

How to Export Customer Email Addresses

First you will need to check that the file type is set to SENDGRID

On inTouch first go to 'Management'

Management

Then 'Occasional Menu'

Occasional Menu

And 'Options'

Options

In Options click the 'Setup' tab

Set-Up

'Emails' on the left change the dropdown to SENDGRID

Email	
Email Address	<input type="text"/>
EMAIL.TXT	SENDGRID <input type="button" value="v"/>

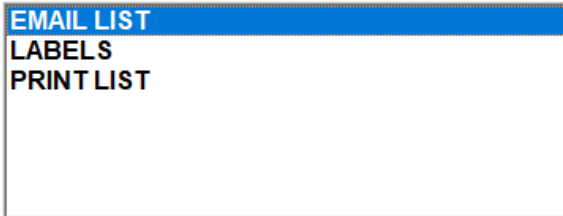
Then 'Save & Exit'

Save & Exit

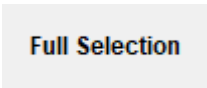
To export the customer email addresses go to 'Customer Mailing'

Customer Mailing

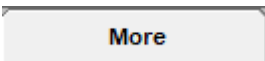
Click on 'Email List'



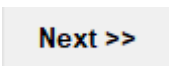
Then 'Full Selection' on the right



Select the 'More' tab



And 'Next'



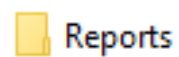
At the bottom click on CSV Email List'



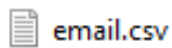
The file will then be saved to the WINCI folder



and Report folder



It will be named email.csv



Revision #4

Created Thu, Feb 24, 2022 12:52 PM by Alec

Updated Tue, Apr 18, 2023 10:59 AM by Alec