SHOW MORE FIELDS IN A SEARCH

1. Choose a new Search. We selected Contacts.

2. Enter search criteria and click Search
3. Click to switch the layout to columns

4. Click Options
5. Click Select Fields

4. Click Options
6. Click to add one or more fields

7. Select a fields from the list
8. To add more, click the Plus again

9. We added email, phone, Title and Department. Click to Select.

10. The added columns are now displayed
11. If desired, click to download to Excel