

Exporting E-Mail Addresses out of Shortcuts & Sending out a bulk email from Ms Outlook

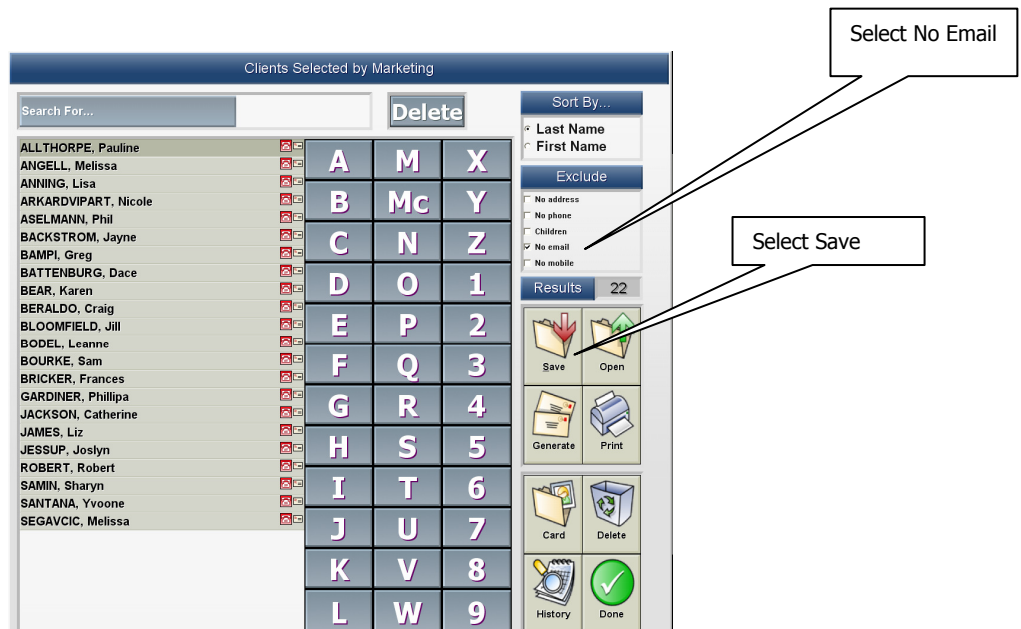
Summary:

This article will take you through the steps of exporting client email addresses out of Shortcuts so they can be pasted into the BCC field in Ms Outlook or used externally.

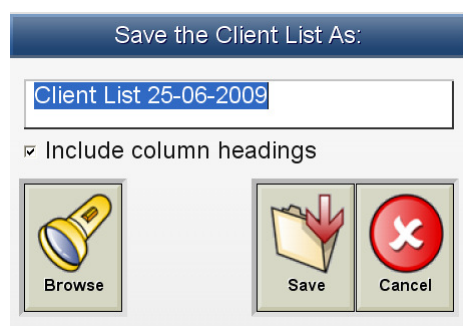
Article Applies to: Shortcuts V7

How to Export client email addresses:

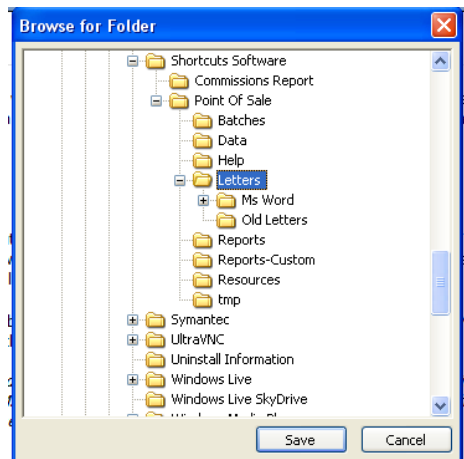
1. From the Marketing Screen select your criteria and then click **compute** to generate your list of clients.
2. Select **No Email** from the Exclude Options. This will exclude clients with no email addresses.



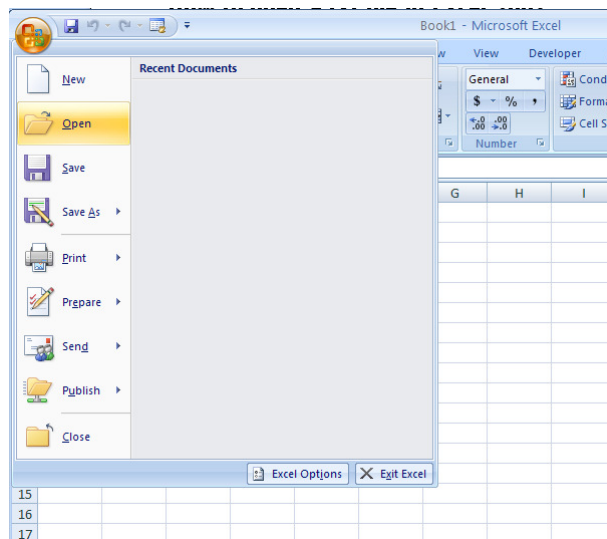
3. Select **Save** to save the list of clients



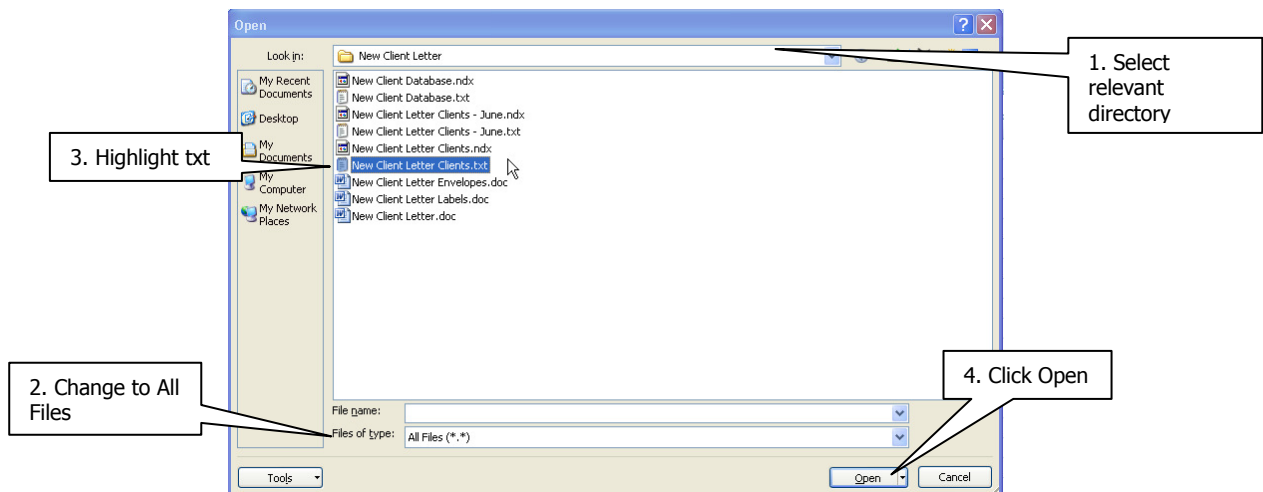
4. By default the file will be saved under the <C:\Program Files\Shortcuts Software\Point Of Sale\Letters directory>. You can select Browse and you will be given the opportunity to save the file in another location.



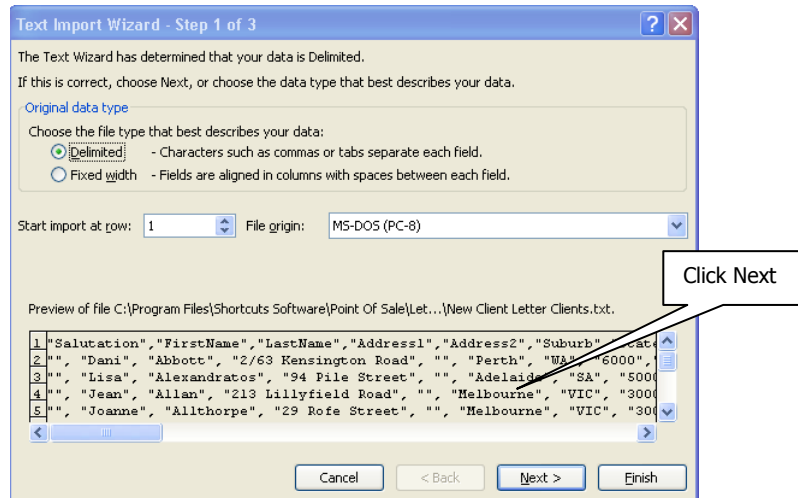
5. Open **Excel**. Click the Office button and select **Open**, the open window will appear.



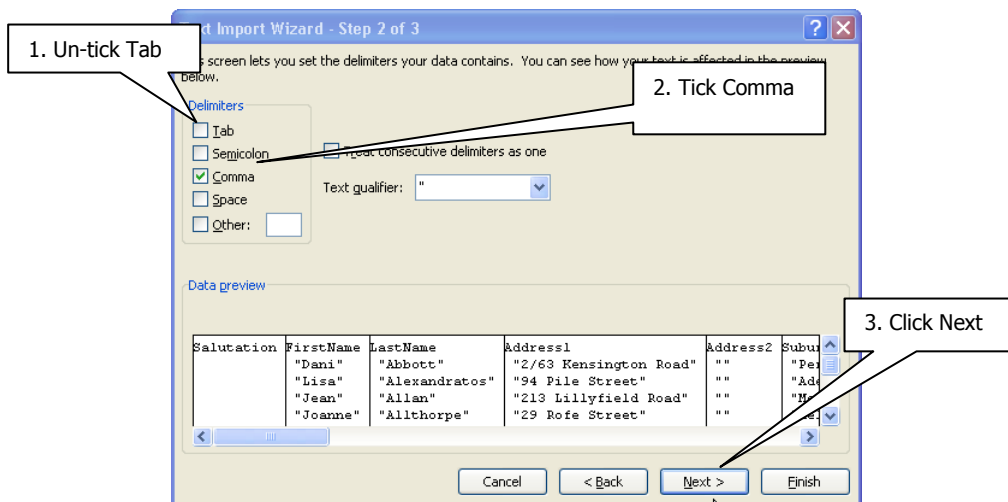
6. Change the **Look in** directory so that you are looking in the directory where you have saved your marketing list eg: C:\Program Files\Shortcuts Software\Point of Sale\Letters\Ms Word\New Client Letter
7. Change Files of type to **All Files**
8. Highlight the txt file you wish to open (Note it should be a txt file)
9. Click **Open**



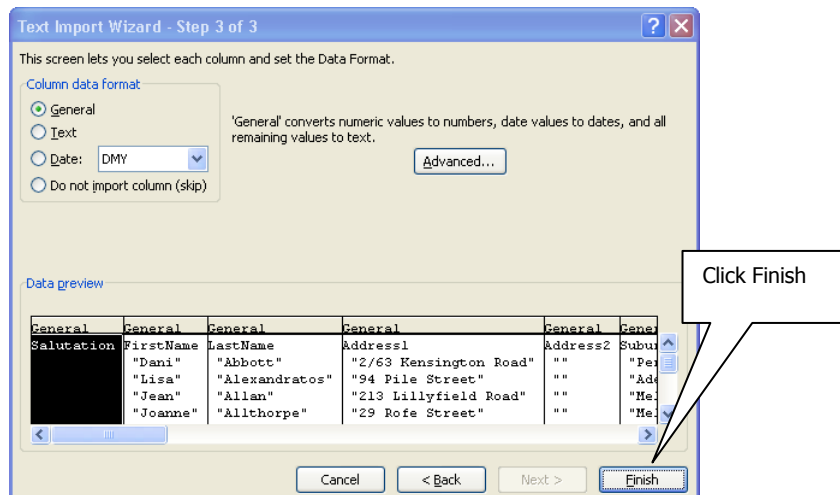
10. The Text Import Wizard – Step 1 of 3 window will appear, click **Next**



11. The Text Import Wizard - Step 2 of 3 window will appear, un-tick **Tab** and tick **Comma**, click **Next**



12. The Text Import Wizard - Steps 3 of 3 window will appear, click **Finish**



13. Once the file has opened up in Excel you can copy the column containing email addresses into the BCC field in Outlook.

****It is highly recommended that you copy this information to the BCC field in Ms Outlook when sending a bulk email to clients as this will prevent clients from seeing each other's email addresses. In the To field you can enter your business email address so you too receive a copy.****

In Excel the list should look similar to this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Salutation	FirstName	LastName	Address1	Address2	Suburb	State	Postcode	Referred	BirthdayS	ClubName	ClubIdent	Points	Employee Bu
2		"Dani"	"Abbott"	"2/63 Ker	""	"Perth"	"WA"	"6000"	Louise We	"30/05/15	"Club Shc	""	0	"Kathy"
3		"Lisa"	"Alexand	"94 Pile S	""	"Adelaide	"SA"	"5000"		"8/06/198	"Club Shc	""	0	""
4		"Jean"	"Allan"	"213 Lillyl	""	"Melbour	"VIC"	"3000"		"14/05/15	"Club Shc	""	0	""
5		"Joanne"	"Allthorp	"29 Rofe	""	"Melbour	"VIC"	"3000"		"26/07/15	"Club Shc	""	0	""
6		"Narelle"	"Allthorp	"2/418 Kii	""	"Perth"	"WA"	"6000"		"6/02/197	"Club Shc	""	0	"Johnny"
7		"Pauline"	"Allthorp	"72/18 Ce	""	"Sydney"	"NSW"	"2000"		"17/12/15	"Club Shc	""	0	"Gavin"
8		"Valerie"	"Allthorp	"118 Woo	""	"Melbour	"VIC"	"3000"	Duncan Fi	"28/08/15	"Club Shc	""	0	"Diana"
9		"Rob"	"Allu"	"34 Camb	""	"Perth"	"WA"	"6000"		"18/07/15	"Club Shc	""	0	""
10		"Darryl"	"Anastasi	"135 Albe	""	"Sydney"	"NSW"	"2000"		"16/04/15	"Club Shc	""	0	"Grace"
11		"Fiona"	"Andrews	"29 Lincol	""	"Perth"	"WA"	"6000"		"17/12/15	"Club Shc	""	0	""
12		"Melissa"	"Angell"	"169 Illaw	""	"Perth"	"WA"	"6000"		"20/09/15	"Club Shc	""	0	"Johnny"
13		"Jackie"	"Anning"	"64 Camd	""	"Melbour	"VIC"	"3000"	Gina Bingl	"22/07/15	"Club Shc	""	0	"Gavin"