

Export user properties

Overview

Using the admin panel you can export all the user properties into a CSV file.

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1. [Login to theAdmin Panel](https://docs.mithi.com/home/how-to-login-to-the-skyconnect-admin-panel) (<https://docs.mithi.com/home/how-to-login-to-the-skyconnect-admin-panel>). From the left pane, select the domain from the list of domains. Click the **Users** option. The middle pane will show the list of users in the domain.
2. On the top of the middle pane, click the down arrow to view import/export options.
3. Click the **Export** icon from the list. A pop-up window will show the list of properties to be exported.
4. Select the properties to be exported and click the **Export** button to generate and download a CSV file.

Export All user properties

On the top of the **Export Users** window, clicking the check-box will select or deselect all the user properties to be exported.

Export Account Information

On the Export users window, scroll down and select the **Account Information** box will export the account details of all the users of your domain.

This CSV will give you details such as user's account locked status, account expired status, account status (enable/disable), class of service, alias id, alternate email address, and so on. This file will help you find the total number of enabled or disabled users.

Export Archive Properties

On the **Export users** window, scroll down and select the **User Archive** box will export the Archive properties of all the users of your domain.

This CSV will give you details viz. archive mail, username, personal archive id, class of service, personal mail archiving status (enabled/ disabled), archive type (all/incoming/outgoing). This file will help you to check the status of the archiving of all or specific users.
