

Tutorial

Objective: Sending a Confirmation E-Mail Using Microsoft Word 2003.
(Using the Report +Custom Confirmation Letter-Email)

Step 1: Click **Register/Reports** tab.

- a. Click the **Binoculars** and select the **Event** from which you would like to create a Confirmation Letter Email.
- b. Click to highlight **+Custom Confirmation Letter-Email**.
- c. Click the **Process Doc** icon. (Fig. A)

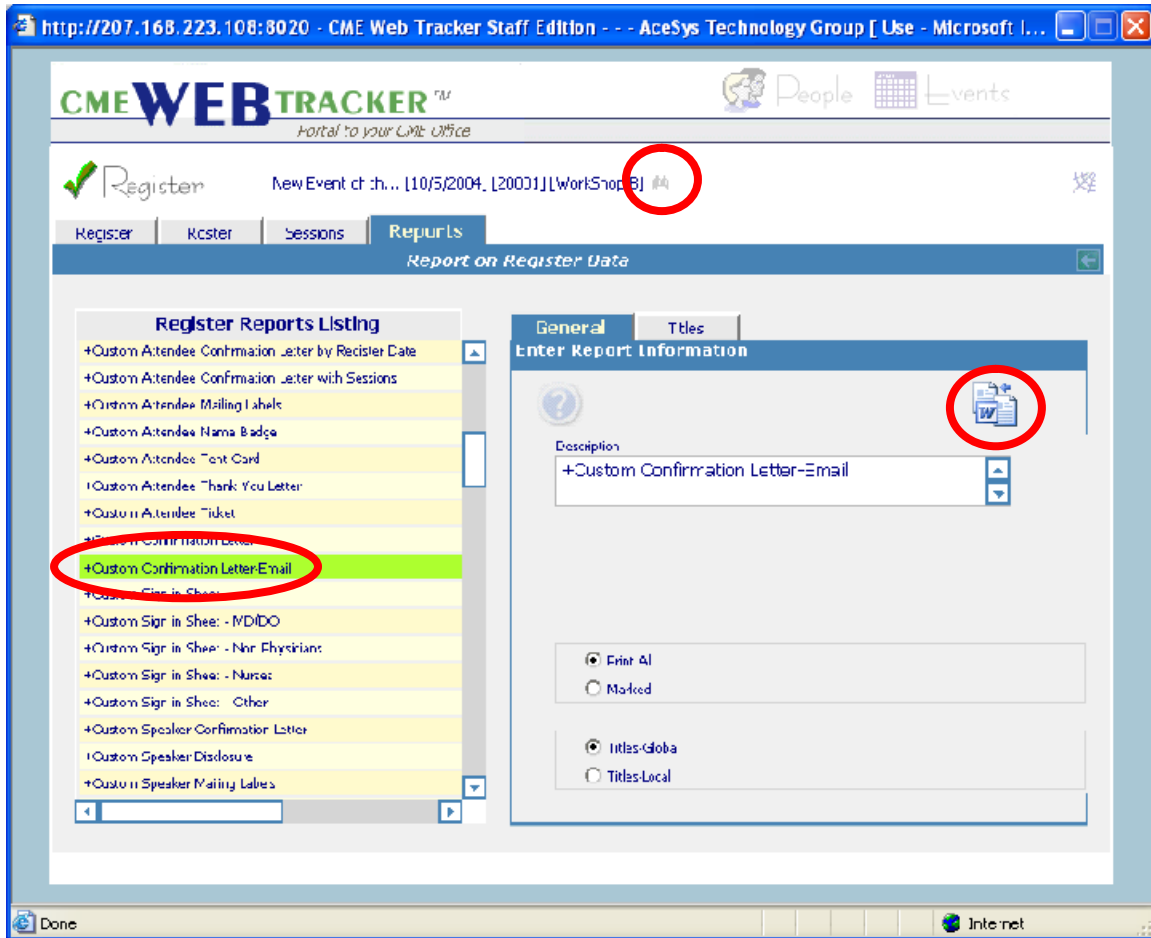


Fig. A

Tutorial

Step 2: The **File Download** popup appears.

- a. Click **Save**. (Fig. B)

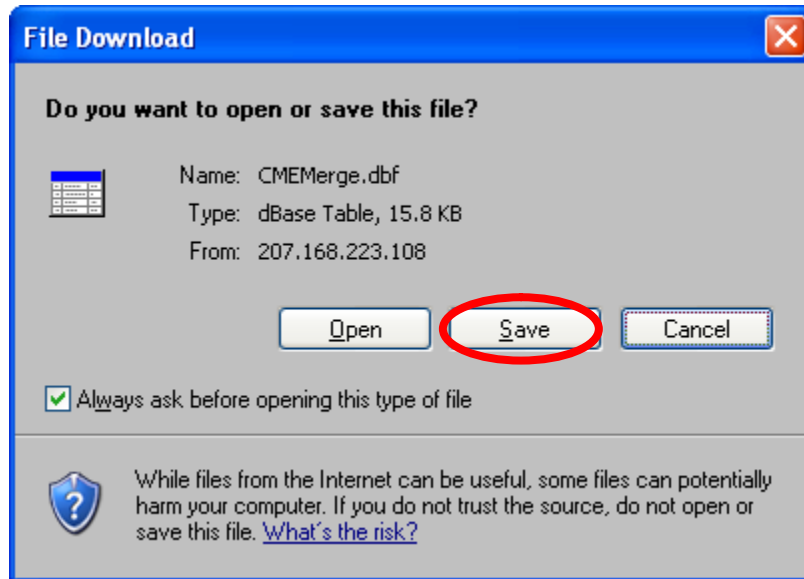


Fig. B

Step 3: The **Save As** popup appears.

- a. Save in **C:\ My Documents**.
- b. Click **Save**. (Fig. C)

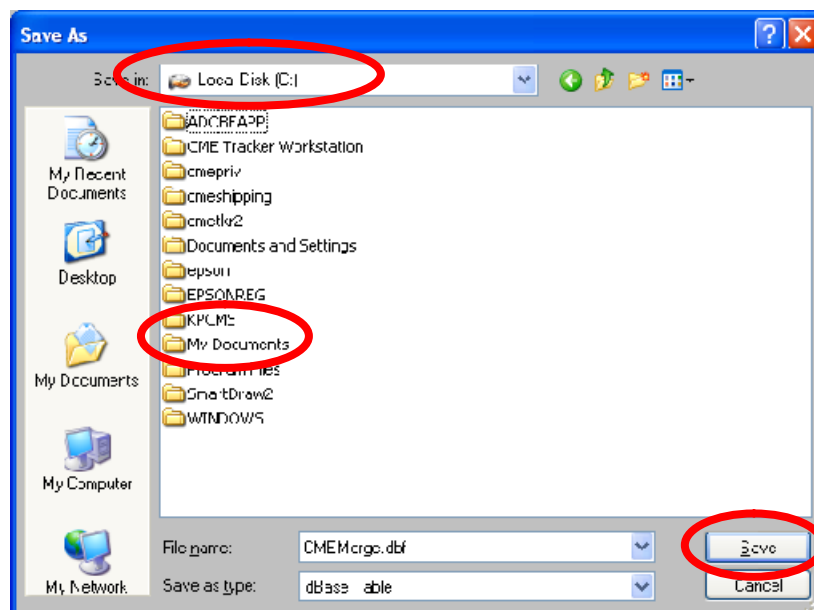


Fig. C

Tutorial

Step 4: The **Launch Word Document icon** is now visible.

a. Click on the **Launch Word Document icon** (Fig. D)

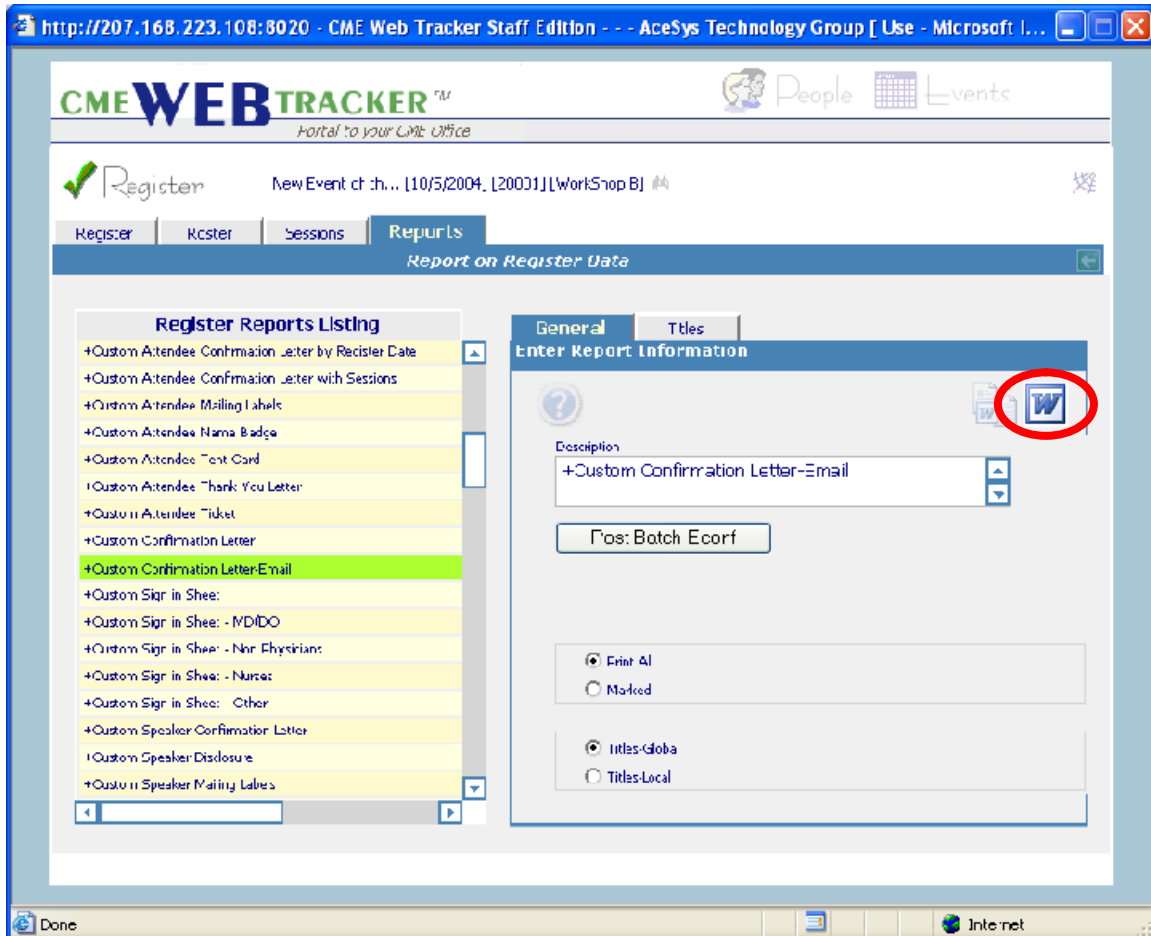


Fig. D

Tutorial

Step 5: The **Word Document** now appears.

a. Click **Merge to Email**. (Fig. E)

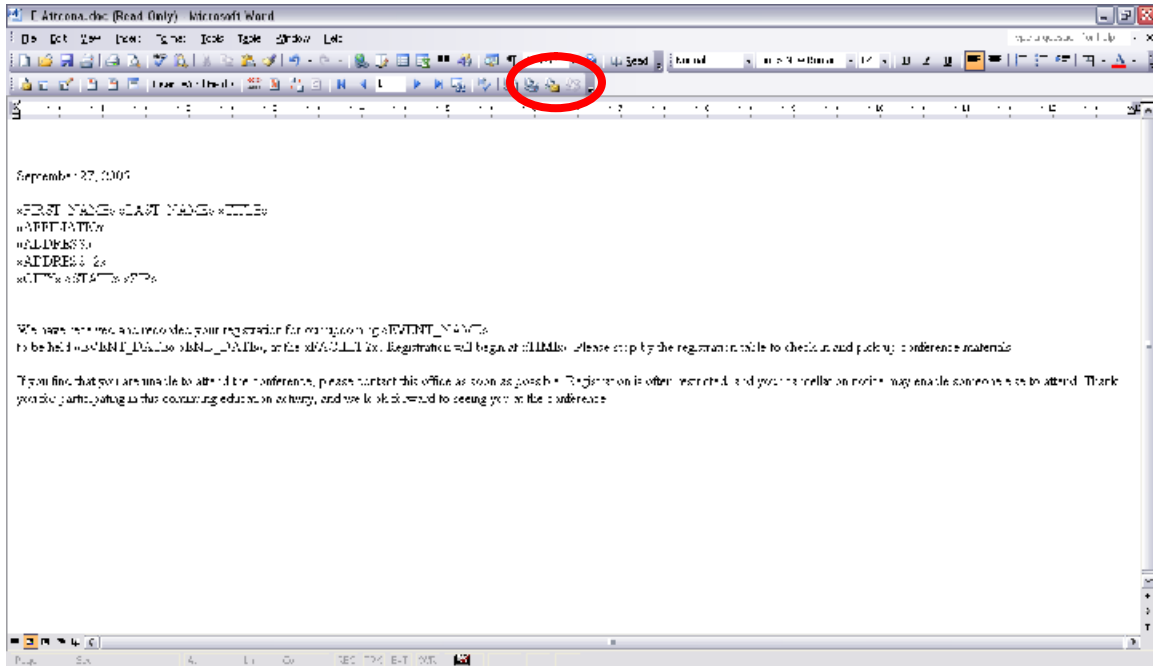


Fig. E

Step 6: The **Merge** popup appears.

a. In the **Merge to:** box, select **Electronic mail** from the dropdown.

b. Click **Setup...** (Fig. E)

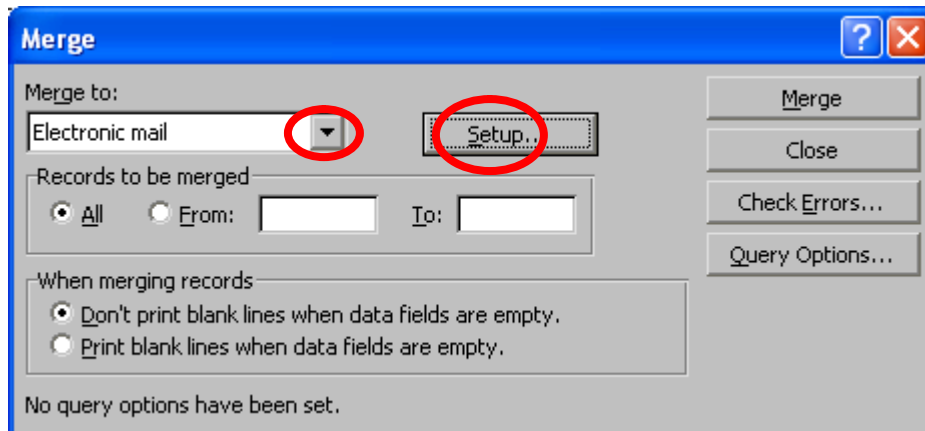


Fig. F

Tutorial

Step 7: The **Merge To** Setup popup appears.

- Select **EMAIL** from the dropdown.
- Compose a message if you would like to enter it in the Mail message subject line.
- Click **OK** (Fig. G)

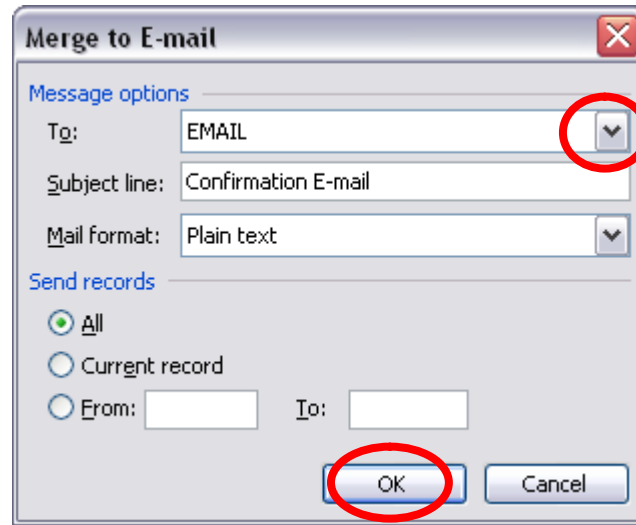


Fig. G

Step 8: You may get a popup from your mail client asking you if you want to allow access to email addresses. You will want to “Allow access for...”.

- Click **Yes** (Fig. H)

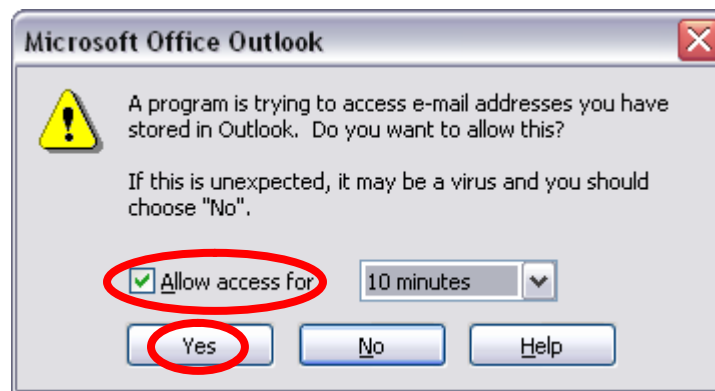


Fig. H

Result: You have successfully sent a Confirmation E-Mail Using Microsoft Word 97/2000. (Using the Report +Custom Confirmation Letter-Email)