



# How to Export a SharePoint List to Excel

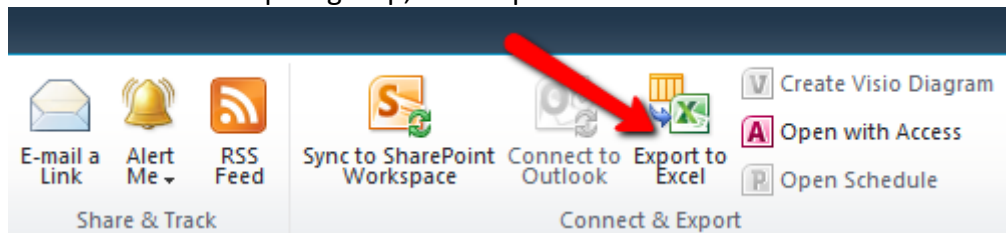
## Export Data To Excel

The data in SharePoint lists can be exported to an Excel file using **Internet Explorer**.

**Note:** To export data to Excel, you must use Internet Explorer.

*To export list data to Excel:*

1. Navigate to the Responses list
2. In the List Tools menu, click the List tab
3. In the Connect & Export group, click Export to Excel



4. When the File Download window appears, click Open to view the spreadsheet, or Save to save it to a specific location
5. **Tip:** Data exporting from SharePoint to Excel is more reliable than from Excel to SharePoint. If you need to make updates to your data, do it in SharePoint and then export to Excel instead of Excel to SharePoint.