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’



Then 'Occasional Menu'



And 'Options'



In Options click the 'Setup' tab



'Emails' on the left change the dropdown to SENDGRID



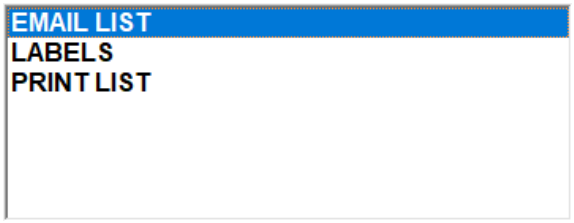
Then 'Save & Exit'



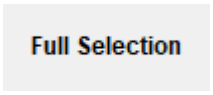
To export the customer email addresses go to 'Customer Mailing'



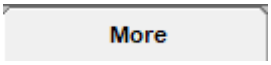
Click on 'Email List'



Then 'Full Selection' on the right



Select the 'More' tab



And 'Next'



At the bottom click on CSV Email List'



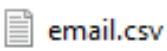
The file will then be saved to the WINCI folder



and Report folder



It will be named email.csv



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