**