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## Send an E-mail Message

1. **Select** the names to whom you want to send the message.
2. Click the **Mail Merge/E-mail** button in the upper right.
3. Check the **Send e-mail if record has e-mail address?** option at the top of the window.
4. Press **Alt-2** or click onto the **Send Mail Info.** tab.
5. Complete the Send Mail Info. tab with the SMTP server connection and authentication information.  
*Hint:* This information should be the same as the configuration for your e-mail software. If you do not know how to complete this tab, consult with your network administrator.
6. Press **Alt-3** or click onto the **E-mail Info.** tab.
7. Fill in the **Subject** line blank with the subject of the message.
8. Choose one of the following methods for adding the body of the message:

- \* To use an **HTML file created outside of Shelby**, complete the **HTML File** blank immediately below the Subject line with the path to the file.
- \* To use or modify an **HTML file created earlier in Shelby**, select the file name from the **Previous HTML Files** drop-down box.
- \* To create a **new HTML file inside of Shelby**, click the **New HTML File** button to open a basic HTML editor. After composing the message in the editor, click **OK**, provide a **name** for the file, and click **OK** again to return to the E-mail Info. tab.
- \* To send **plain text**, type in the **large white box** in the middle of the window.

9. Use the **Merge Fields** button to add personalized information for the recipient of the message to the subject line, the plain text edit box, or inside the HTML editor.
10. Add up to one file as an attachment by completing the