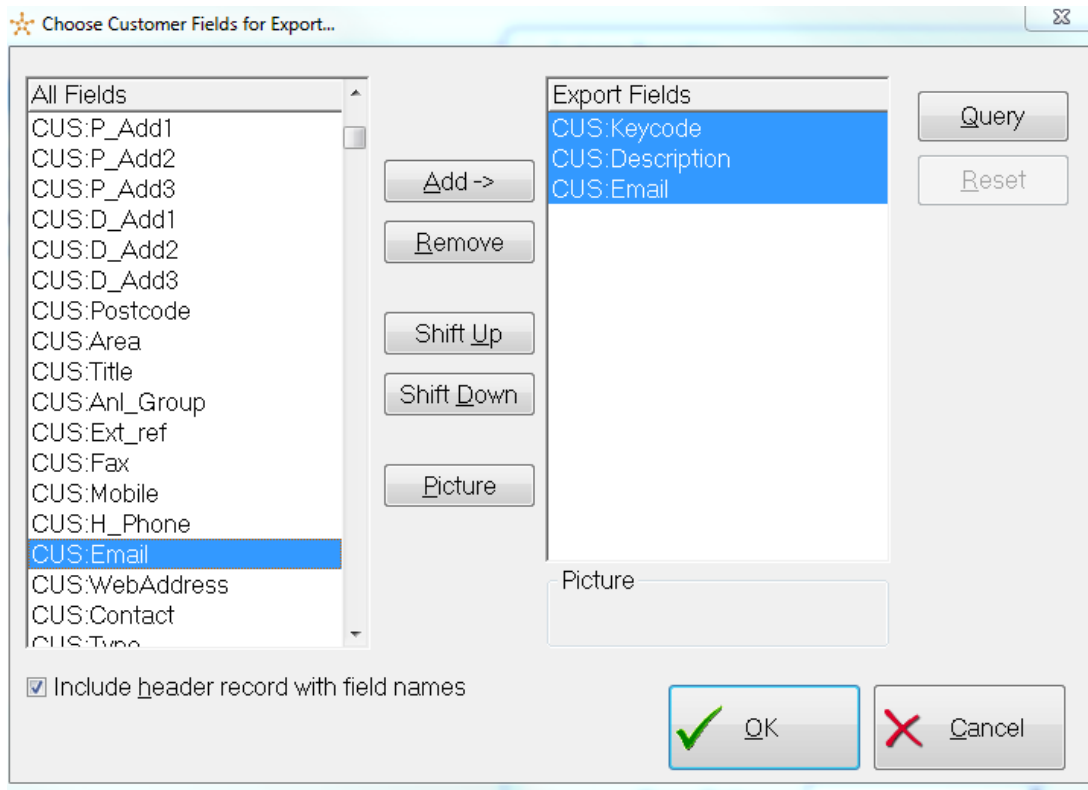


## Exporting customer email addresses to send an email:

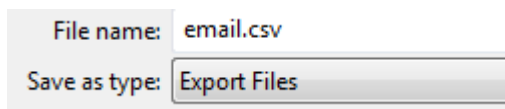
Go to Utilities > Export > Customers

Add the required fields to the Export Fields list

Tick "Include header record with field names"



Save the file with .csv at the end of the file name



Open the file in Excel and review the list of email addresses.

	A	B	C
1	CUS:Keycode	CUS:Description	CUS:Email
2	**CASH**	Cash Sale	
3	1H	Head 1	
4	1S1	Zero Rated	
5	7DAY	7 Day Account Customer	
6	AACUSTOMER	AACustomer	samsupport@sam.co.nz
7	ABBOTT/C	C Abbott	
8	AMEX	American Express	
9	ASSEMBLIES	Assemblies	
10	ATS	ATS - Ashburton Trading Company Ltd	
11	AUTOSURE	Autosure	
12	BROWN/J	Jane Brown	orionsupport@sam.co.nz
13	CAPRICORN	OLDCapricorn	
14	CARDLINK	Cardlink	
15	CASH*	Cash Sales	
16	CORNELIUS/	J Cornelius	test@xtra.co.nz
17	CAT	CAT	

Then copy the block of email addresses only (the grey section in the screenshot above) from Excel to the bcc field of your email message.

Use bcc so that customers who are sent the email will not see the email address of other people that the email was sent to).



Add a subject to your email then type in your message before sending the emails.