

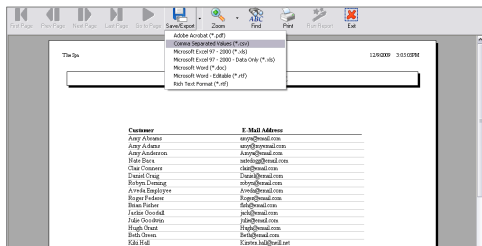
exporting an email list

Follow the suggested procedure for exporting SalonBiz® customer email addresses into Outlook.



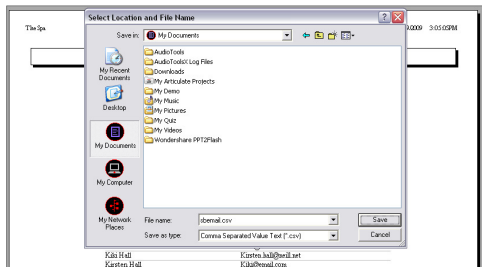
Getting the List

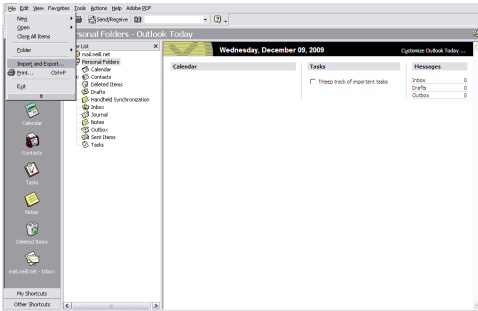
1. From the SalonBiz®/SpaBiz® menu bar, click on the Reports icon.
2. Double click on Customer Email List from the report list side navigation. You will find it under the Customer category.
3. Click the OK button.



Saving the List

1. From the Customer Email List report.
2. Click the down arrow on the right side of the Save button.
3. Select Comma Separated Values (*.csv)
4. Save the file to your computer.
5. Type in sbemail as the file name.
6. Save as type Comma Separated Values (*.csv).



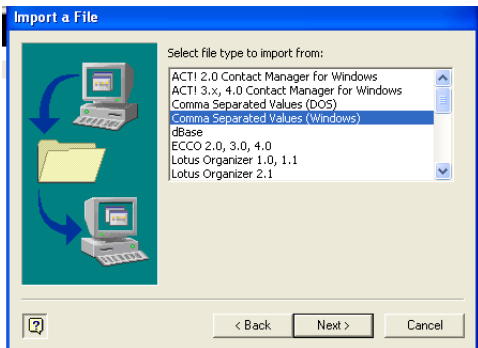


Importing the List

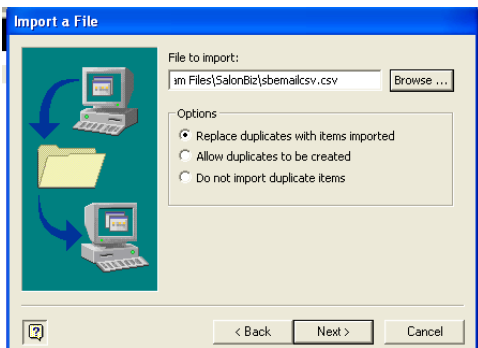
1. Open Outlook.
2. Select Contacts.
3. From the main menu, select File.
4. Select Import/Export



5. The Import and Export Wizard will open.
6. Select Import from another program or file.
7. Click Next.

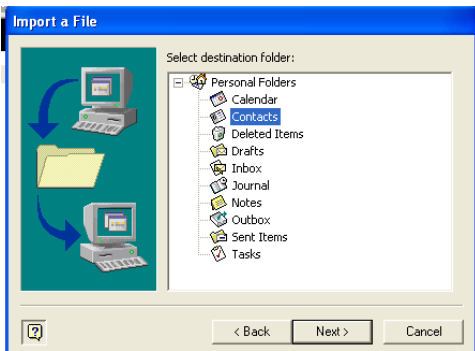


8. The Import a File screen will open.
9. Select Comma Separated Values (Windows).
10. Click the Next button.

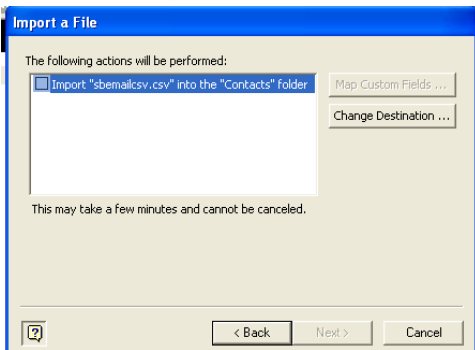


11. In the File to Import field, browse for the location of your saved email report "sbeemail.csv" file.
12. Click the Next button.

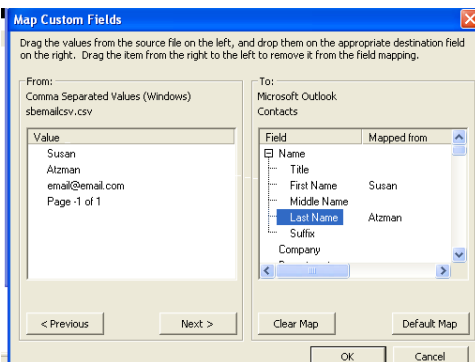




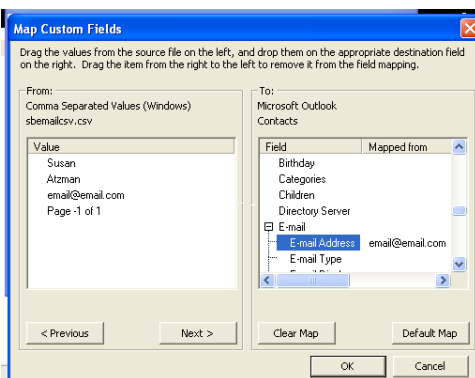
13. Select the destination folder you wish to import the email addresses into (preferably Contacts).
14. Click the Next button.



15. At The Following Actions will be performed: screen, you should see Import "sbemail.csv" into the "Contacts" folder.
16. Place a check mark in the box next to this item.
17. Click the Next button.



18. The Map Custom Fields Screen will open.
19. Drag the items from the From section to the area you want them to be stored in the To section after they are imported. For example, in the From section highlight the first name of the customer and drag it to the First Name field in the To section. Drag the last name of the customer to the Last Name field in the To section.



20. Drag the email address of the customer to the E-mail Address field of the To section.
21. Once you have mapped the fields to import, click the OK button.
22. The customer names and addresses will then be imported into Outlook.

