



The Official Guide to Preparing List Submissions via

Microsoft Outlook

Exclusively for

marketing  **matters**

1. Select File > Import and Export from the drop down menu (see Figure 1)

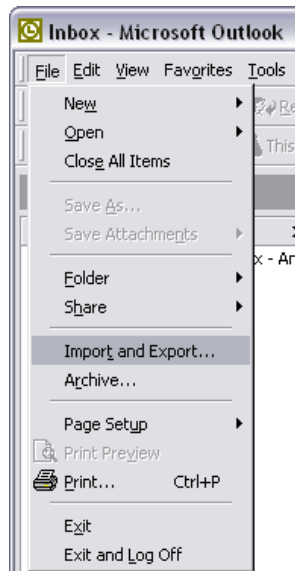


Figure 1

2. Select Export to a File as the chosen action and click Next (see Figure 2)



Figure 2

3. Select Tab Separated Values (Windows) as the file type and click Next (see Figure 3)

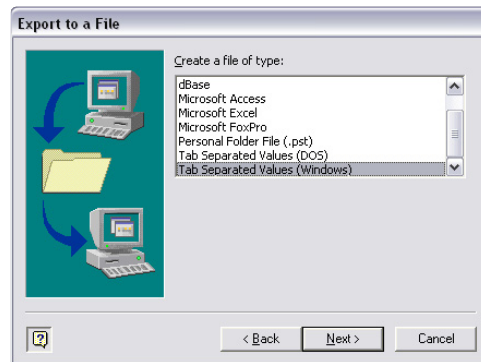
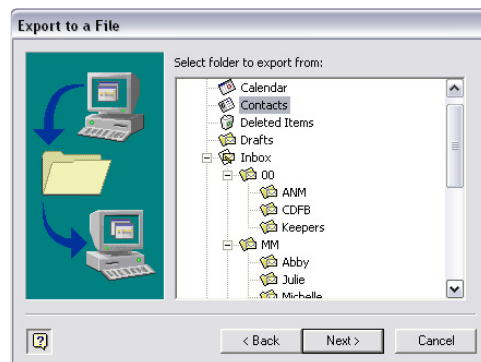


Figure 3

4. Select the folder from which you wish to create your list (see Figure 4)



5. Save the list file using the following naming convention:

Order#_Clientname_List.lst

Note: Unless otherwise specified, Outlook will save your file to the My Documents location of the current user. You may choose the Browse button and select another location to save the file (e.g. the current Desktop, etc.)

6. Click OK
7. Email your file, as an attachment, to list@mymarketingmatters.com.

Note: Please use the following naming convention when submitting your file:

Order#_Clientname_List.lst