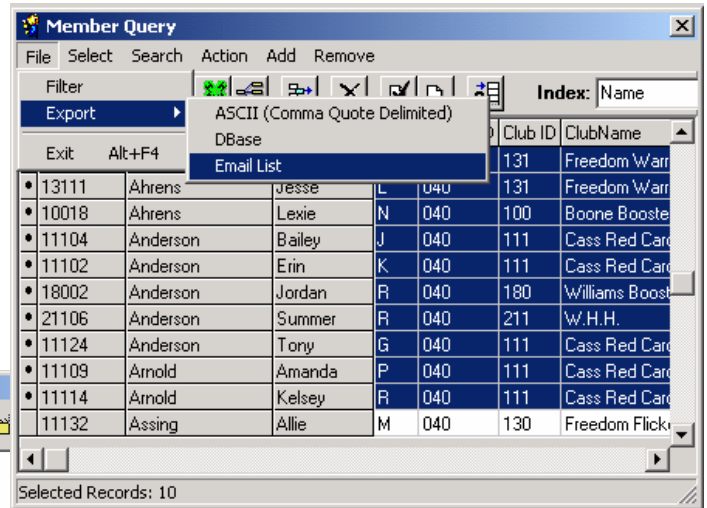
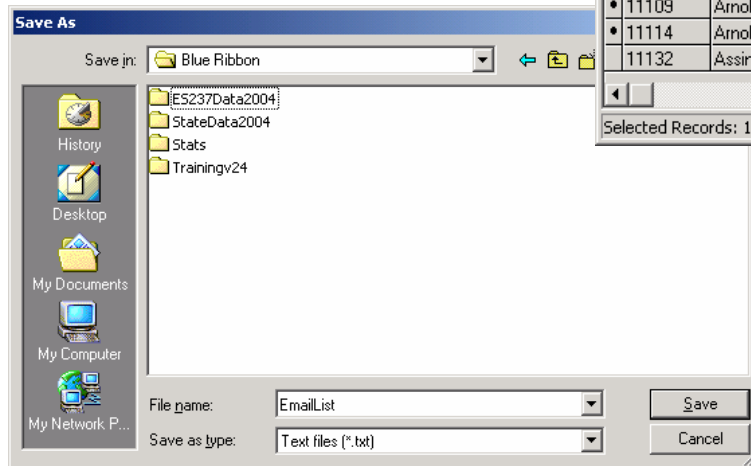


Create an Email List (Queries) Youth Enrollment Help Sheet

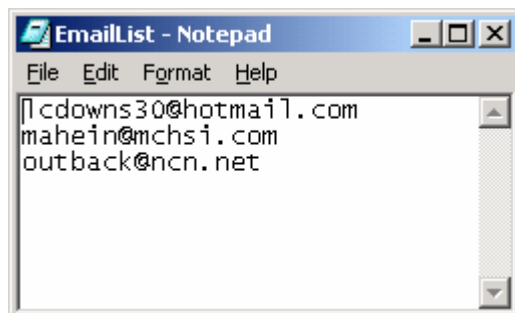
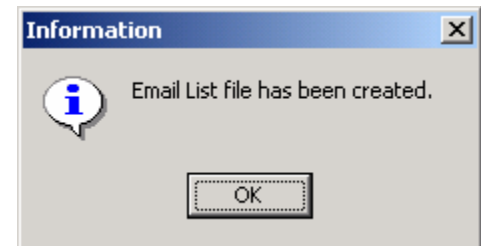
A shortcut for creating an email list exists in all the Queries (Member, Club, Project, Activity).

After you have [filtered](#) and highlighted the appropriate records, choose File|Export|Email List.

You will go directly to a “name and location” Save screen. Name the file something more logical than “EmailList”—like BeefProjectsEmail or Club102Email. Notice that the extension is “.txt”



You will see a confirmation message in Blue Ribbon, allowing only “OK”.



When you double-click on the file, it opens automatically in Notepad, and is a simple list of email addresses, one per line. If one of the highlighted records did not have an email address listed, no blank line is left—the lines represent only the records which had email addresses in your highlighted group. You can copy from the Notepad file and paste into your e-mail program, or you could also have chosen to open the .txt file in Word, Excel, or a number of other programs.