



Export users

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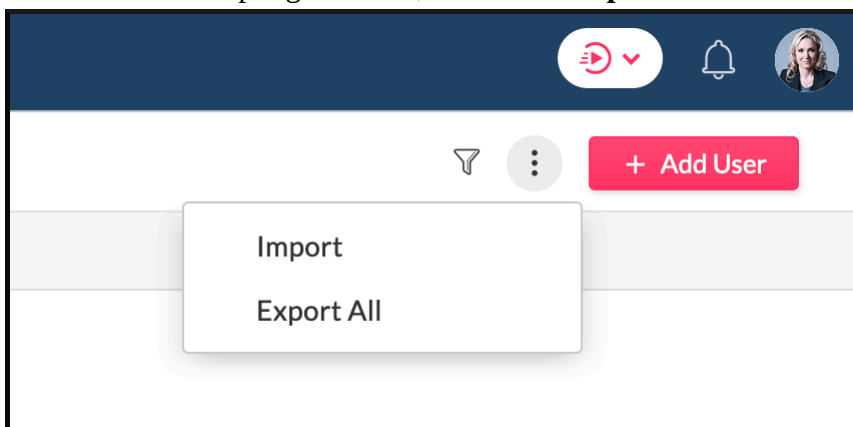
Prerequisites

Permissions required to perform this action:

- Export users

Export users

1. Sign in to [Zoho Directory](#), then click **Admin Panel** in the left menu.
2. Go to **Users**.
3. Click  in the top-right corner, then click **Export All**.



4. Choose the format to export the file in, and choose the users that have to be exported.
5. Check **Set Password** to download your file in a password-protected ZIP archive.
6. Click **Export**.