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"

* Choose Customer Fields for Export			
All Fields CUS:P_Add1 CUS:P_Add2 CUS:P_Add3 CUS:D_Add1 CUS:D_Add2 CUS:D_Add3 CUS:Postcode CUS:Area CUS:Area CUS:Title CUS:Anl_Group CUS:Ext_ref CUS:Fax CUS:Mobile CUS:H_Phone	▲dd-> <u>R</u> emove Shift <u>Up</u> Shift <u>D</u> own	Export Fields CUS:Keycode CUS:Description CUS:Email	Query Reset
CUS:WebAddress CUS:Contact CUS:Tyree	.	Picture	
✓ Include <u>h</u> eader record with 1	ield names	🗸 <u>о</u> к	X Cancel

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

File name:	email.csv
Save as type:	Export Files

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

	A	В	C	
1	CUS:Keycode	CUS:Description	CUS:Email	
2	**CASH**	Cash Sale		
3	1H	Head 1		
4	151	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		
.0	ATS	ATS - Ashburton Trading Company Ltd		
1	AUTOSURE	Autosure		
.2	BROWN/J	Jane Brown	orionsupport@sam.co.nz	
.3	CAPRICORN	OLDCapricorn		
.4	CARDLINK	Cardlink		
15	CASH*	Cash Sales		
.6	CORNELIUS/	J Cornelius	test@xtra.co.nz	
-	CDT	CDT	T	

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

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

	Bcc ->		 •
		test@xtra.co.nz	
Pasted to Email:			
Bcc	samsupport@san	n.co.nz; orionsupport@sam.co.nz; test@xtra.co.nz	

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