1. Open OCLC Connexion and log into OCLC as usual
2. Select Tools – Options – Export – Create
3. Select OCLC Gateway Export and OK

4. Enter the following information in the Local System Settings box. Ensure that the Send User ID and Permanent Connection check boxes are not selected.

**Export to Production:**
- Host Name: na03.alma.exlibrisgroup.com
- Port: 5500
- Logon Id: 01UPENN_INST
- Password: Connexion
- OK

**Export to the sandbox:**
- Host Name: sandbox01-na.alma.exlibrisgroup.com
- Port: 5500
- Logon Id: 01UPENN_INST
- Password: Connexion
- OK

5. When you export a record in Connexion (F5), a pop-up box will appear. If a record is open and locked in the MDEditor, it won’t be overlaid by an incoming record from Connexion.