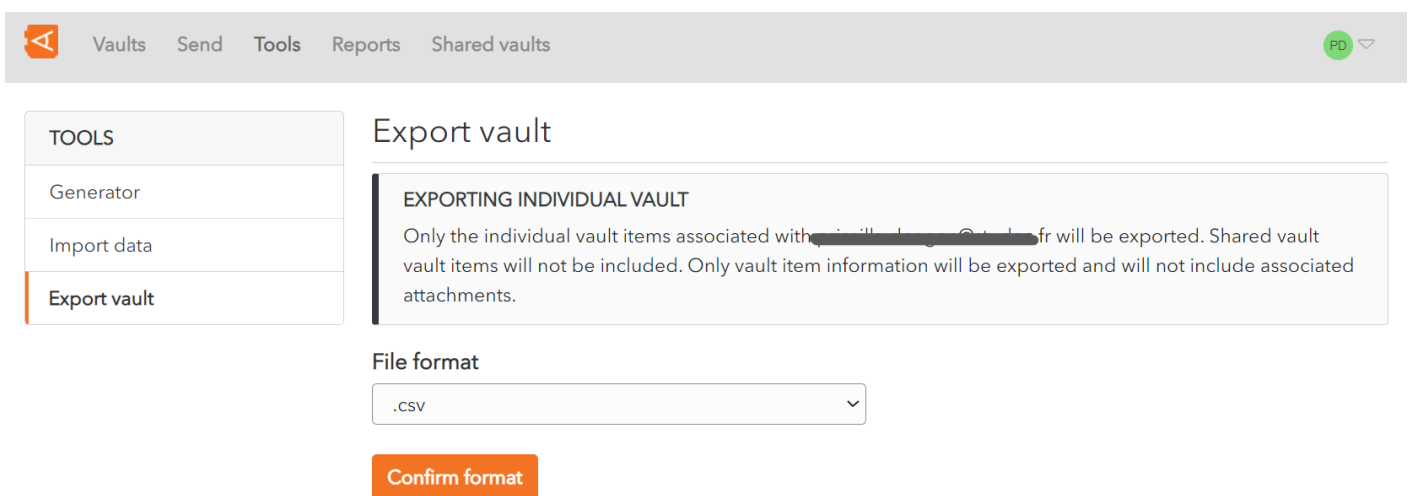# Export Unencrypted Vault

Export from Individual Vault

From the **Tools Menu,** click **Export vault link.** The **Export vault screen** is displayed.
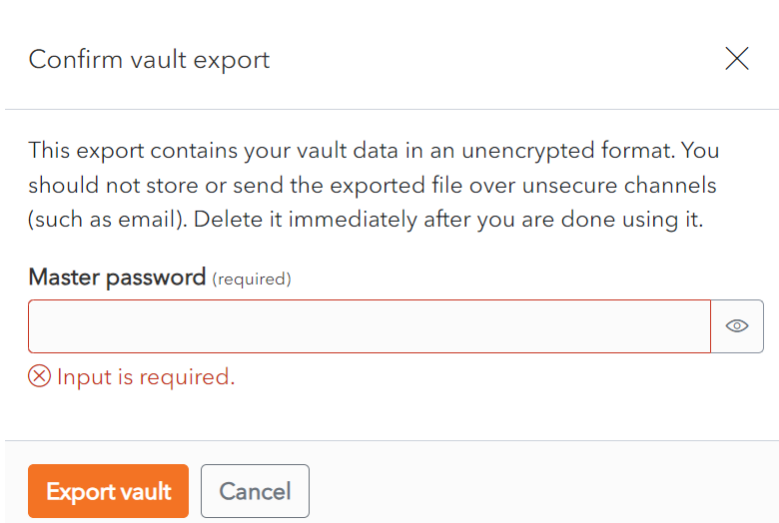
From the **file format dropdown**, choose the export file format.

Click **Confirm format.**

A **Confirm vault export screen** is displayed.

Enter your **Master Password** in the Master Password field.

Click **Export Vault** to export the vault.The data is **exported** to the **Downloads Folder** on your computer.

Alternatively, click **Cancel** to cancel the operation.

> ***Note on data included in export:***

> *Only the individual vault **items associated with your account** are exported.*

> ***Shared vault items** will **not** be **included**.*

> *Only vault item information will be exported and will **not include associated attachments** .*

Export from Shared Vault

From the **Settings Screen** of the **Shared Vault chosen**, click on the **Export vault** link. The **Export Vault Screen** is displayed.

From the **file format dropdown**, choose the export file format.

Click **Confirm format.**

Confirm vault export   ✕

This export contains your vault data in an unencrypted format. You should not store or send the exported file over unsecure channels (such as email). Delete it immediately after you are done using it.

Master password (required)

| ••••••••••••••• | 👁 |

Confirm your identity to continue.

Export vault   Cancel

Click **Export Vault** to export the vault. The data is **exported** to the **Downloads Folder** on your computer.

Alternatively, click **Cancel** to cancel the operation.

> ### _Note on data included in export:_

> **Only** the **items** associated with the **Shared Vault selected** are **exported**.

> **Items** in individual vaults or **other** shared **vaults** will **not** be **included**.

Revision #12
Created 28 November 2023 13:50:43 by WALLIX Admin
Updated 23 February 2024 09:59:54 by WALLIX Admin