
Exporting Contact Lists

Cell Phone

Note: The mobile apps below are recommended because of their ease of use and cost (free); however, many similar mobile apps are available. Check with your business coach if you have any questions on which the mobile apps to use.

SA Contacts Lite – iPhone & Android

- 1.) Download the application from the App Store.
- 2.) Open the application and when asked to give access to your contacts, allow it.
- 3.) Go to settings in the bottom right corner and choose "Old Version," then go back to setting and turn off photos.
- 4.) Go back to export in the bottom left corner of the screen.
- 5.) Select 'All Contacts' and 'Mixed' property style.
- 6.) Tap on the 'Start' button.
- 7.) When the backup is complete, select 'Email' as the Export option; enter the destination email address and send the export file. (must have an email account set up on the phone)
- 8.) Download and open the .zip file.
- 9.) Open the Excel file and copy/paste the contact names and phone numbers to the appropriate tab in the Google Sheet shared with business coach.

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LinkedIn

- 1.) Log into LinkedIn.com
- 2.) Click the 'My Network' icon at the top of the LinkedIn homepage.
- 3.) Click 'Your connections' on the left.
- 4.) Click 'Manage synced and imported contacts' near the top right.
- 5.) Under Advanced actions on the right, click 'Export contacts'.
- 6.) Select 'Pick and choose', check 'Connections', and click 'Request archive'.
Note: You will be prompted to re-enter your password for security purposes.
- 7.) You will receive an email to your primary email address which will include a link to download your list of connections.
Note: It could take 15-30 minutes to receive this email.
- 8.) Click 'Download archive'.
- 9.) Open the downloaded .zip file; your list of connections is in the Connections.csv file.
- 10.) Copy/paste the connections list from the file to the appropriate tab in the Google Sheet shared with business coach.
Note: This list may not provide all contact info but will provide a simple way of adding names to your list.



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Facebook

- 1.) Log into Facebook.com on a computer
- 2.) From the home page, click the down-arrow at the top-right of the page and select 'Settings'.
- 3.) Click 'Download a copy of your Facebook data'.
- 4.) Click 'Start my Archive'.
Note: You will be prompted to re-enter your password for security purposes.
- 5.) Click 'Start my Archive'.
- 6.) You will receive an email to your primary email address which will include a link to download your list of friends.
Note: It could take 15-30 minutes to receive this email.
- 7.) Click 'Download Archive'.
Note: You will be prompted to re-enter your password for security purposes.
- 8.) Open the downloaded .zip file; open the 'html' folder and open the 'friends.htm' file.
- 9.) Copy/paste the friends list from the file to the appropriate tab in the Google Sheet shared with business coach.
Note: This list may not provide all contact info but will provide a simple way of adding names to your list.

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