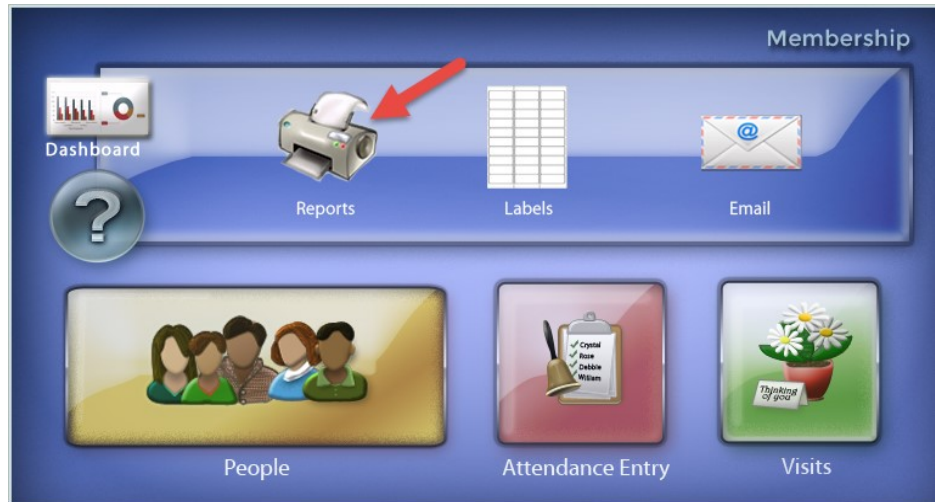
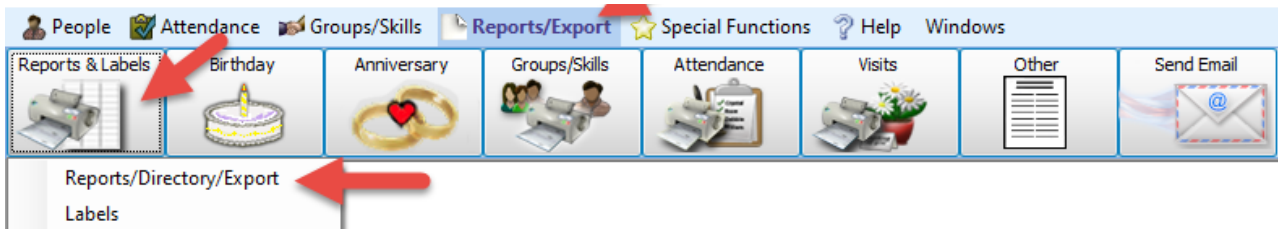


To begin, go to *Membership>Reports* (using the Portal at the center of the screen).



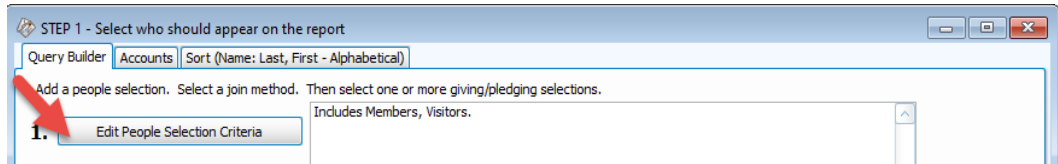
OR

Go to *Reports/Export>Reports & Labels>Reports/Directory/Export*



On the *Step 1 – Select who should appear on the report* - choose the criteria for who will print on your report. The criteria below is assuming the person with *Directory Report Order of Primary* has the email in the family.

On the *Query Builder* tab, click on #1 *Edit People Selection Criteria*



On the *Edit People Selection* screen...

At *Select a membership field...* choose *Directory/ Report Order*. Click on *Primary* and click on *+Add to Selection*.

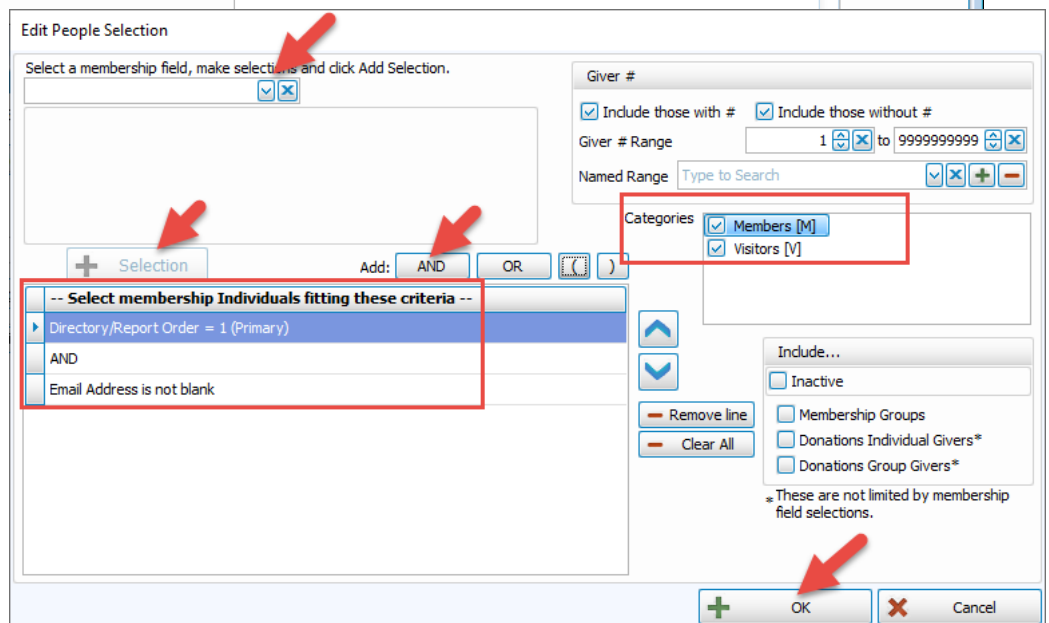
Choose *AND*

Go back to *Select a membership field...* Choose *Email Address*. Click on *NOT* and is *blank*.

Click *+ Selection*

Determine if *Members & Visitors* should be checked.

Click *OK*.



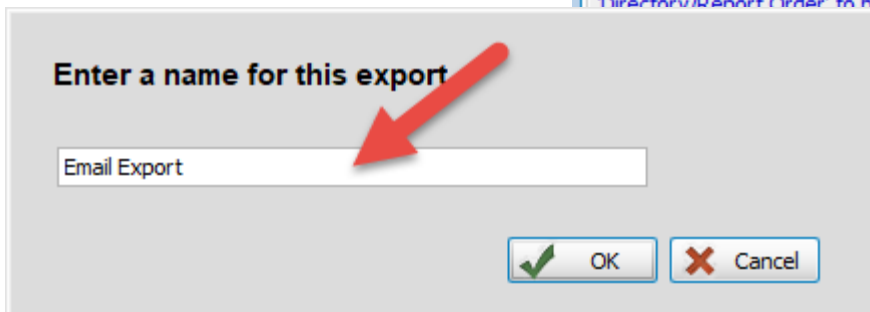
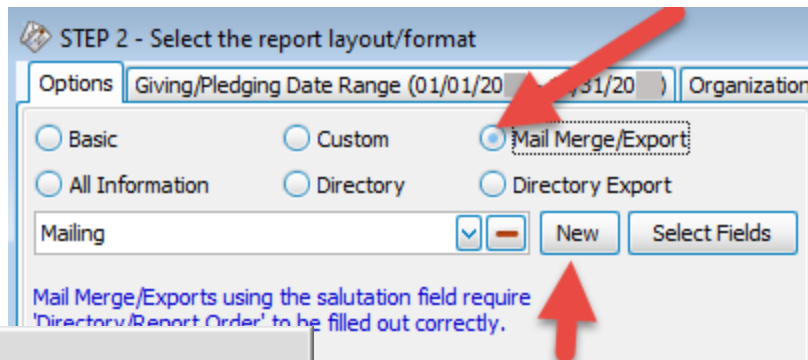
Before you click *Next* on *Step 1*, you may wish to save your criteria for your Email report. At the bottom left of the *Step 1* screen at *Saved Selections*, click on the floppy disk to *Save Selections as* and enter a name for your report. Next time you need to run a report with the same criteria, click on the drop arrow at *Saved Selection*.

Click *Next*.

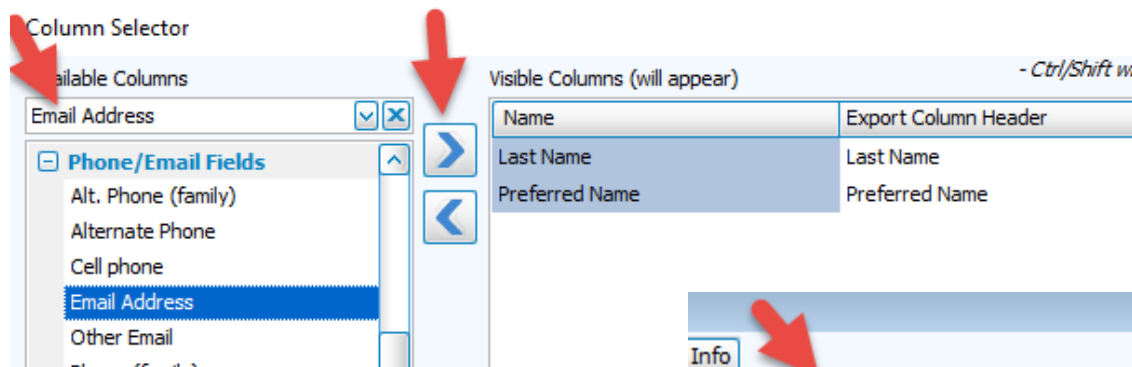
*Step 2 - Select the report layout/format*

Under *Options*>choose *Mail Merge/Export*

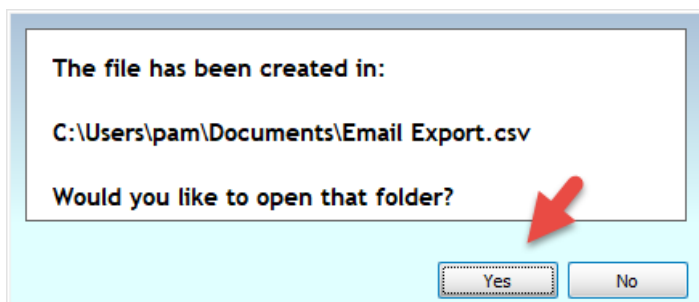
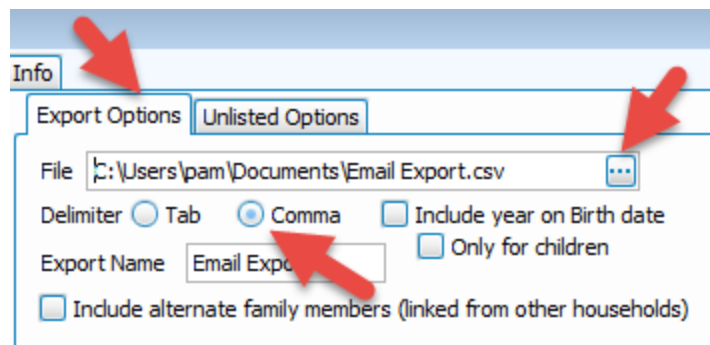
- Click the *New* tab.
- Enter a name for this export and Click *OK*.



Use the *Column Selector* to choose the columns to appear on the report. Under *Available Columns* type in *Email Address*, highlight and use the right facing arrow to move to the *Visible Columns*. Click *OK*.



Back at *Step 2 - Export Options* tab. Click on the *Delimiter of Comma*. Click on the *Browser* box (3 dots) to choose where to place the file. Click *Open* and *Export*.



Click *Yes* to open.

File appears as a .csv file.