

ACCESSING YOUR NETWORK CONTACTS

Each professional will have a different amount of contacts to review before the prioritization process commences. Based on practical experience, CEI suggests that you create visibility by narrowing your focus to approximately 25 – 50 targets as some will require little cultivation while others will be a more intentional relationship development process.

Whether the potential opportunities are centers of influence, past clientele, active customers or prospect organizations, CEI has provided you with a **Network Contacts Tracker template** that is located in the program introduction section (under materials) of the EASY BD program. **We have also created two additional tracker templates which appear in Sprint #1 where you can narrow down your choices to your top five or ten:**

1. **Client Outreach Tracker template** – Located in Sprint #1/Stride #1, under materials
2. **Prospect Outreach Tracker template** – Located in Sprint #1/Stride #2, under materials

You may also utilize your company CRM or other data tracking systems at your disposal.

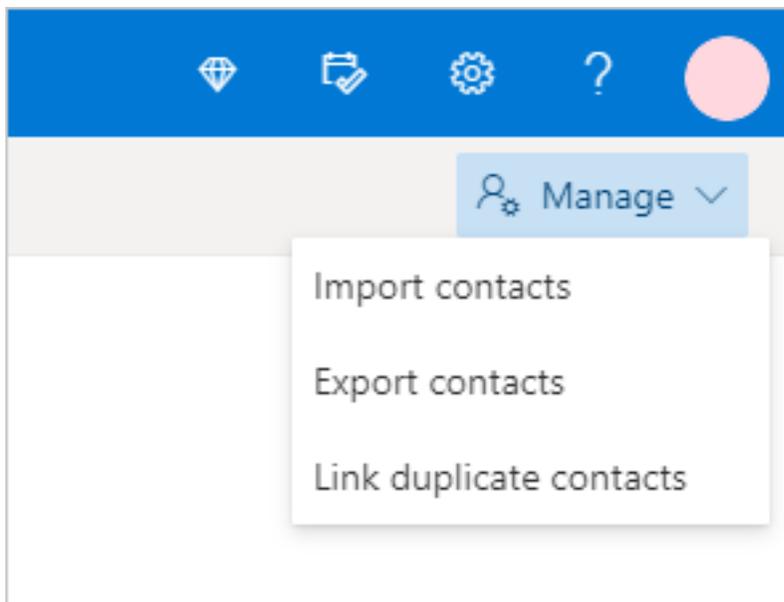
Note: These download instructions are subject to change by each vendor. If you have any difficulties, please go to the vendor’s site and search for – how to download your contacts, to check for updates.

EXPORT CONTACTS FROM OUTLOOK.COM

Outlook.com

You can export your contacts from Outlook.com and then import them into other email apps such as Gmail or Yahoo, or other versions of Outlook.

1. [Sign in to Outlook.com](#) or Microsoft 365.
2. Select  at the lower left corner of the page to go to the **People** page.
3. On the far right of the toolbar, select **Manage > Export contacts**.



4. Choose to export *all* contacts or only contacts from a specific folder, and then select **Export**.
5. At the bottom of the page, select **Save** to save "contacts.csv" in your default Downloads folder or select the arrow next to **Save** and select **Save as**.

Now that your contacts are downloaded to a .csv file, you can save it to a new Excel spreadsheet before placing the various fields into the **network contacts tracker template** which is located in the program introduction section (under materials) of the EASY BD program or your CRM system or whatever system you utilize to hold your contacts information.

EXPORT CONTACTS FROM GOOGLE GMAIL

To add your contacts to another email account, first download them as a CSV or vCard file. To clear up storage, export and then delete contacts you do not need.

1. Go to [Google Contacts](#).
2. Select one of the following:
 - **A single contact:** Check the box next to the contact name.
 - **Multiple contacts:** Check the boxes next to all the contacts you want to export.
 - **All contacts:** Check the box next to any contact and in the top left, click **Selection Actions** > **All**.
3. In the top left, click More actions  > **Export**.
4. To back up your contacts, select **Google CSV**.
5. To save your file, click **Export**.

Now that your contacts are downloaded to a .csv file, you can save it to a new Excel spreadsheet before placing the various fields into the **network contacts tracker template** which is located in the program introduction section (under materials) of the EASY BD program or your CRM system or whatever system you utilize to hold your contacts information.

EXPORT CONNECTIONS FROM LINKEDIN

You can export a list of the connections you have on LinkedIn at any time. To export LinkedIn connections:

1. Click the **Me** icon at the top of your LinkedIn homepage.
2. Select **Settings & Privacy** from the dropdown.
3. Click the **Privacy** tab at the top of the page.
4. Under the **How LinkedIn uses your data** section, click **Change** next to **Download your data**.
Note: You may be prompted to sign in.
5. You will be redirected to the [Download your data](#) page where you can select **Connections**.
6. You will receive an email to your **Primary Email address** which will include a link to download your list of connections.

Notes:

- When you are exporting your connection data, you may notice that some of the email addresses are missing. You will only see email addresses for connections who have allowed their connections to [see or download their email address](#).
- You currently cannot export a list of your contacts that are not 1st-degree connections.

Now that your contacts are downloaded to a .csv file, you can save it to a new Excel spreadsheet before placing the various fields into the **network contacts tracker template** which is located in the program introduction section (under materials) of the EASY BD program or your CRM system or whatever system you utilize to hold your contacts information.