

This is an beta website by [Inclusive Bytes CIC](#), The aim is to create one location for digital resources in Oldham.



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How do I export my WordPress users?

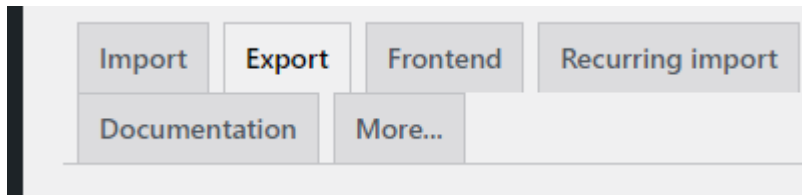
Install the plugin “Import and export users and customers”, You can find more details about this plugin at <https://en-gb.wordpress.org/plugins/import-users-from-csv-with-meta/>

The screenshot shows the WordPress dashboard's 'Add Plugins' page. On the left is a dark sidebar menu with options: Dashboard, Posts, Publications, Case Studies, Media, Pages, Comments (167), Projects, Testify, Appearance, Plugins (highlighted), Installed Plugins, Add New Plugin, Plugin file editor, and Users. The main content area is titled 'Add Plugins' with an 'Upload Plugin' button. Below the title are tabs for 'Search Results', 'Featured', 'Popular', 'Recommended', and 'Favourites'. The 'Search Results' tab is active, displaying a plugin card for 'Import and export users and customers' by codection. The card features a purple icon with a CSV file symbol and the text 'Import users from CSV with meta'. The description states: 'Import and export users and customers including user meta, roles, and other. Compatible with many plugins. Do it from the front end or using cron.' The card includes an 'Activate' button, a 'More Details' link, a 4.5-star rating (231 reviews), '80,000+ Active Installations', and a note 'Last Updated: 3 weeks ago'. A green checkmark indicates 'Compatible with your version of WordPress'.

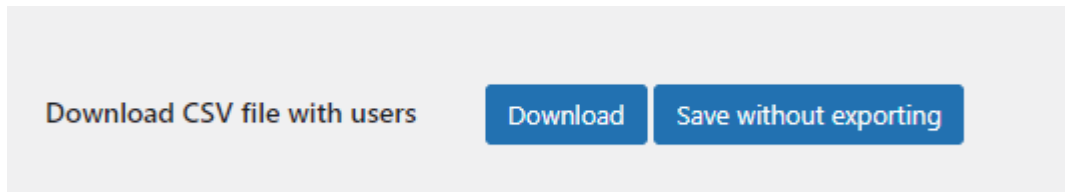
Navigate to [Tools] then [Import & Export Customers]

The screenshot shows the 'Tools' menu in the WordPress dashboard. The 'Tools' menu item is highlighted in blue at the top. Below it, a list of tools is shown: Available Tools, Import, Export, Site Health (2), Export Personal Data, Erase Personal Data, Redirection Manager, Better Search Replace, Redirection, and 'Import and export users and customers' (highlighted in bold). To the right of the menu, the settings for the 'Import and export users and customers' plugin are visible, including sections for 'Default role', 'Options', and 'Send mail'.

Click on the [Export] tab



Scroll down and click [Download]



This will then download a CSV file of your users.

Made with the help and support of [Inclusive Bytes CIC](#)

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