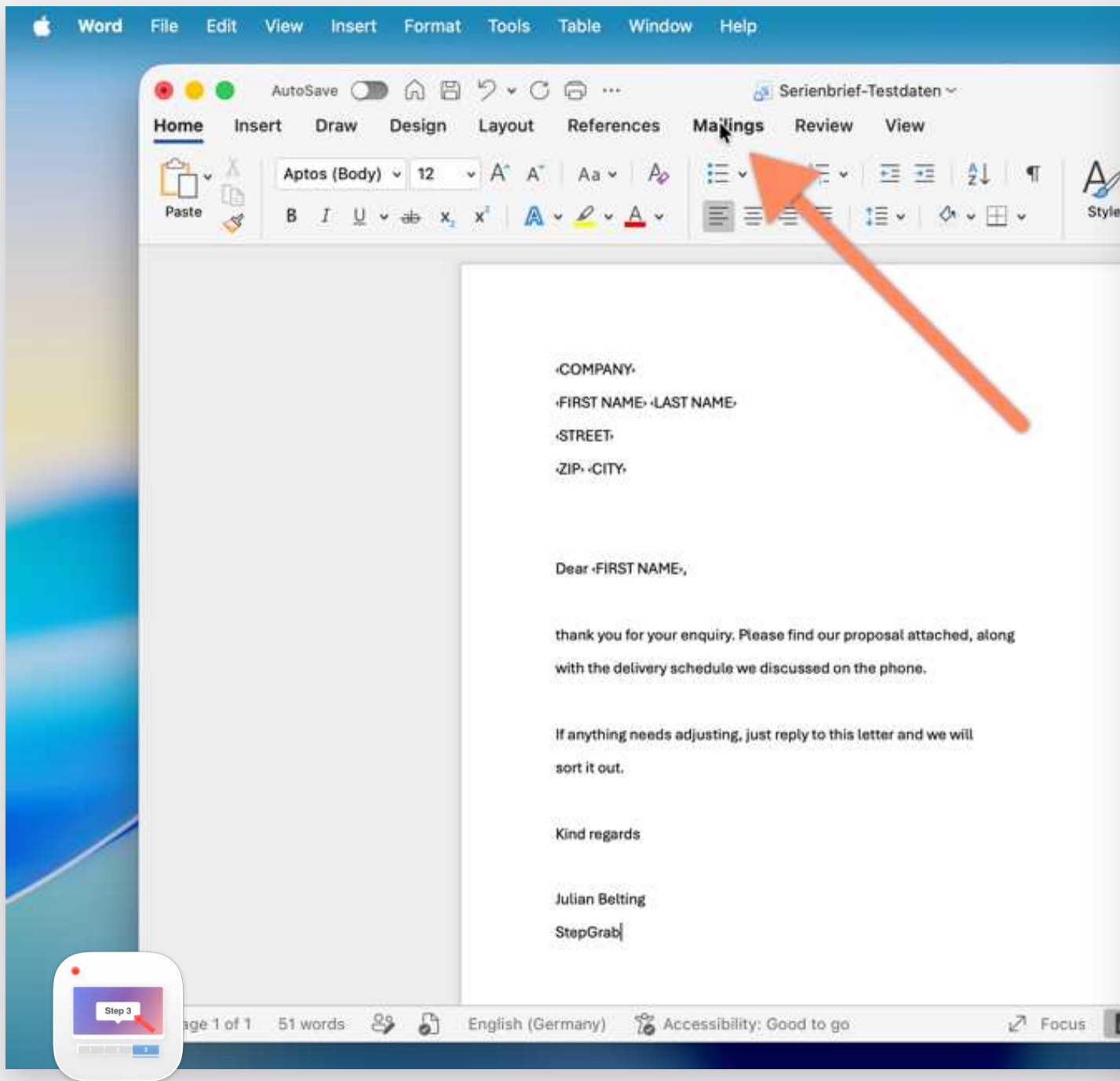




1 Step

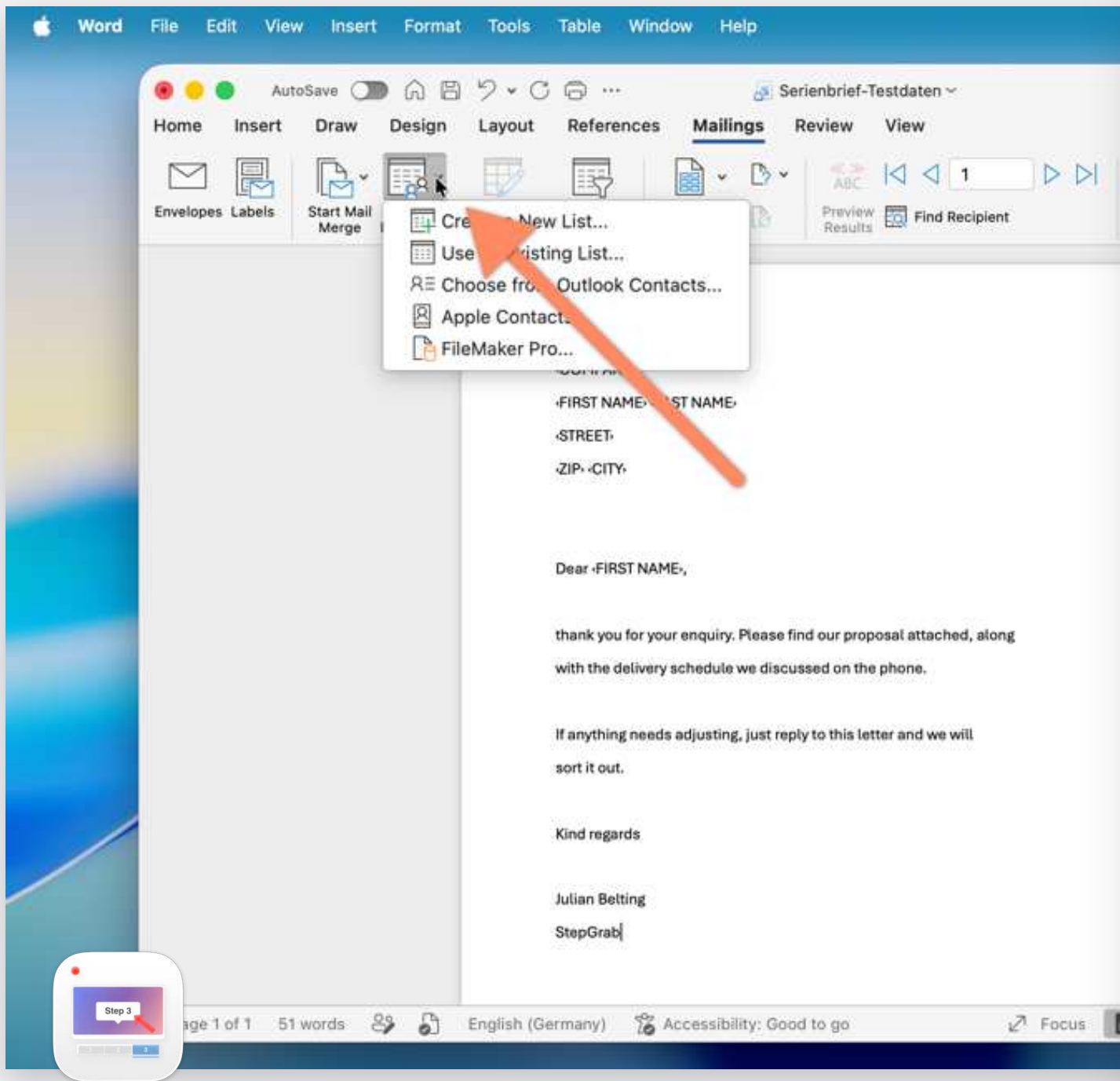


Microsoft Word

ACTION & NOTES

To start, click "Mailings" at the very top center of the "Microsoft Word" window.

guide.pdf



2 Step



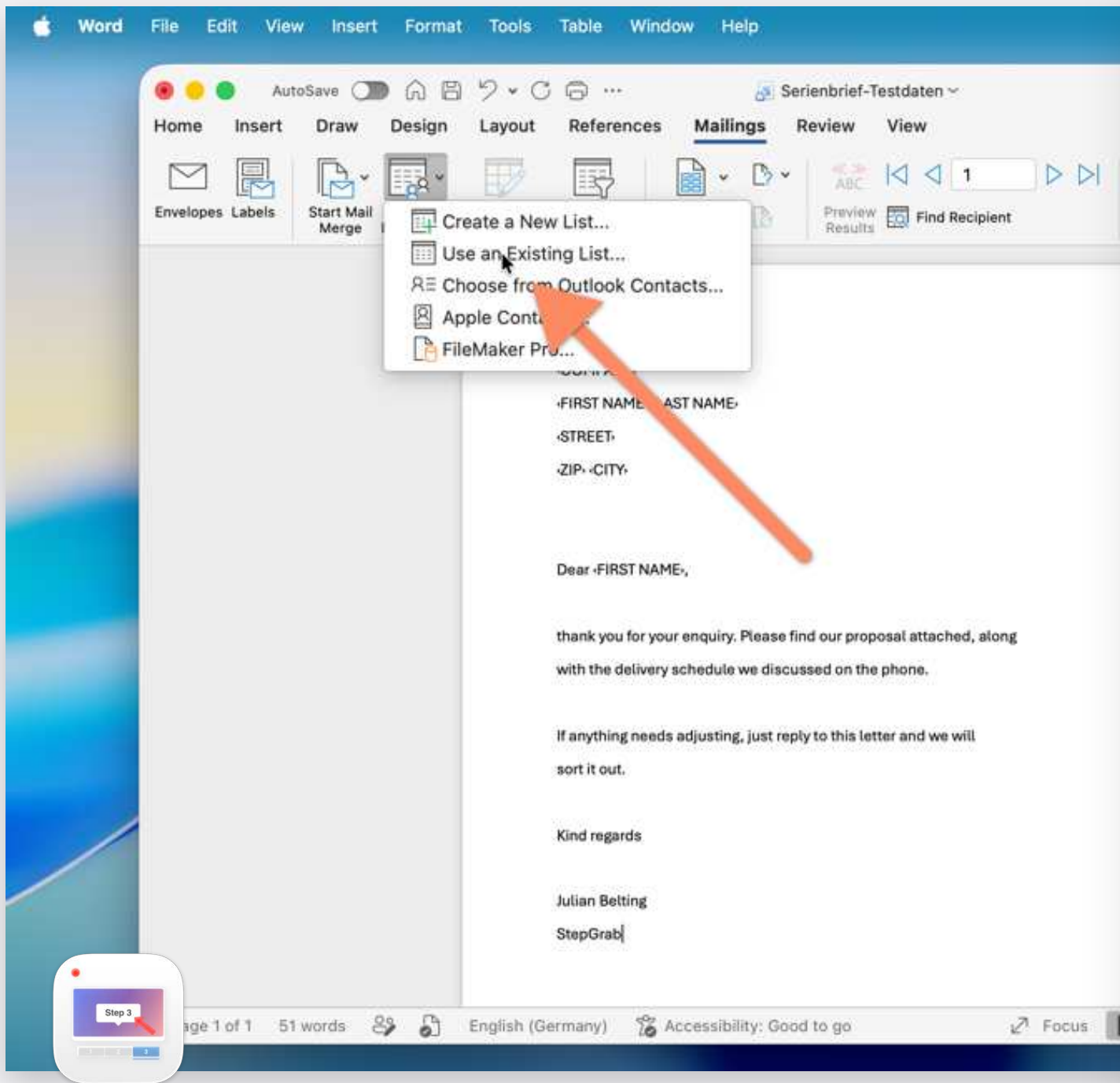
Microsoft Word

ACTION & NOTES

Now click "ABC".



guide.pdf



3 Step

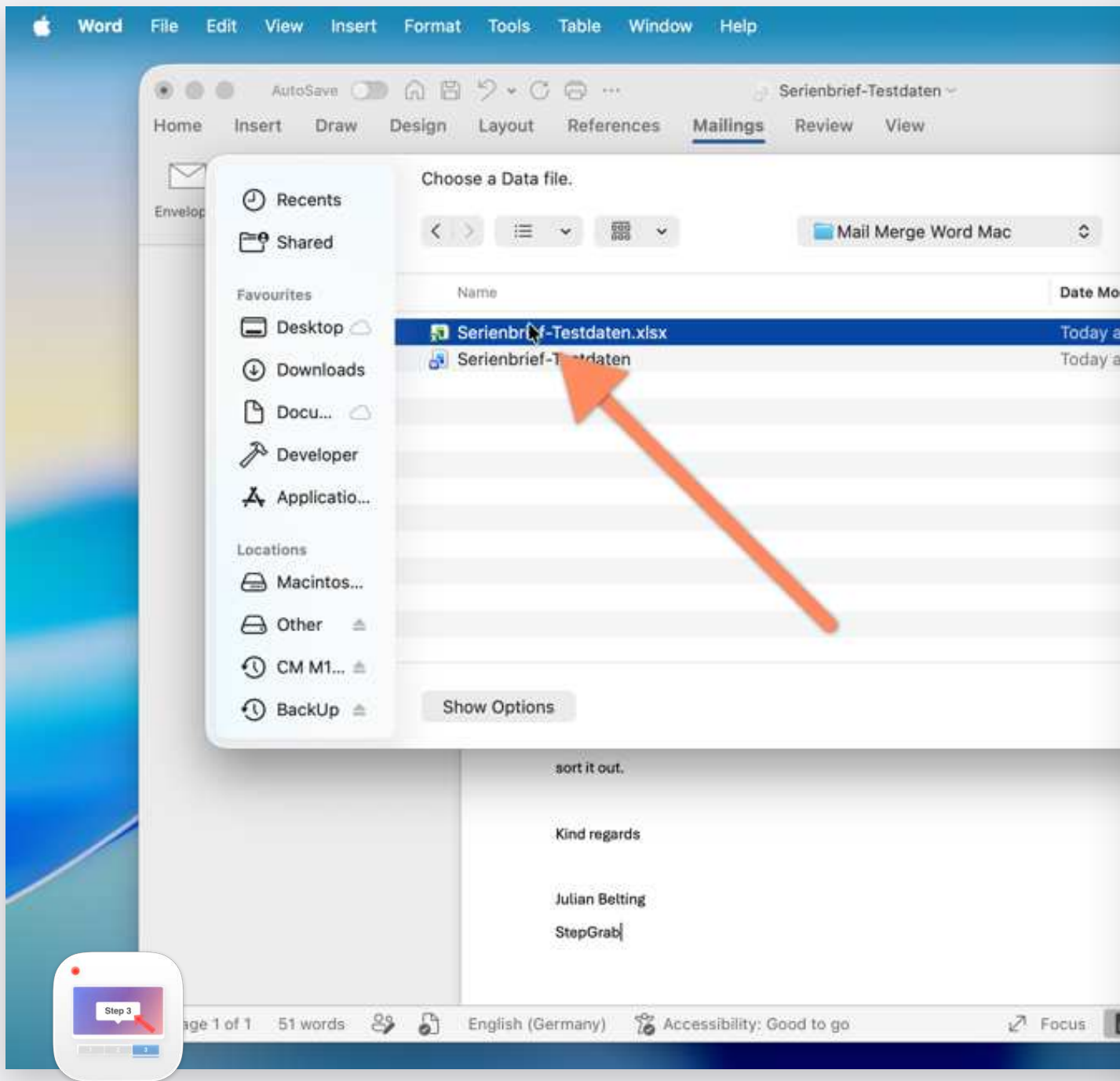


Microsoft Word

ACTION & NOTES

Then click "Use an Existing List."

guide.pdf



4 Step



Microsoft Word

ACTION & NOTES

Next, click at the upper left.

guide.pdf

5 Step

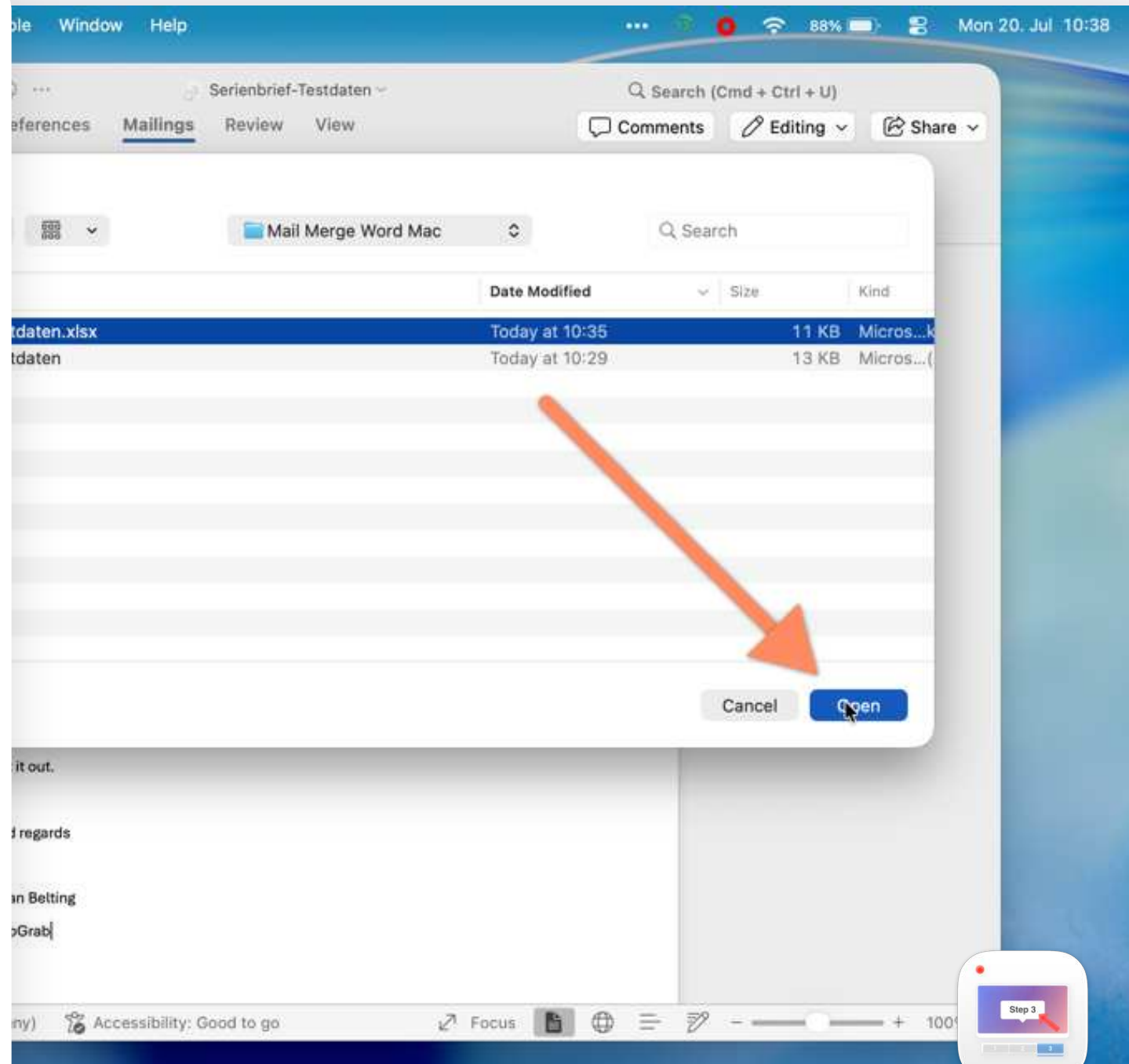
Microsoft Word



ACTION & NOTES

After that, click "Agen".

guide.pdf



6 Step

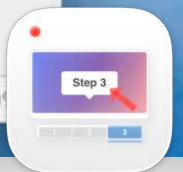
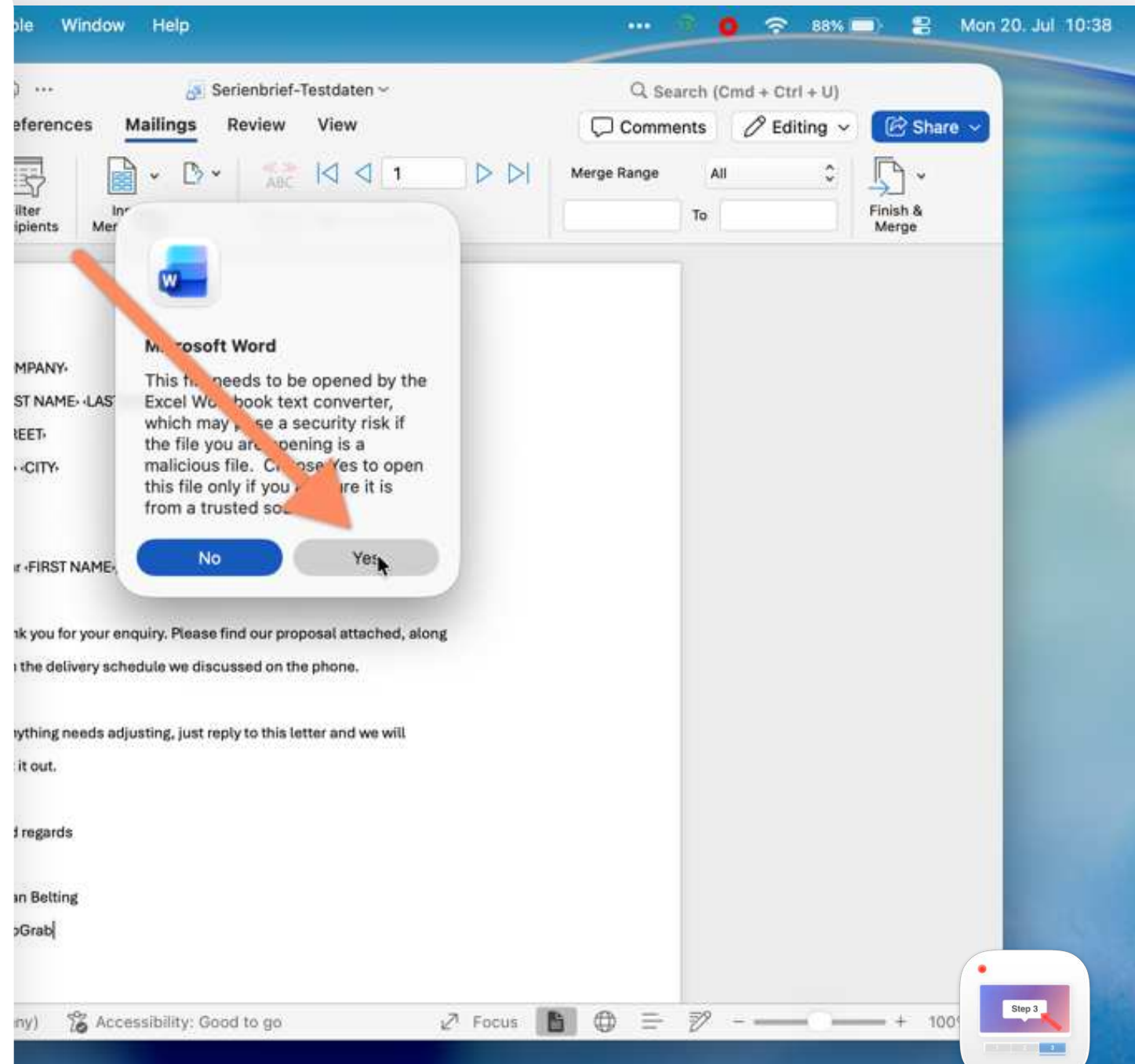
Microsoft Word



ACTION & NOTES

Now click "Yes".

guide.pdf



7 Step

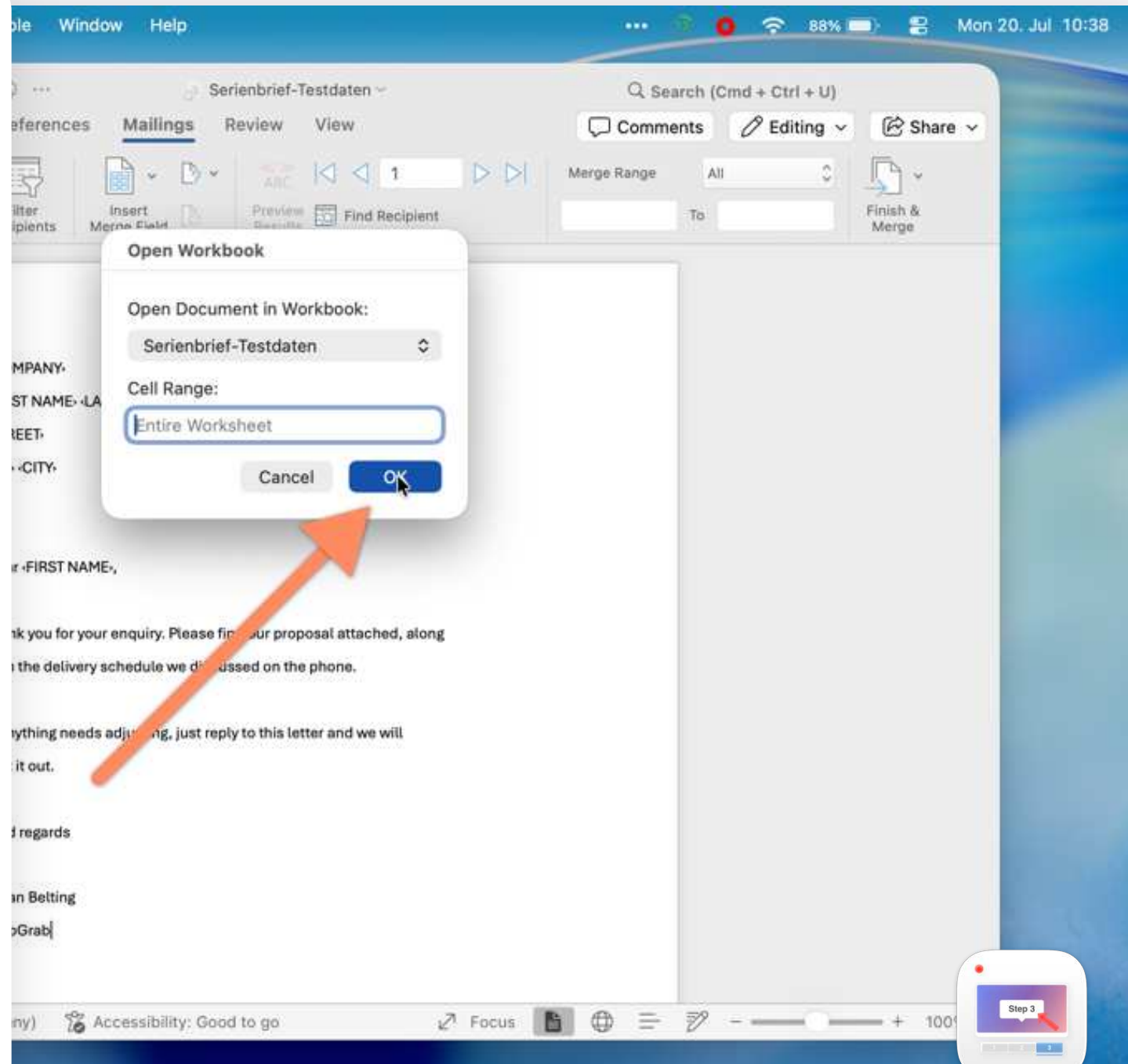
Microsoft Word

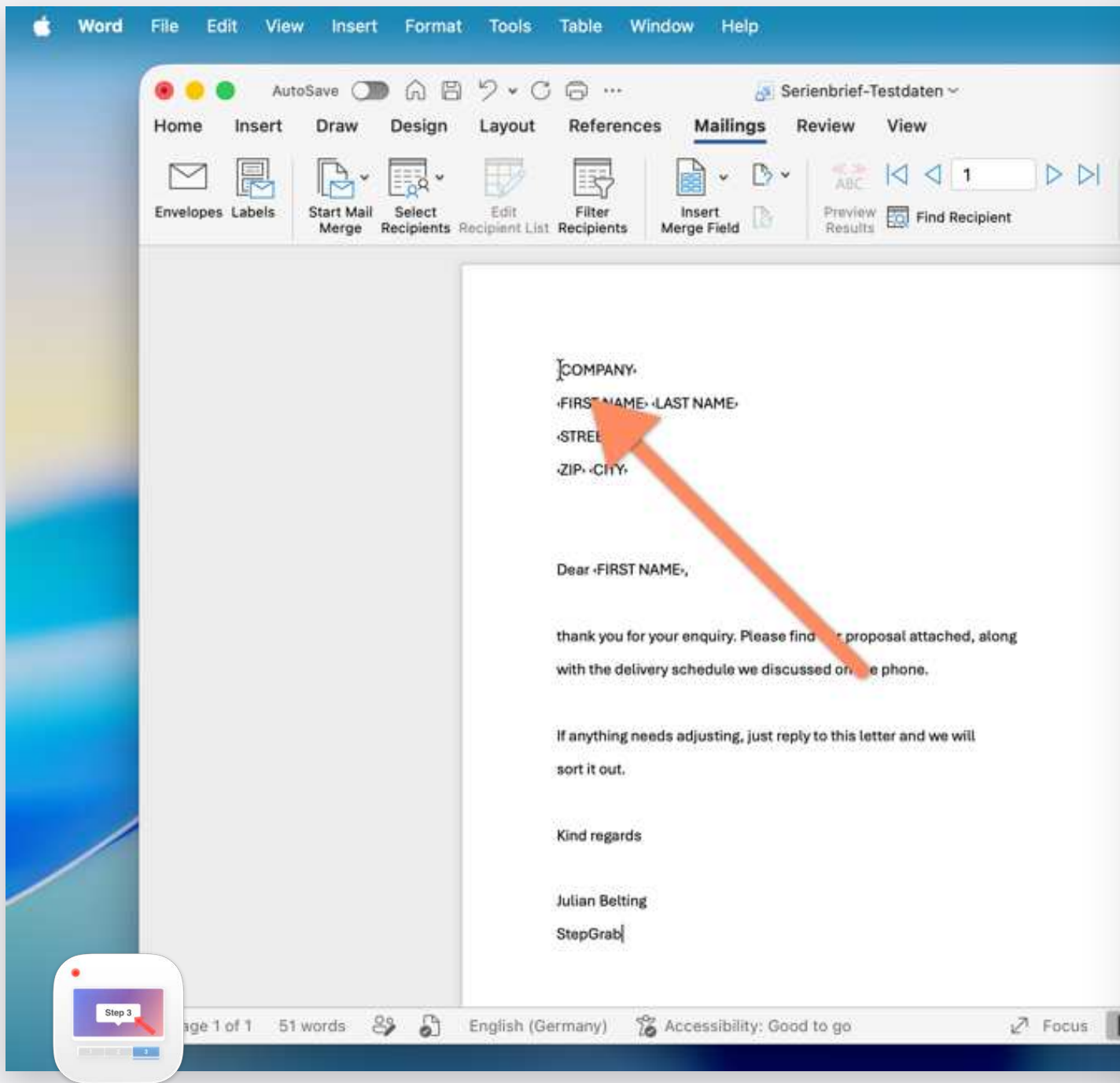


ACTION & NOTES

Then click "OK".

guide.pdf





8 Step

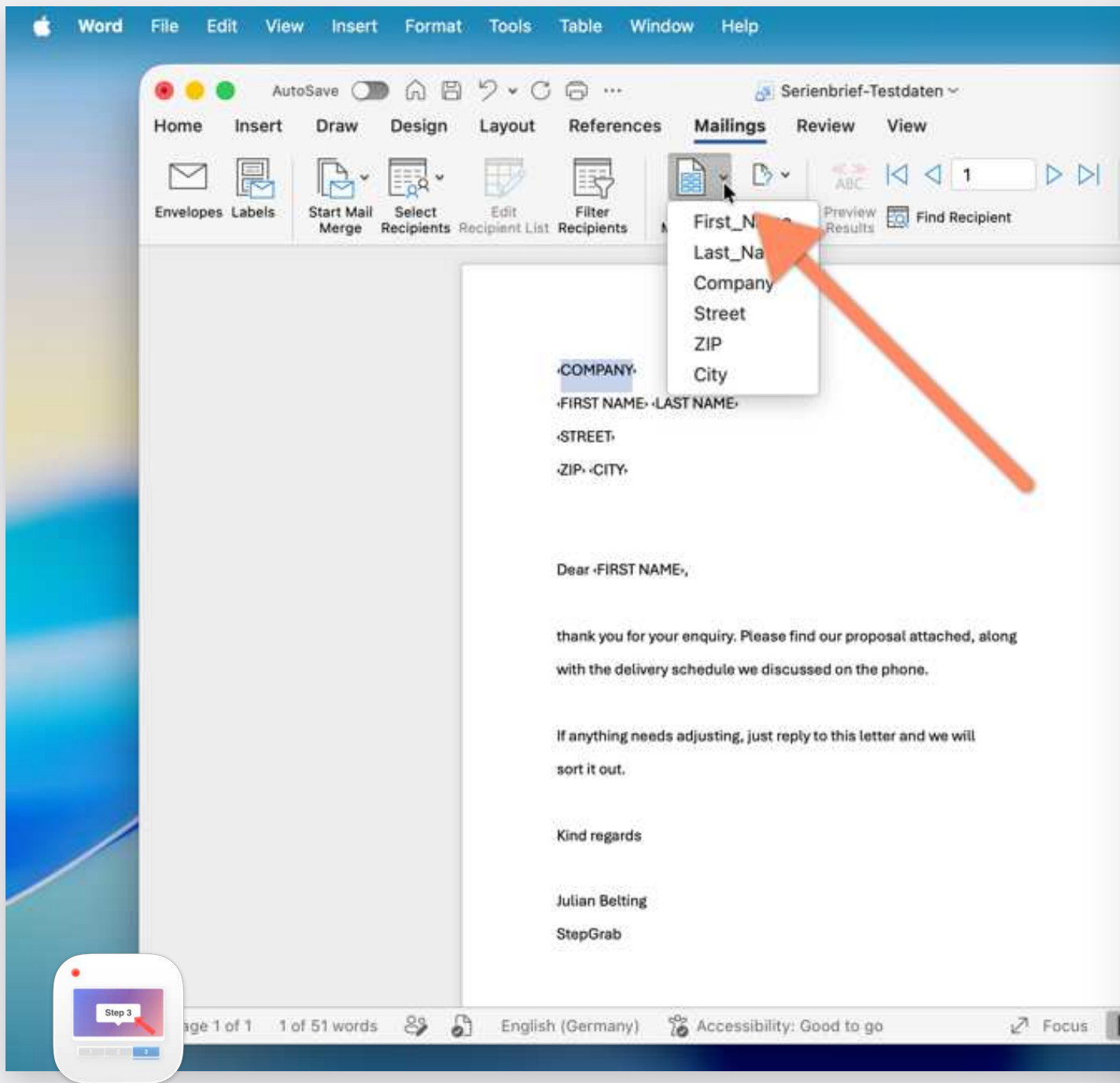


Microsoft Word

ACTION & NOTES

Next, click "COMPANY".

guide.pdf



9 Step

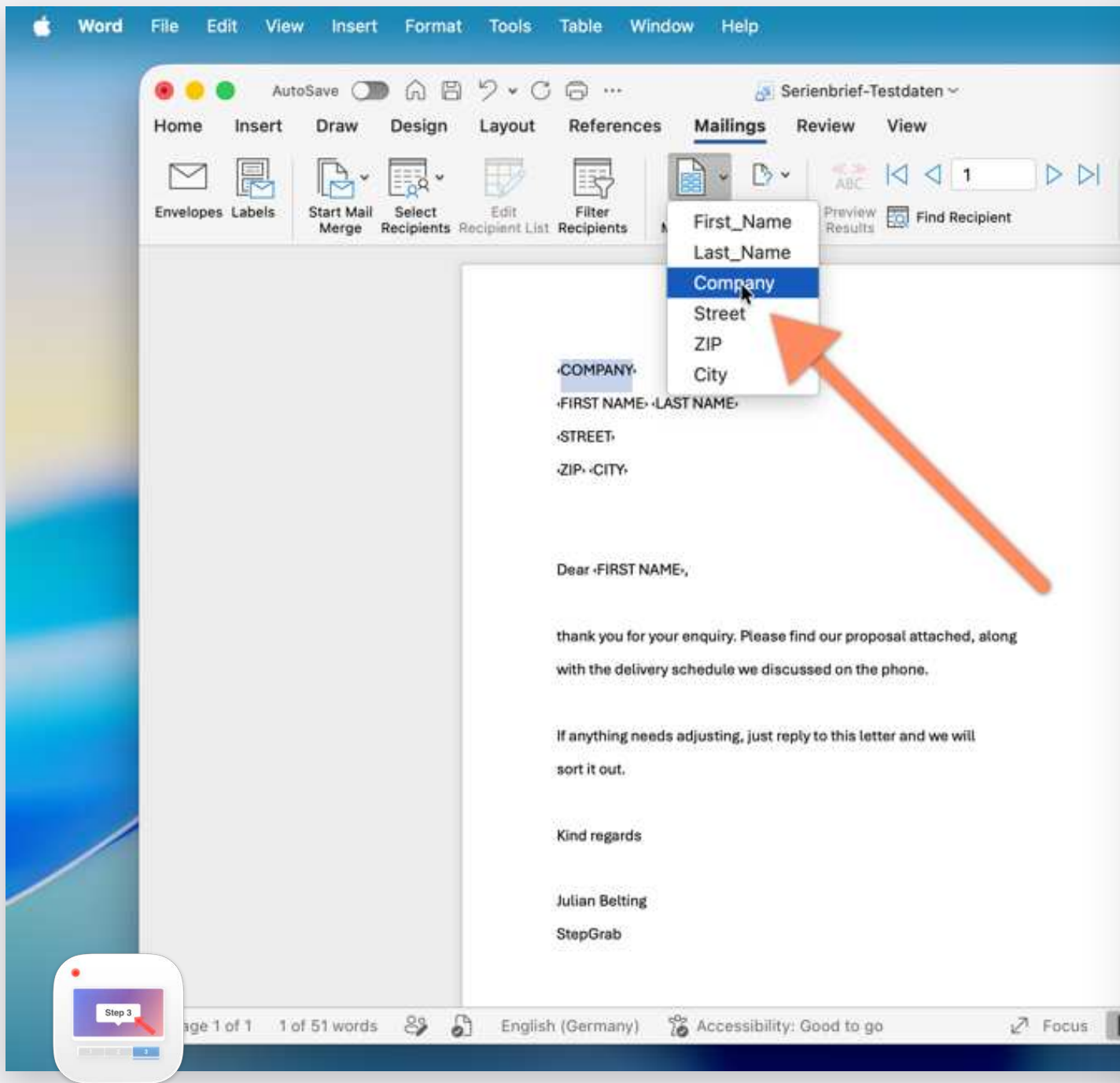


Microsoft Word

ACTION & NOTES

After that, click "ABC".

guide.pdf



10 Step

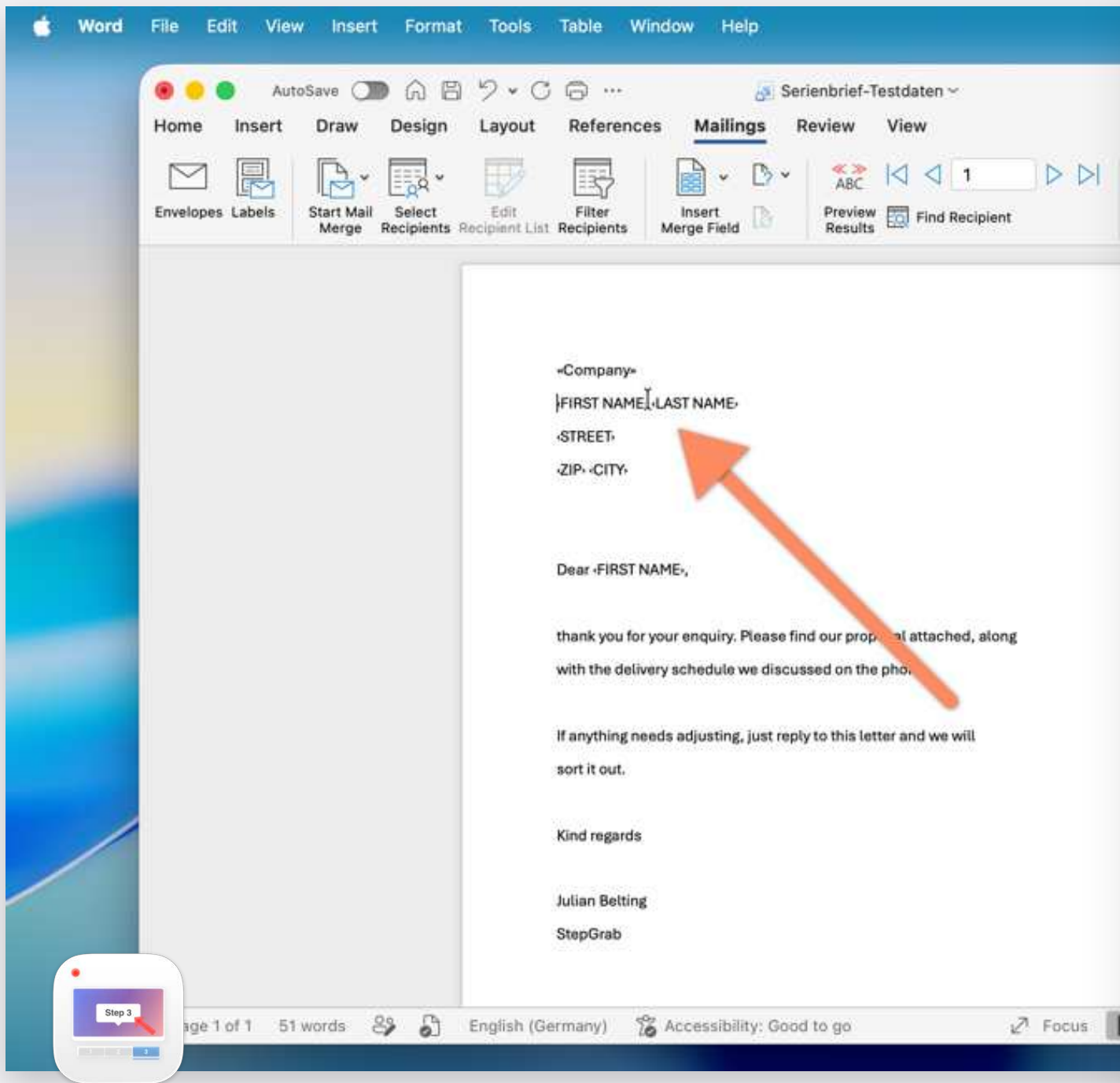


Microsoft Word

ACTION & NOTES

Now click "Company".

guide.pdf



11 Step

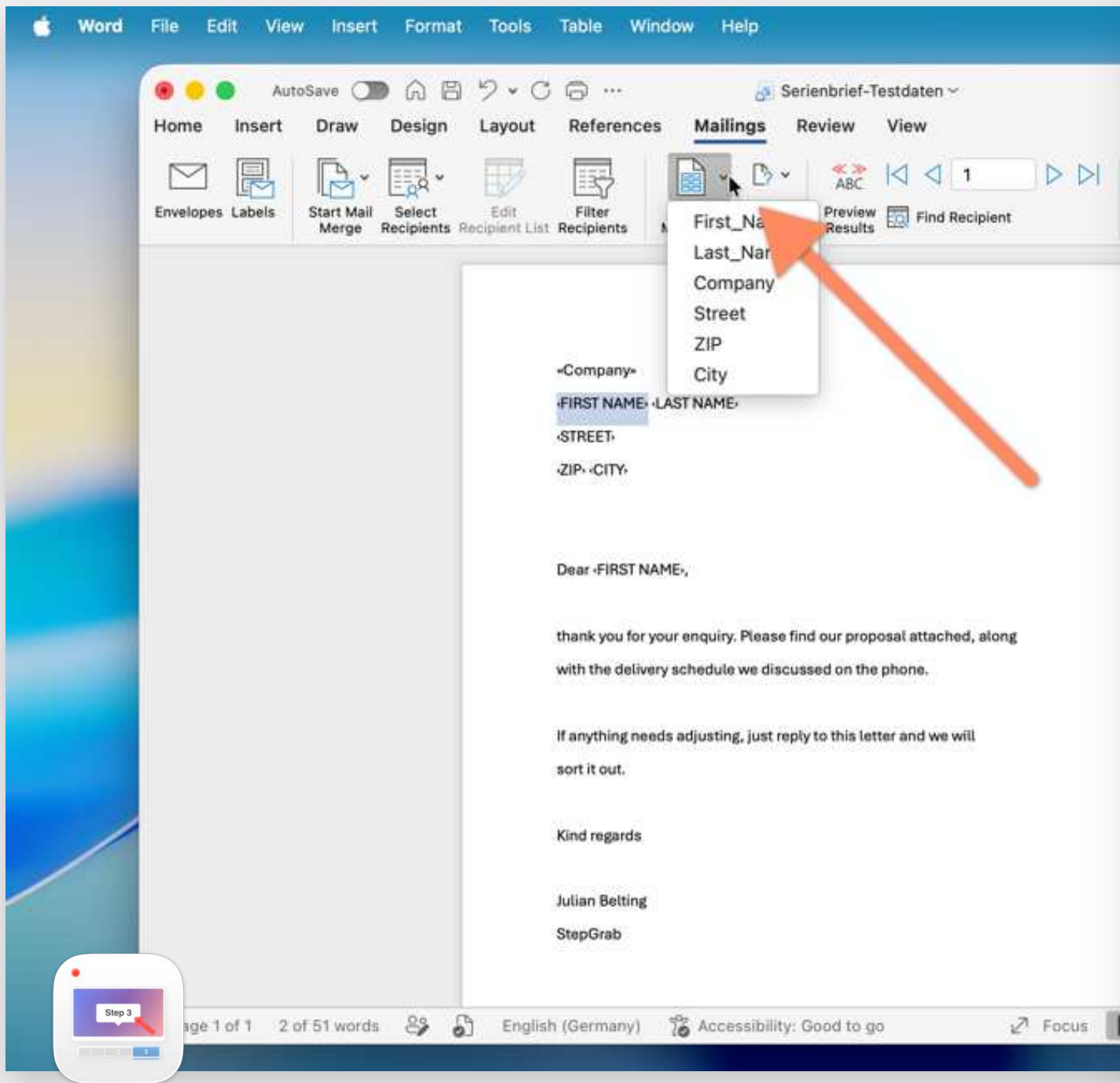


Microsoft Word

ACTION & NOTES

Then click "FIRST NAME> LAST NAME".

guide.pdf



12 Step

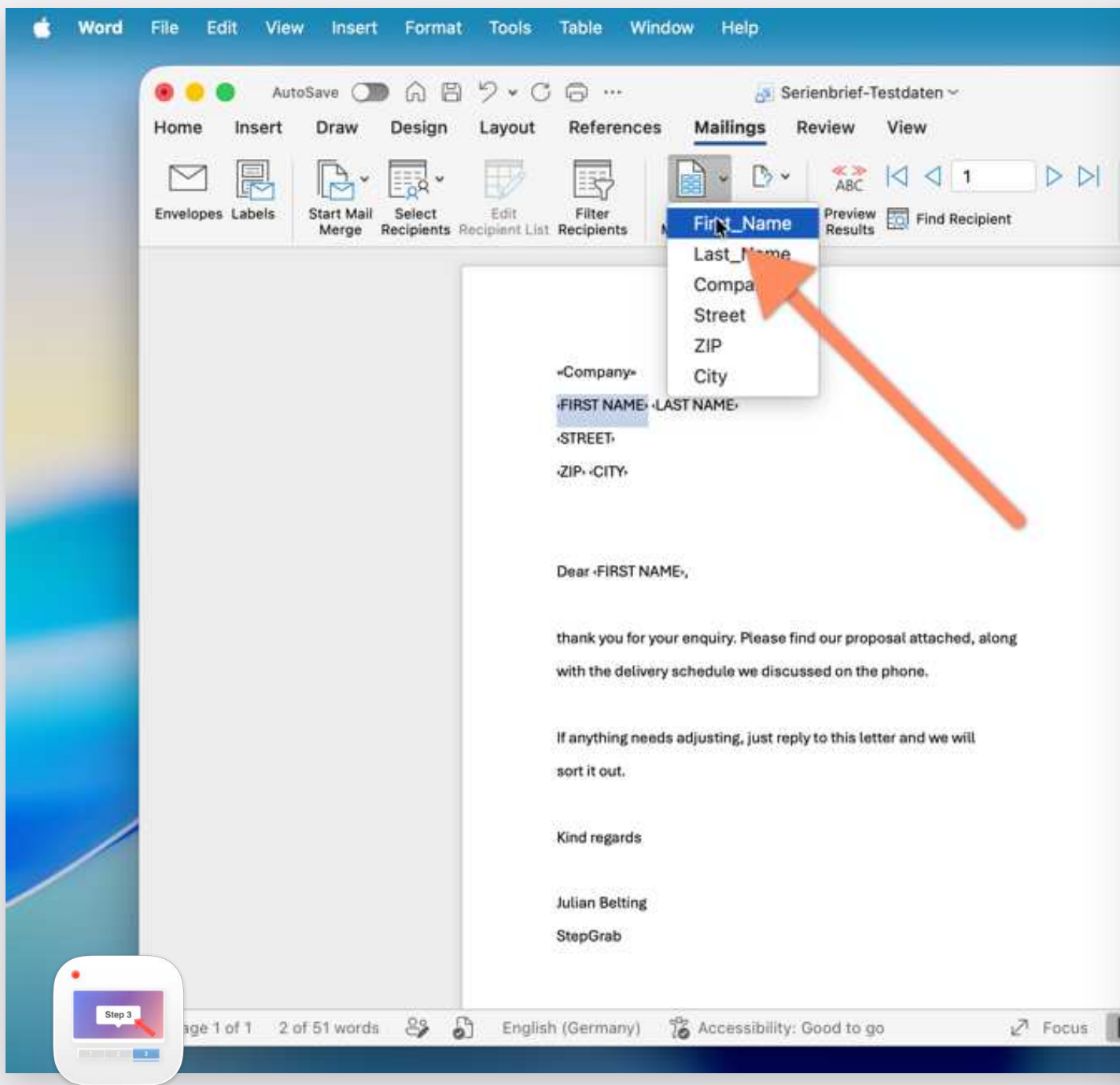


Microsoft Word

ACTION & NOTES

Next, click "ABC".

guide.pdf



13 Step

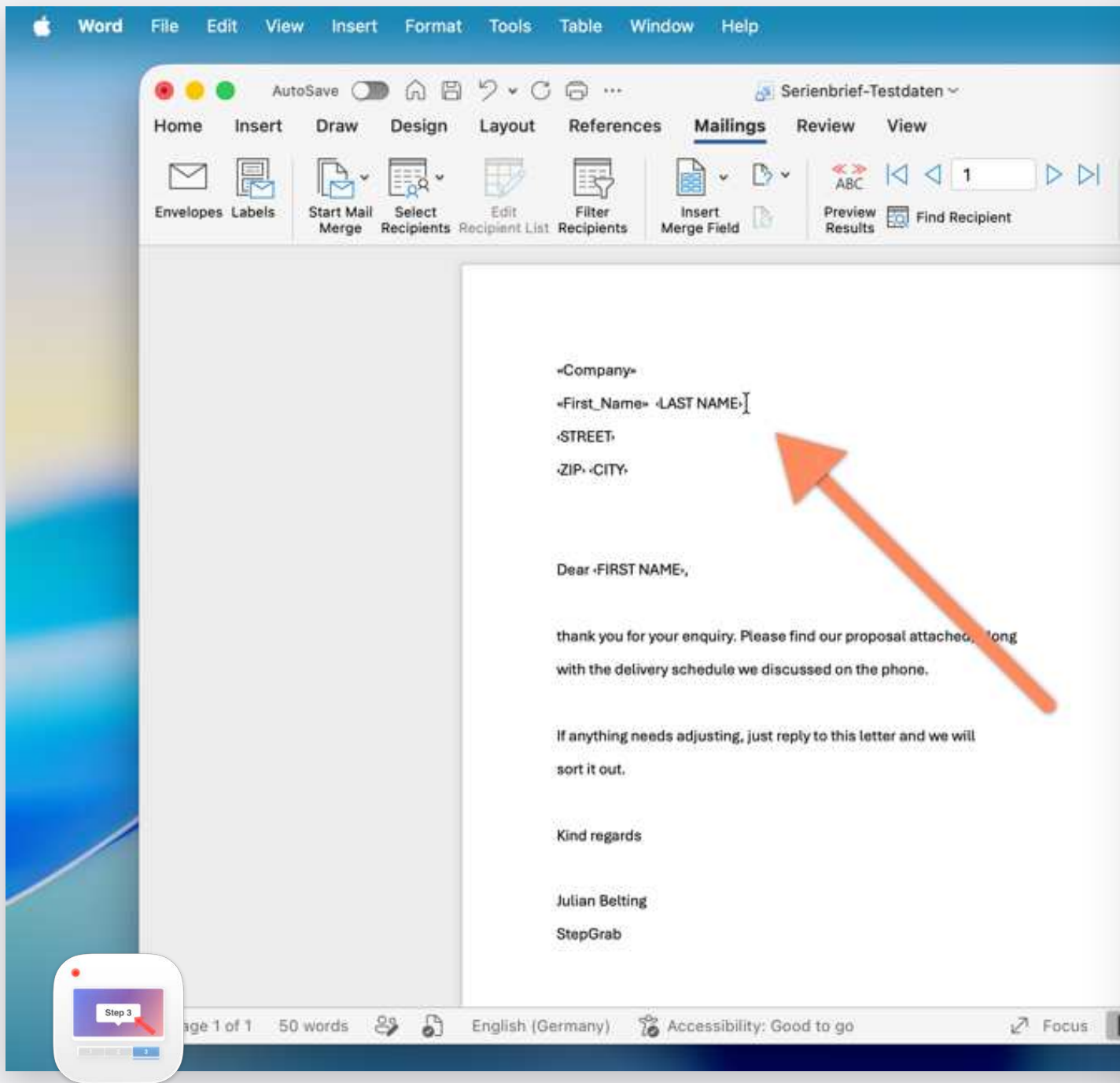


Microsoft Word

ACTION & NOTES

After that, click "Fir#_Name".

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14 Step

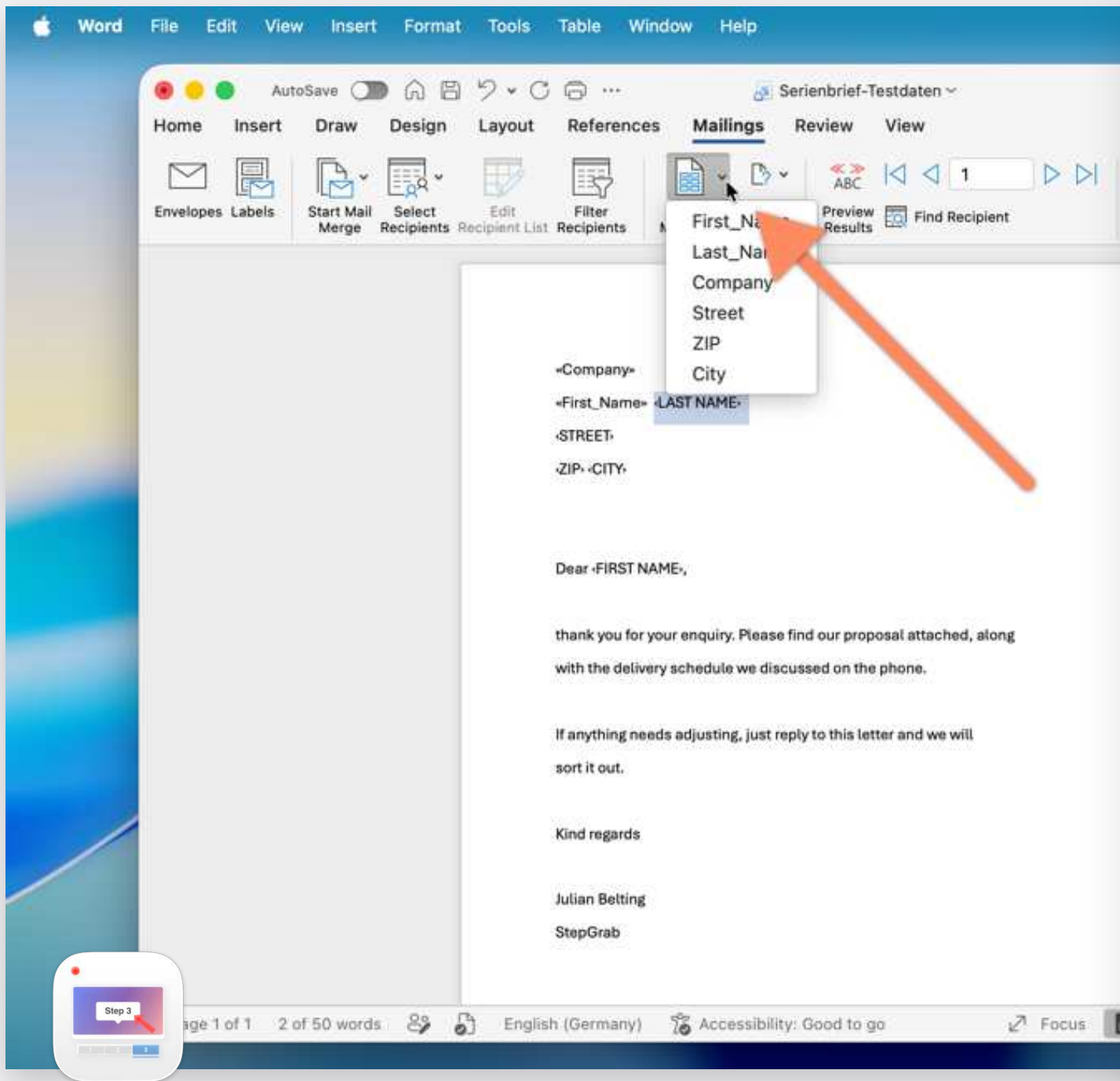


Microsoft Word

ACTION & NOTES

Now click "First_Name» LAST NAME".

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15 Step

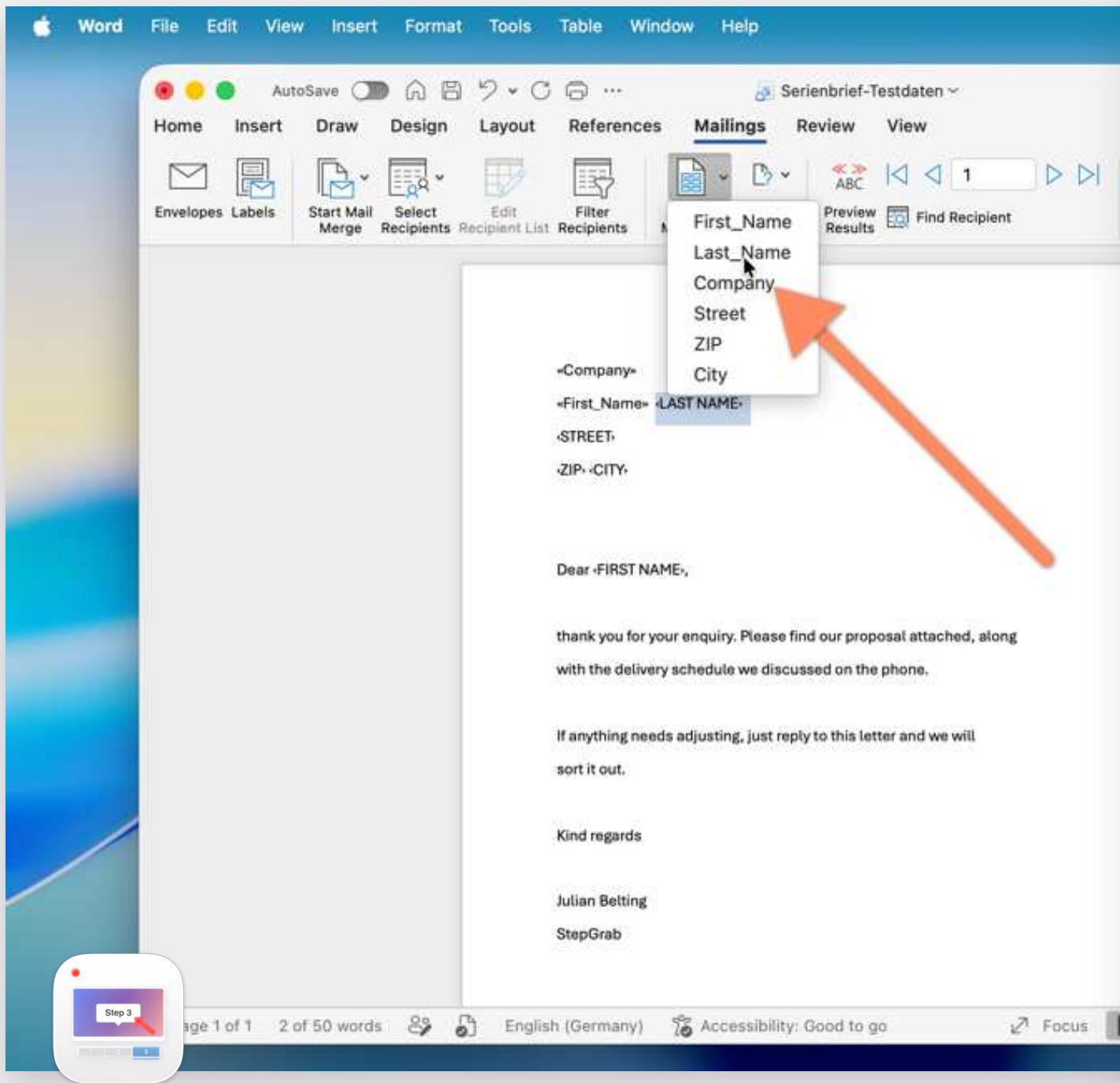


Microsoft Word

ACTION & NOTES

Then click "ABC".

guide.pdf



16 Step



Microsoft Word

ACTION & NOTES

Next, click "Last_Name".

guide.pdf

17 Step

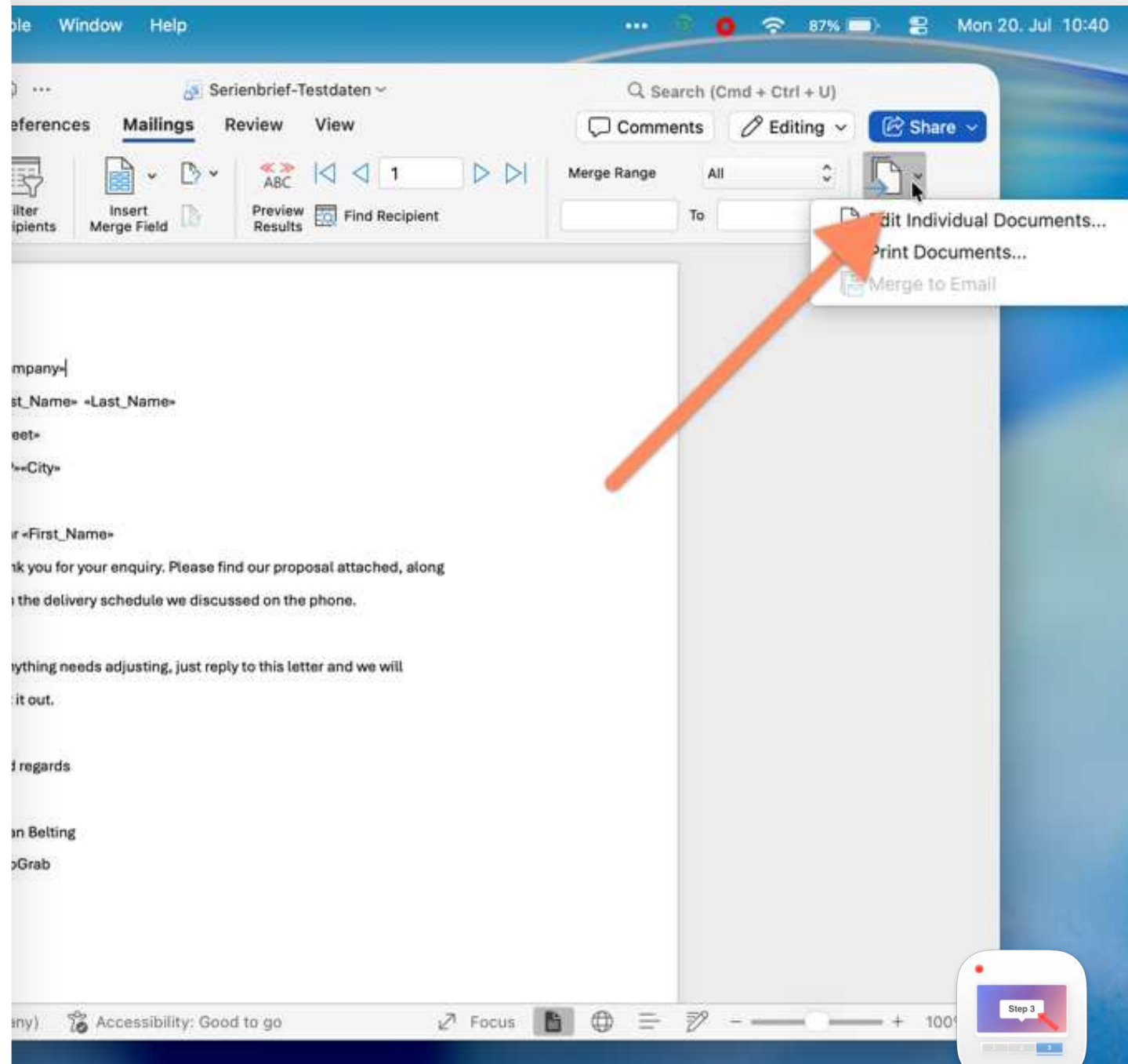
Microsoft Word



ACTION & NOTES

After that, click "All".

guide.pdf



18 Step

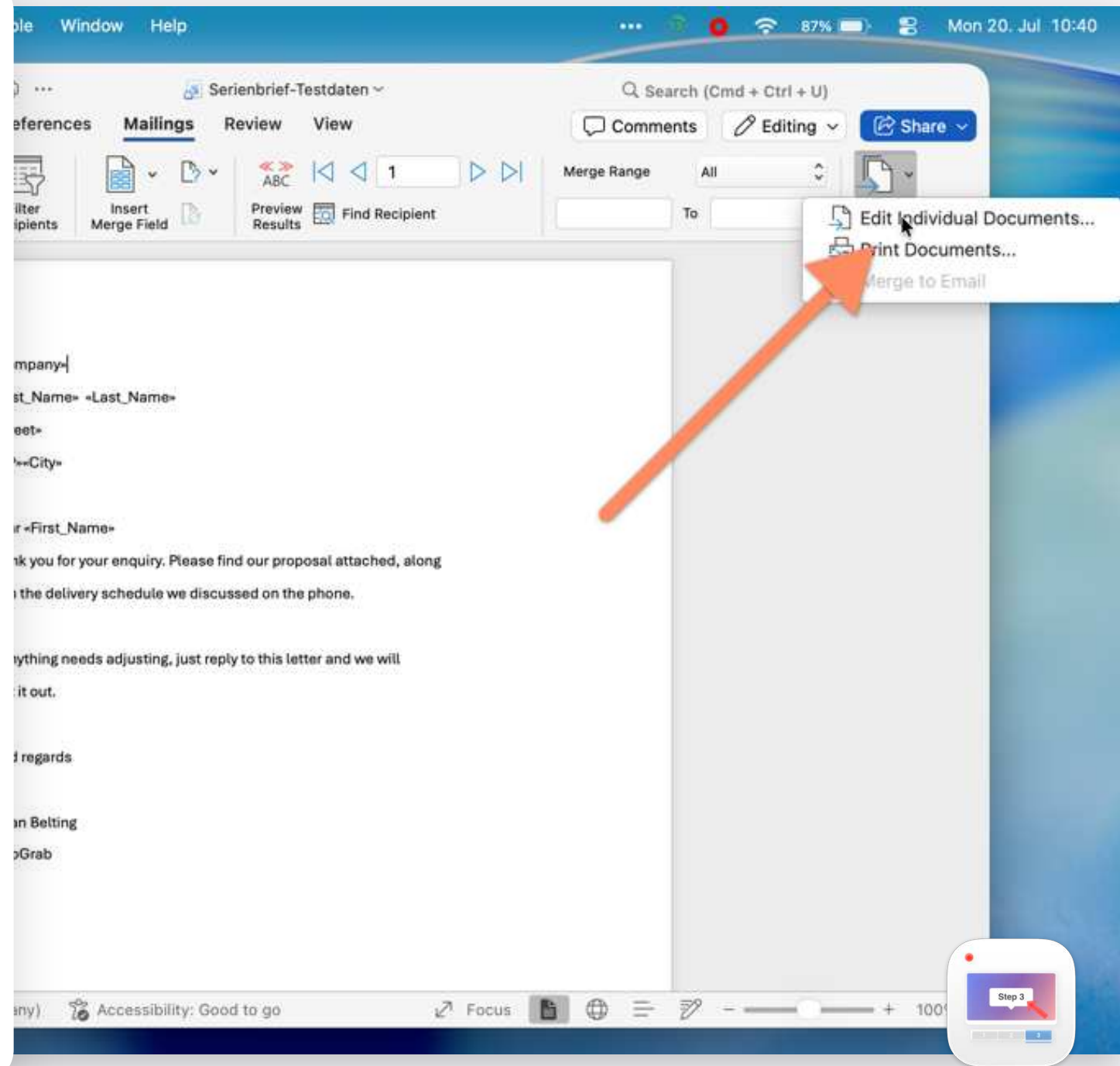
Microsoft Word



ACTION & NOTES

Now click "Edit Individual Documents...".

guide.pdf



19 Step

Microsoft Word



ACTION & NOTES

Finally, click "HafenstraVüe 12".

guide.pdf

