EXPORT YOUR LINKEDIN CONTACTS

Introduction
Being an IT recruiter I'm very active on LinkedIn to expand my network amongst IT professionals. LinkedIn has become a real data-driven business, selling its LinkedIn Professional Solutions. I'm a frequent user of LinkedIn Recruiter and I honestly love to work with this product. However, most recruitment companies have an own ATS/database and don't want to depend too much on the (expensive) LinkedIn solutions to store the data obtained by its recruiters. That's why many companies want to import this data as fast as possible into their own ATS/database.

I wrote this post as a guide to export your LinkedIn contacts, import it into Excel and to create a workable file in a couple of minutes.

1. Exporting LinkedIn contacts
You can export all your LinkedIn contacts to a .cvs file and import this file into Excel.

- Step 1: Go to your LinkedIn homepage and click on the tab '**Connections**'
- Step 2: Click to '**Settings' symbol** in the top right corner of the page
- Step 3: Click '**Export Linkedin Connections**' in the right column on the page
- Step 4: Choose '**Microsoft Outlook (.CSV file)**' and click 'Export'
- Step 5: **Save** the document

2. Import your exported contacts into a workable Excel file
You can't save all of the data of your LinkedIn contacts, but you will have First Name, Last Name, E-mail address, Company & Job title. This is how you do it:

- Step 1: Open your saved .cvs file in Excel
- Step 2: Go to '**Data**' in the tab section and click 'Text to columns'
- Step 3: Choose '**Seperated**', click next, choose '**Comma**', click next, choose '**complete**'
- Step 4: Clean up the empty columns and you're ready!

Now you have a workable file, especialy when you apply filters to it. Now you can import this .cvs or .xls file into your ATS/database and the contacts will be stored into your database.

Note: When exporting your LinkedIn contacts, LinkedIn only gives you First & Last Name, Email Address, Company and Job title.