

Exporting Mailing Labels

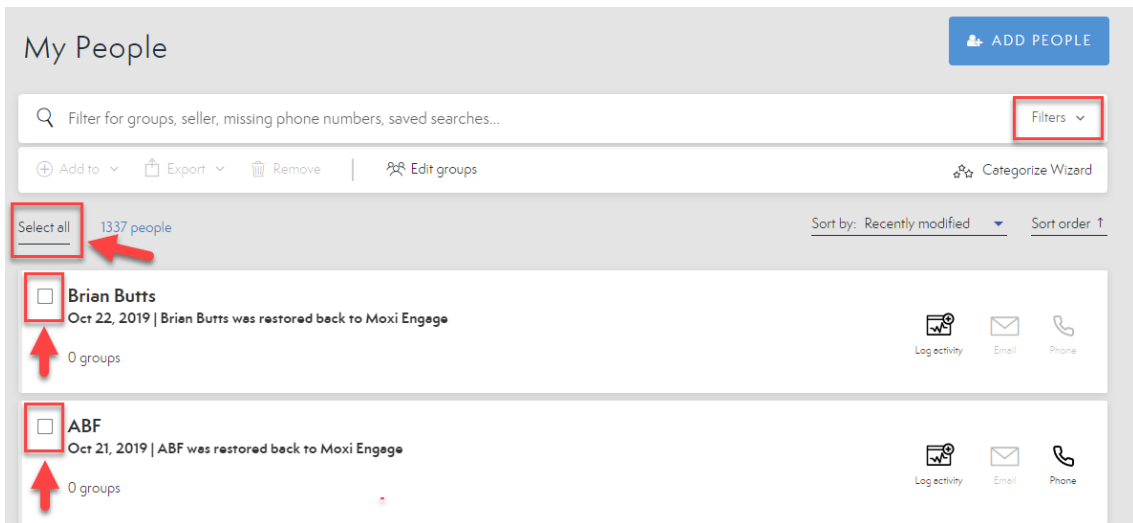
Creating mailing labels just got easier! Moxi Engage exports only the necessary fields to easily create mailing labels with any program you choose! Just export the CSV file and import it into Word or other mailing label programs (like Avery.com). You can export your entire list of people, a group you have defined, or a selection that you choose!

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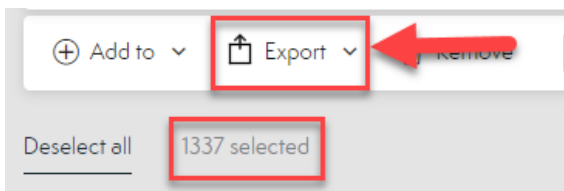
1. From the Engage Dashboard, select **All People** in the **People** section.



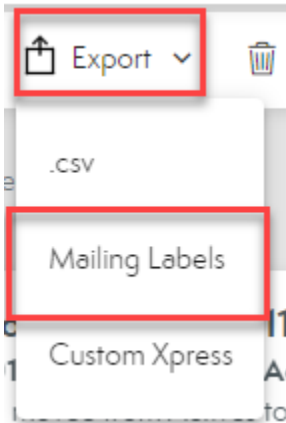
2. This brings you to the **My People** screen where you can sort using **Filters** and select all desired contacts for your mailing labels. You can also use the **Select All** button to have all contacts included or choose the **check boxes** next to individual names.



3. Once all desired contacts are selected, select **Export**.



4. Select **Mailing Labels**.



5. The export will begin, and the form will download for your use.

