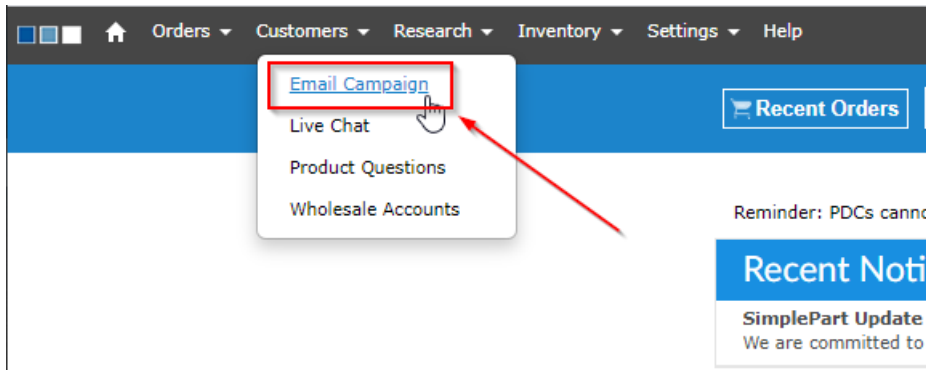# Export customer emails for an email campaign

Last Modified on 12/13/2024 5:10 am EST

You can use the "Email Campaign" function to export customer email addresses for use in an email campaign.
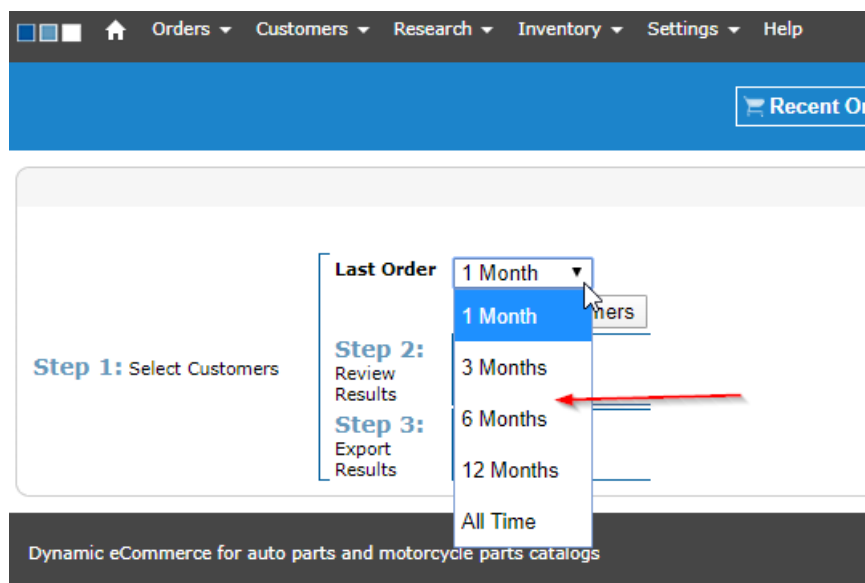
Follow these steps to export your customer list:

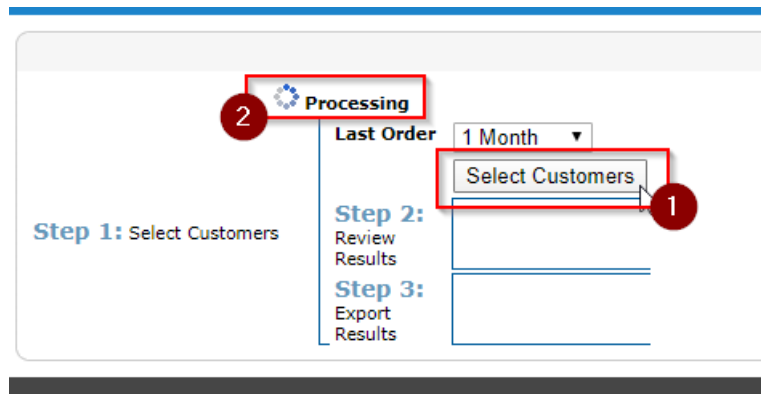1. Select Customers --> Email Campaign from the menu bar:

2. Select the time range of customer emails you would like to export. Your options are:
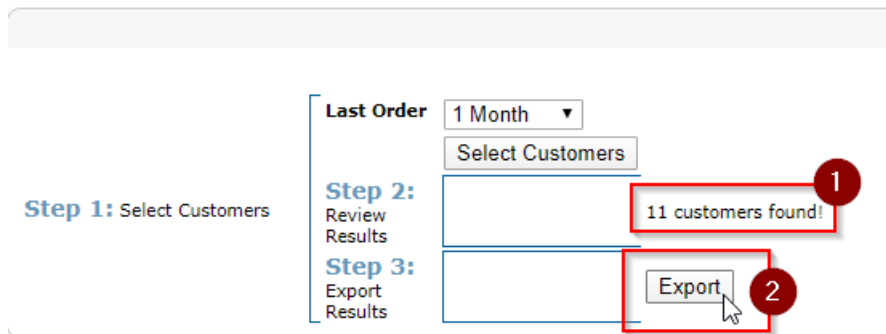
    a. 1 Month

    b. 3 Months

    c. 6 Months

    d. 12 Months

    e. 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:

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, or call us at 888-843-0425.