

THE BACKUP PLAN

How To Download Your Contacts From LinkedIn

Your Mission, Should You Choose To Accept It...

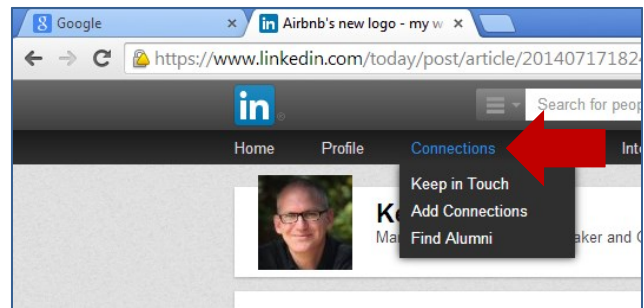
...is to download and backup your contacts and their email addresses from LinkedIn. That way, no matter what happens, even a hiccup in the LinkedIn servers, the contacts and relationships you worked so hard to build will stay where they belong – safe and sound on your hard drive.

I Can Download My Contacts? Really?

1

Yes, you really can, email addresses and everything!

First log into LinkedIn and click on **Connections** from the Menu Bar. You'll be taken to your connections page where you see all of the people that are connected to you.

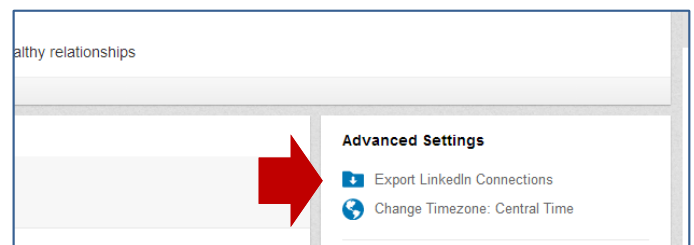
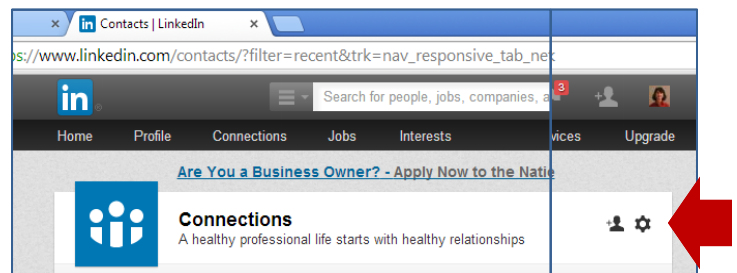


Click Settings & Choose Export Connections

2

On the extreme right hand side of the screen is a small icon that looks like a gear. This is the Settings button. Click on it to open your Settings Menu.

On the right side of that page, under Advanced Settings, you'll see a link that says "Export LinkedIn Connections". Click on that link.



Export Your Connections To Your Computer

3

You can use the pull-down menu to choose the format in which your contacts will be downloaded.

Most people usually use the CSV format for Windows, Excel or Outlook. You can also download your contacts in VCF format.

After you choose your format, just click the blue Export button and save the file to your computer desktop.

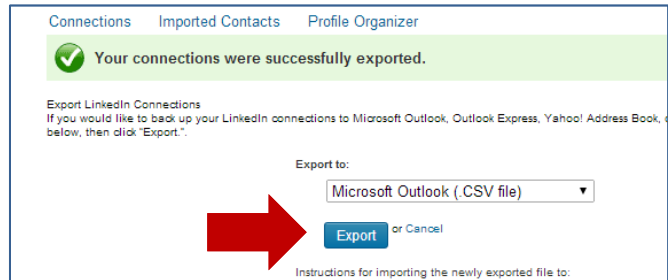
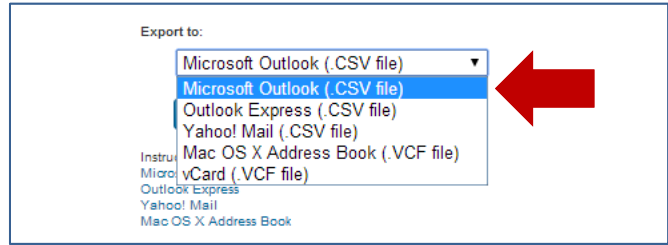


Speaking Of Outlook...

4

If you use Microsoft Outlook, don't forget that you can import these contacts directly into Outlook. Here's how you do it in Outlook 2010:

- Open Outlook and click on the **File** menu
- Choose **Open**
- Choose **Import** and then **From Another Program or File**
- For file type, choose **Comma Separated Values**
- Browse your desktop to locate the LinkedIn File you just downloaded and **Import**.



What's Next?

Well now that you're done Backing Up Your LinkedIn Contacts, here are More Amazing Things You Can Do In 5 Minutes Or Less

- [Create Your Family's Evacuation Plan](#)
- [Download and Back Up Your Digital Photos](#)
- [Keep Your Medical History At Your Fingertips](#)
- [Save Your Albums & Cassettes As MP3s](#)
- [Earthquake Proof Your Bedroom](#)
- [Fill Out Your Kid's Emergency Contact Card](#)

And don't forget to share this how to sheet with your family and friends!

For more Tips and How To Sheets like this one, visit [The Backup Plan Blog](#), or check out our books at [GetYourStuff Together.com](#)

That Backup Plan of yours is coming along nicely.
Here are a few other resources you're gonna love...

Laura & Jan Greenwald
Authors/Creators of Get Your Stuff Together



Our newest program [The Backup Plan 3.0](#)! Quick and easy steps you can take **right now**, to keep everything that's important to you, safe, sound and accessible. Each section covers a different area, from family photos, vital documents and music, to videos, computer files, family history and recipes. Just download the free Grab It & Go Forms and Action Plans (included), complete them and save them to your computer or use the ones right inside the book and you'll be ready to deal with emergencies small (a broken arm) or large (Superstorm Sandy). [Pick up your Paperback copy today at Amazon.com for \\$29.99](#) [Or the new Downloadable PDF Edition for \\$8.00.](#) [Read more about it](#)