Post-Fair Support – How to Export Contacts of Interested Students

**Step 1:** Log into osu.campusgroups.com and view “My Groups” at the bottom of the main dashboard. Click on the organization you are wanting to preview.

**Step 2:** Clicking on the organization will have you navigate to your org’s booth management page. Hover over the menu on the left side of the screen where Members is listed as an option.
Step 3: Select “Contacts” from the menu for Members.

Step 4: Filter the individuals to select “Contacts” from the filter menu. The results generated will be people who expressed interest in your organization. From here, you can generate a report that includes email addresses. It is recommended that you send any emails from your organization’s own email account, as access to the system internally will expire after August 30.