# Search, List, and Export Leads

[Watch a (1:00) video tutorial on Searching, Listing & Exporting Leads](#)

## List Leads

Create a listing of all leads by going to **Families > Lead File** and selecting **List All Leads** from the menu on the left.

## Search Leads

Search the Lead File by going to **Families > Lead File** and selecting **Search Leads**. Use the criteria choices to search the Lead File for families that match your selected criteria.

## Export Leads

Export data out of the Lead File (for example, to Excel) by going to **Families > Lead File** and selecting **Export Leads** from the menu on the left. In the **Export (Save)** pop-up, choose a format. Save this to your computer.