

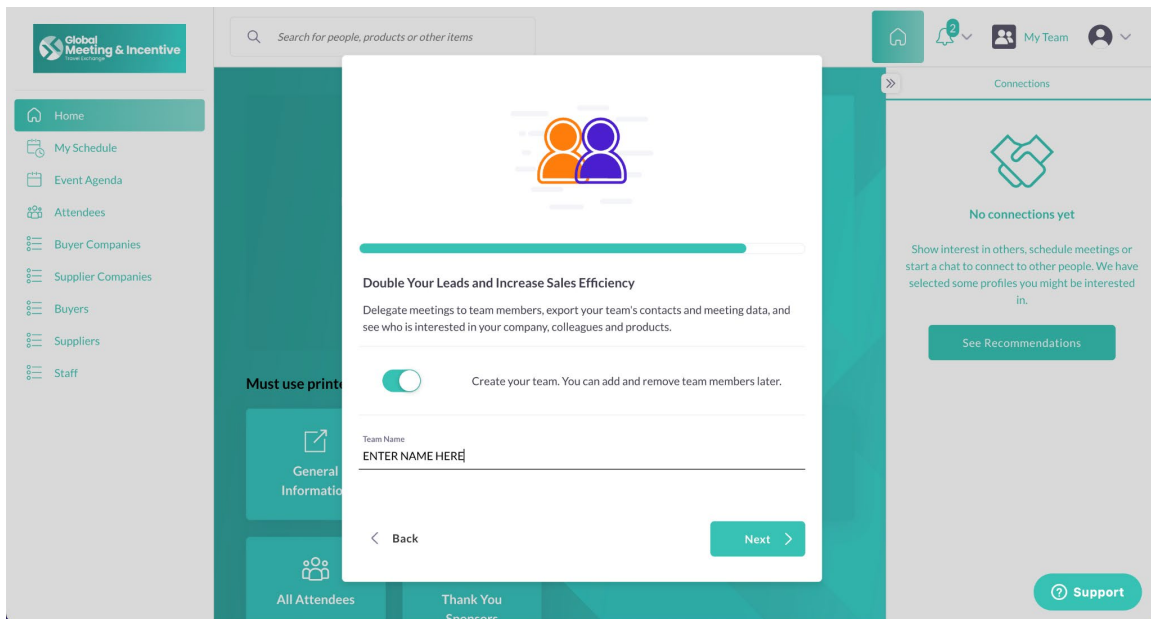
Exporting Your CMITE Contacts Post-Show

For platform support, contact support@grip.events

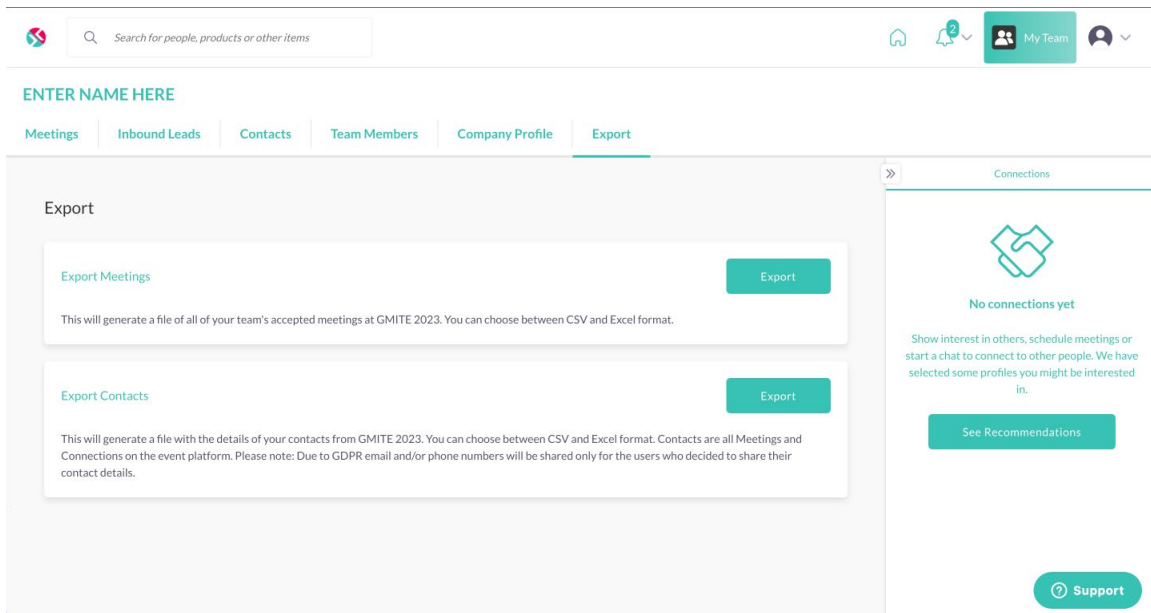
[Click HERE to access the CMITE Teams App Portal](#)

If you have never logged in to the Web Platform or Mobile App:

1. Log in and complete the onboarding process from a computer. You will see a screen for creating your team. Leave the toggle turned **on** and add a *Team Name*. This is internal and not visible to anyone outside of your colleagues.

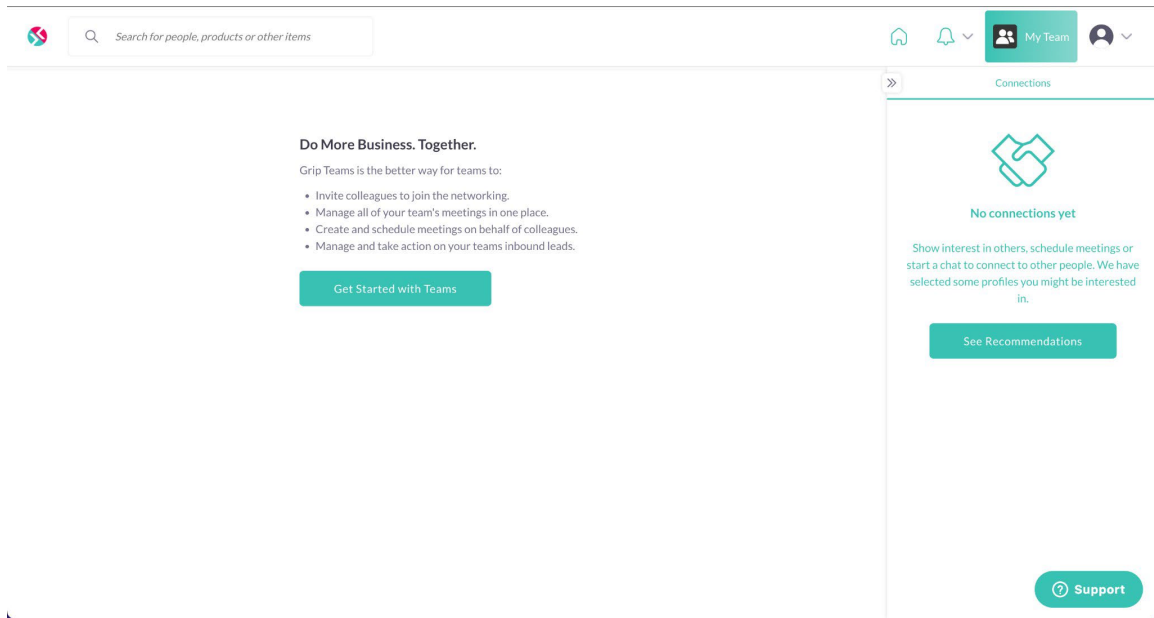


2. Click *My Team* in the top right corner. Click *Export* in the top navigation bar. Select the preferred file type in the *Export Contacts* menu by clicking *Export*.

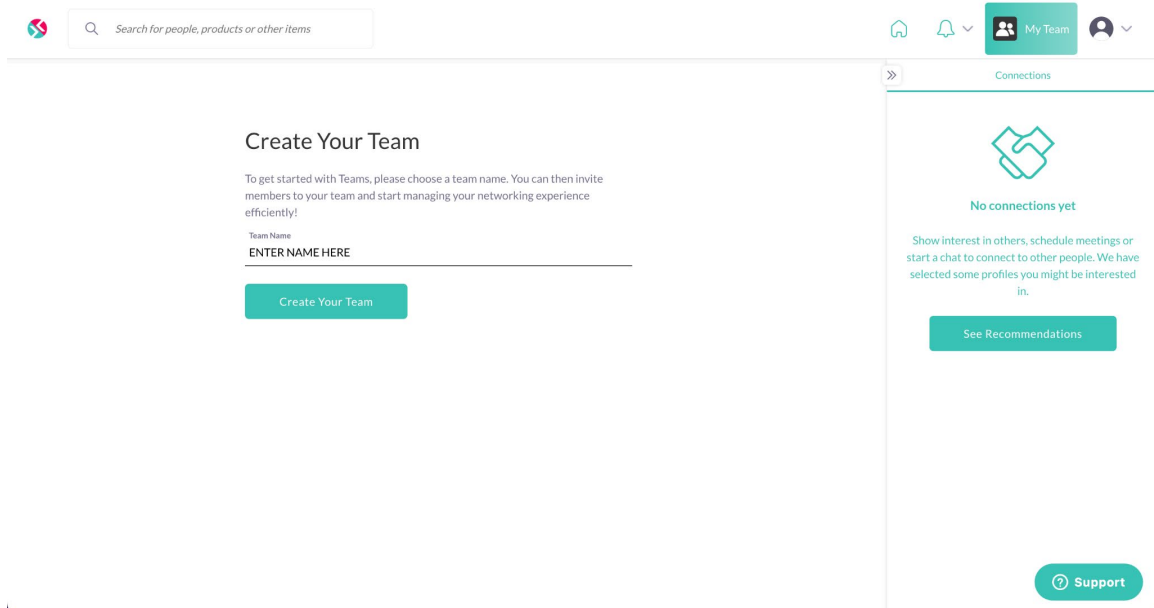


If you have already logged in to the Web Platform or Mobile App:

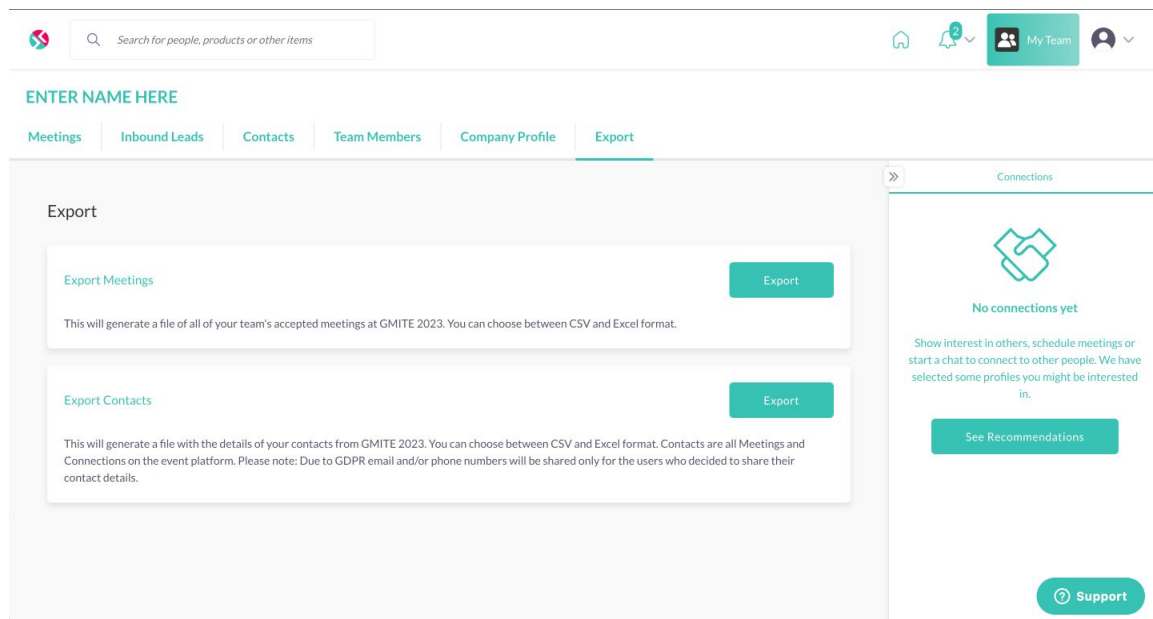
1. Log in from a computer. Click *My Team* in the top right corner. Click *Get Started with Teams*.



2. You will see a screen to *Create Your Team*. Add a *Team Name*. This is internal and not visible to anyone outside of your colleagues.



3. Click *Export* in the top navigation bar. Select the preferred file type in the *Export Contacts* menu by clicking *Export*.



FAQ:

- **My export is showing fewer contacts than I anticipated. How come?**
 - If the other person did not show mutual interest, they will not be included in the export. Conversely, if someone reached out to you but you did not respond, they will not be included in the export. Make sure that you have responded to any connection requests. You can find your outstanding connection requests on the homepage of the CMITE Mobile App.
- **What information is included in the export?**
 - All contacts who you have connected with will have their email and phone number. Additionally, they may also have provided their role and company. If any of this information was not provided during registration, it will not be available in the export.
- **How do I update my information that is included in other participants' exports?**
 - You can update your information in the Web Platform or Mobile App. In the Web Platform, hover over the profile image in the top right corner and click *Edit Profile*. On the Mobile App, click on the *profile image* in the top left corner, then click on *Change Networking Preferences*.