Mail Merges – VSys Webinar
Summer 2012

Mailing labels (Basic with custom filters)
    Load – brings in the built-in or saved settings
    Save – saves your current settings so they can be used again
    Addresses – define the addresses you want. Any brings up any complete address.
    Include/exclude - incomplete addresses
    Sorting – The order the mailing labels will come out (last name, first name, zip/postal)
    Logging the correspondence to a volunteer's account

Standard mail merge
    Selecting people
    Using specific criteria
        General filters
        Filtering- add another filter link.
    By adding them individually or by lists
        Individually
        Lists
    Filtering options – letter/data types
    Changing how something is going to be sent
    Printing letters and labels

Letter manager-allows you to go back and see letters by the mailing, not the person
    Filter on letter types and when sent
    Sort on screen by using the column headers

Mail-merge - one person
    Right click ->   Send e-mail
                      Send Kiosk message
                      Print mailing labels
    From Profile Editor

Mail merges from Tool – Right-click for selected people
    Advanced person lookup
    Training courses

Bad e-mail handler