

Klaviyo - How to Export a List or Segment to a CSV File

Overview

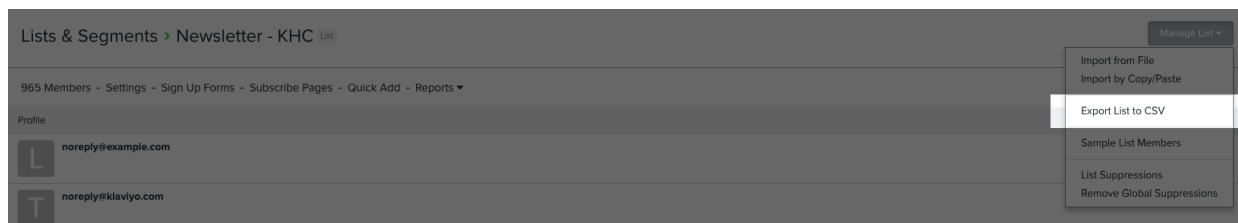
In Klaviyo, you can export any list or segment to a CSV file. This article will walk you through the export process as well as explain how long it may take.

Only Klaviyo users with the roles [Owner](#), [Admin](#), or [Analyst](#) have the ability to export lists or segments.

Export Your List or Segment

To export a list or segment, navigate to your Lists & Segments tab. Click into the list or segment of your choice; for example, a *Newsletter* list.








Select the Manage List dropdown and choose Export List to CSV.



If you do not see this option, it means your role doesn't have the correct permissions to do so. Only Owner, Admin, and Analyst users can export lists and segments. To have your role changed, contact a team member with Admin or Owner-level permissions.

When exporting a list or segment, you can choose to export all [properties](#) associated with your contacts' profiles, or just specific ones. If you are just interested in a specific property, choosing to export only that property will reduce the amount of time it takes to download your CSV. The more content in your CSV, the longer it will take to download.

20 Members - [Settings](#) - [Edit Definition](#) - [Engagement Report](#)

Profile	Added ▼
 Frida Quitzon frida.quitzon@data-generator.com	about an hour ago
 Jaquelin Balistreri jaquelin.balistreri@data-generator.com	about an hour ago
 Effie O'Keefe effie.o'keefe@data-generator.com	about an hour ago
 Jerald Cole jerald.cole@data-generator.com	about an hour ago
 Johnathan Rohan johnathan.rohan@data-generator.com	about an hour ago
 Johan Kuhlman johan.kuhlman@data-generator.com	about an hour ago
 Barrett Schamberger barrett.schamberger@data-generator.com	about an hour ago

To access all exports from the last 30 days, click into the account dropdown in the upper right of your page, and select Account > [Downloads](#).

How Long Does It Take to Export a List or Segment?

The export process can take several minutes, depending on the size of the list or segment. If you don't see the export file appear immediately, within several minutes you should see the file appear as a download in your browser.