

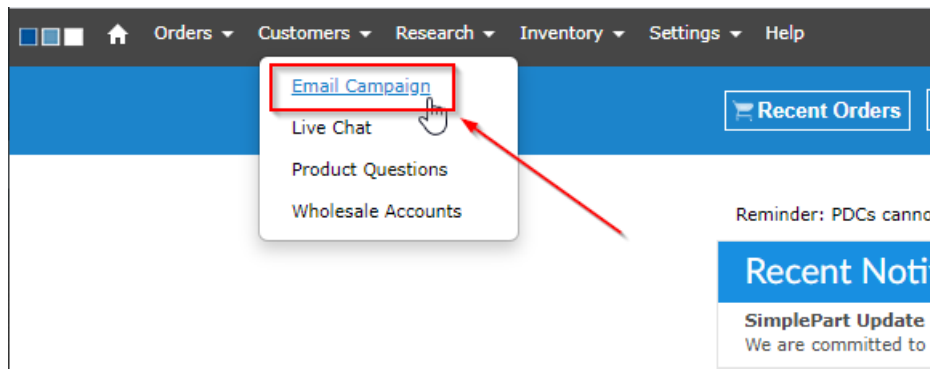
Export Customer Emails for an Email Campaign

Last Modified on 05/10/2023 9:23 am EDT

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

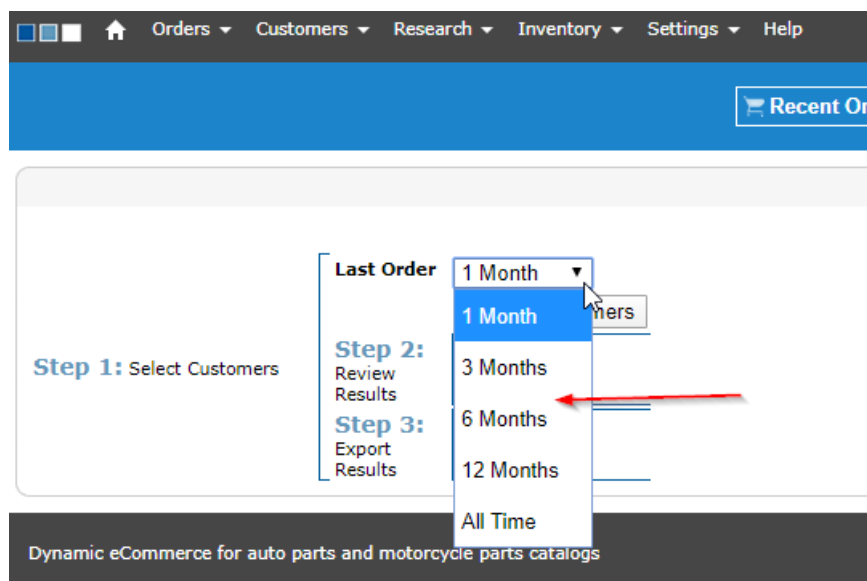
Follow these steps to export your customer list:

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

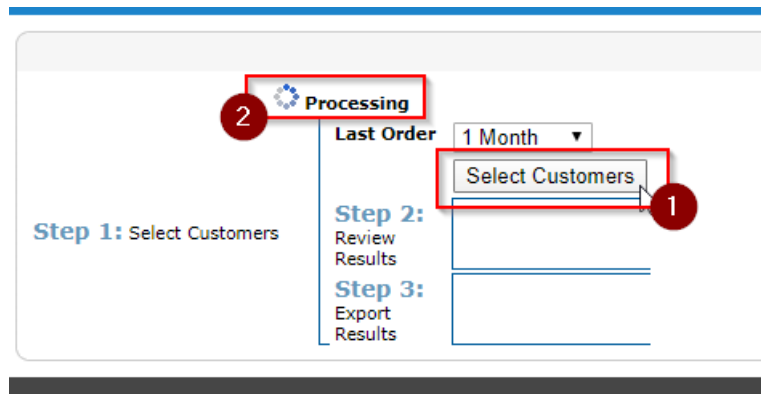


2. Select the time range of customer emails you would like to export. Your options are:

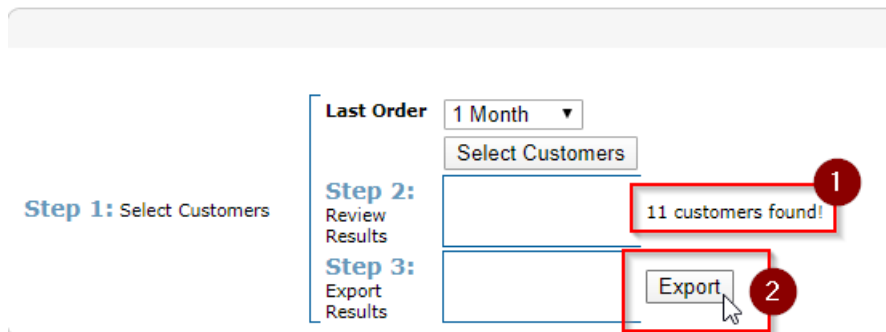
- a. 1 Month
- b. 3 Months
- c. 6 Months
- d. 12 Months
- e. All Time



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:

Customer Results		
lastname	firstname	email
Black	Terry	[REDACTED]
Brodzinski	Mark	[REDACTED]

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 1800 810 103.