

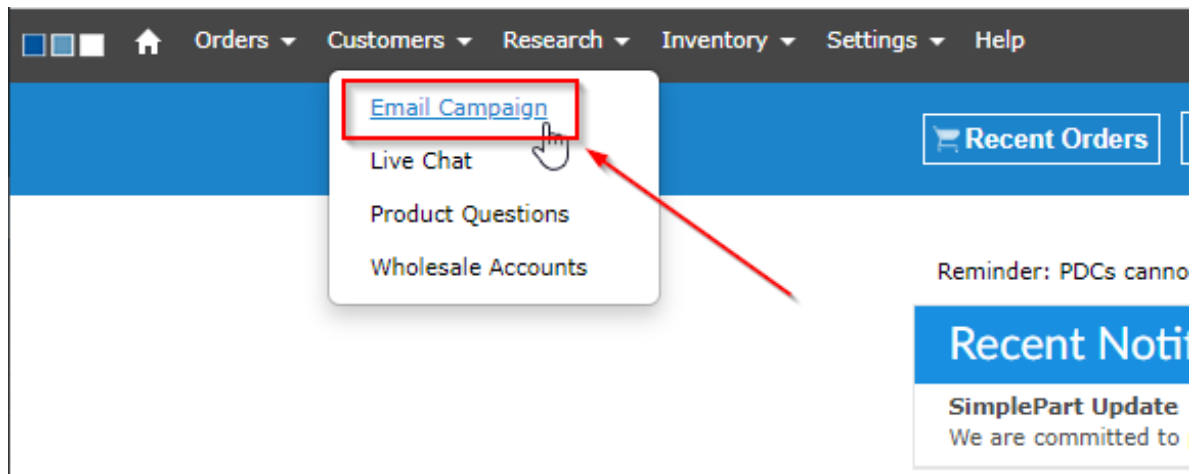
# Export customer emails for an email campaign

Last Modified on 04/10/2020 9:21 am EDT

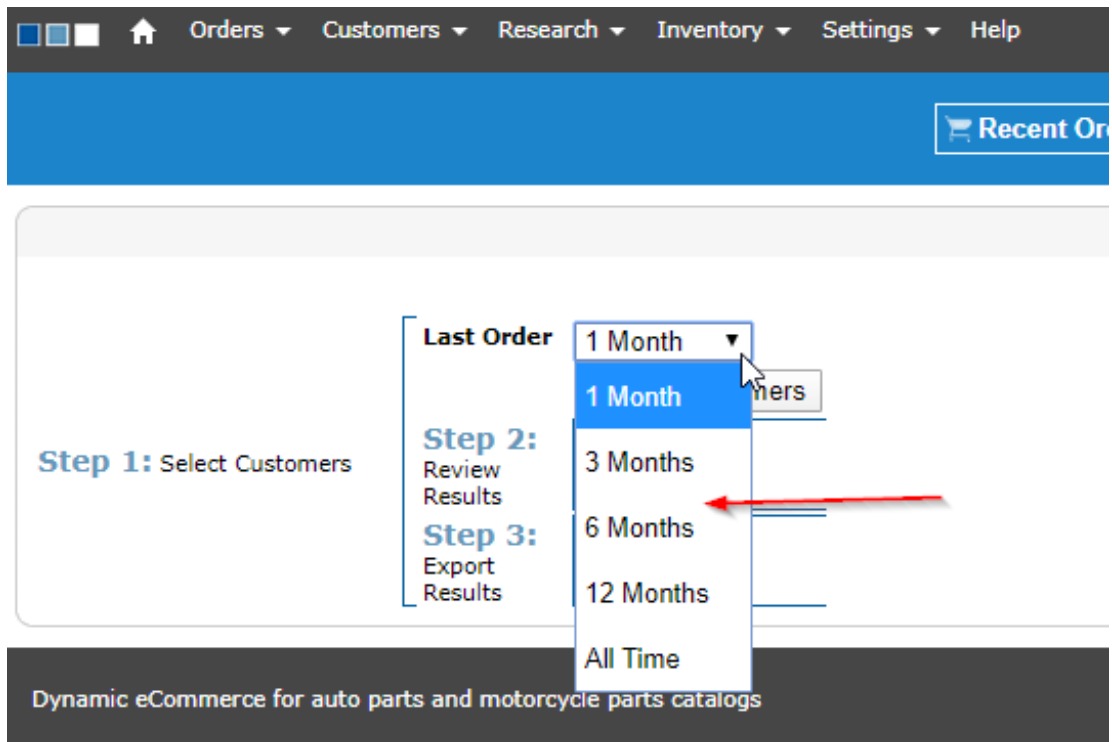
You can use the "Email Campaign" function to export customer email addresses for use in an email campaign.

Follow these steps to export your customer list:

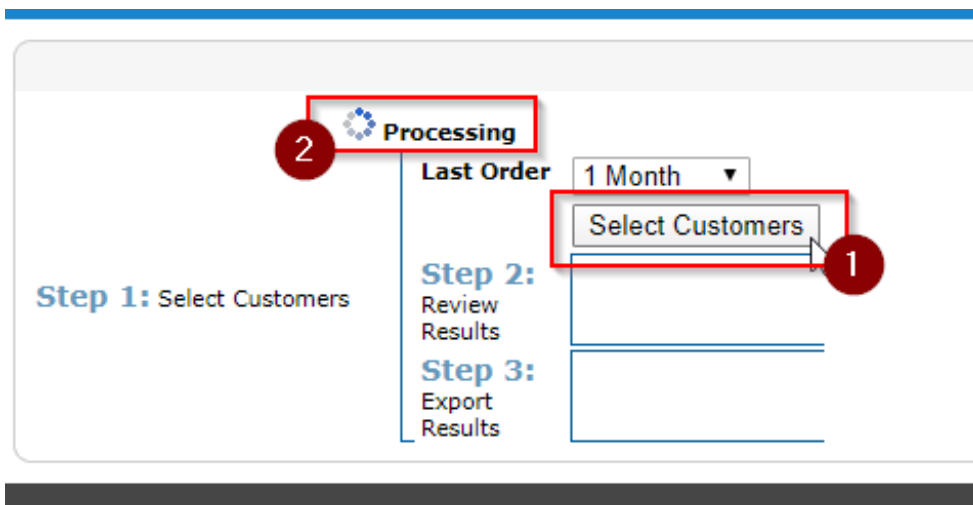
1. Select Customers --> Email Campaign from the menu bar:



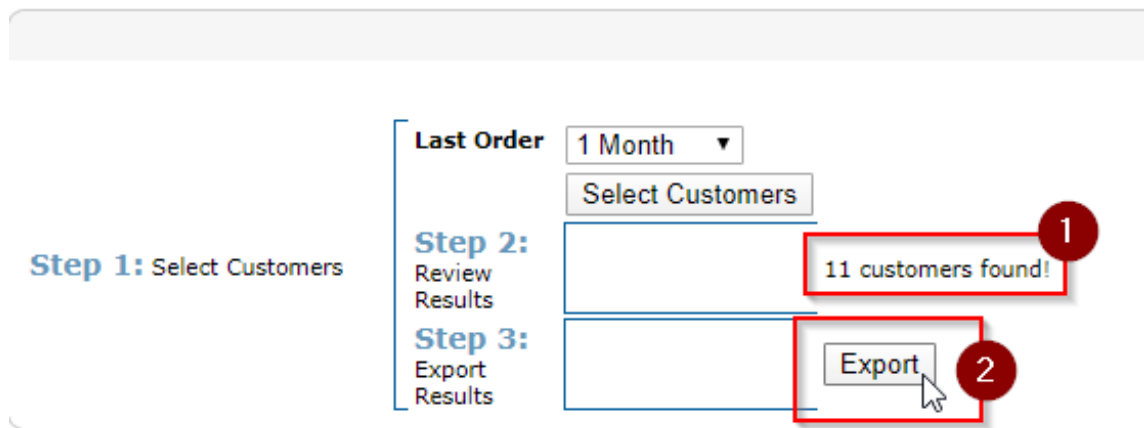
2. Select the time range of customer emails you would like to export. Your options are:
  1. 1 Month
  2. 3 Months
  3. 6 Months
  4. 12 Months
  5. All Time



3. After choosing your time range, click "Select Customers"(Box 1). Notice the "Processing" prompt (Box 2), meaning your query is being run:



4. When the query is complete, you will see the number of customer emails produced for that date range (Box 1). Now, select "Export (Box 2):



5. Once the Export is complete, you will see Customer Results in the bottom center of the page. These results can be easily copy/pasted in to any document type of your choosing:

The screenshot shows a table titled 'Customer Results' with three columns: 'lastname', 'firstname', and 'email'. The first two rows of data are visible: 'Black Terry' and 'Brodzinski Mark'. A red arrow points to the first row of data. The 'email' column contains blurred text.

lastname	firstname	email
Black	Terry	[blurred]
Brodzinski	Mark	[blurred]

**NOTE:** The customer records presented from these queries are only customers who said "Yes" to receiving marketing communications from your store when they last made a purchase. Any customer who opted out of marketing communications is not included.

Having trouble with this feature or have a question?

Email our Support team at [support@simplepart.com](mailto:support@simplepart.com), or call us at 888-843-0425.