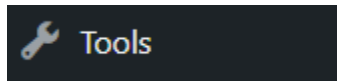


How to Export Your Moxi Website (from CB Moxi to Wallace Moxi)

When signed into your CB Moxi account, access the Admin Dashboard for your Moxi Website.



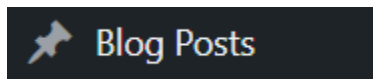
Hover your mouse over the “Tools” tab on the left sidebar.

Select the “Export” option. This will allow you to create what’s called an XML file for you to save to your computer.

In the spot where it says “**Choose what to export**” select the “**All Content**” option. The file that’s created will contain your posts, pages, comments, custom fields, categories, and tags. Once you’ve saved the download file, you will be able to use the Import function in your new Wallace Moxi account to import the content from this site.

How to Import into your New Wallace Moxi -

When signed into your new Wallace Moxi account, access the Admin Dashboard for your Moxi Website.



Hover your mouse over the “Blog Posts” tab on the left sidebar, and then select “Blog Import” from the menu.

At the bottom of the list on the next screen, click “Run Importer” for the WordPress option.

This will allow you to choose the file that you just exported from above, and import it into your new site.

A few things to note...

You can import up to 10 MB so if your XML file is larger than that, you may have to export it in separate sections (Posts, Pages, etc).

While the import feature will put all the pages from your CB Moxi website into your Wallace Moxi website, you will still need to organize the order of the pages (“Site Pages” tab, and then drag everything into the order you want it to appear).

You must look at the pages and remove any mention of CB, Coldwell Banker, CBW, or CBWW.

Need More Assistance?

If you don’t feel comfortable handling this by yourself, you can find a complete list of upcoming Moxi website training sessions on the company calendar. Link - <https://cbw-connect.com/events/>