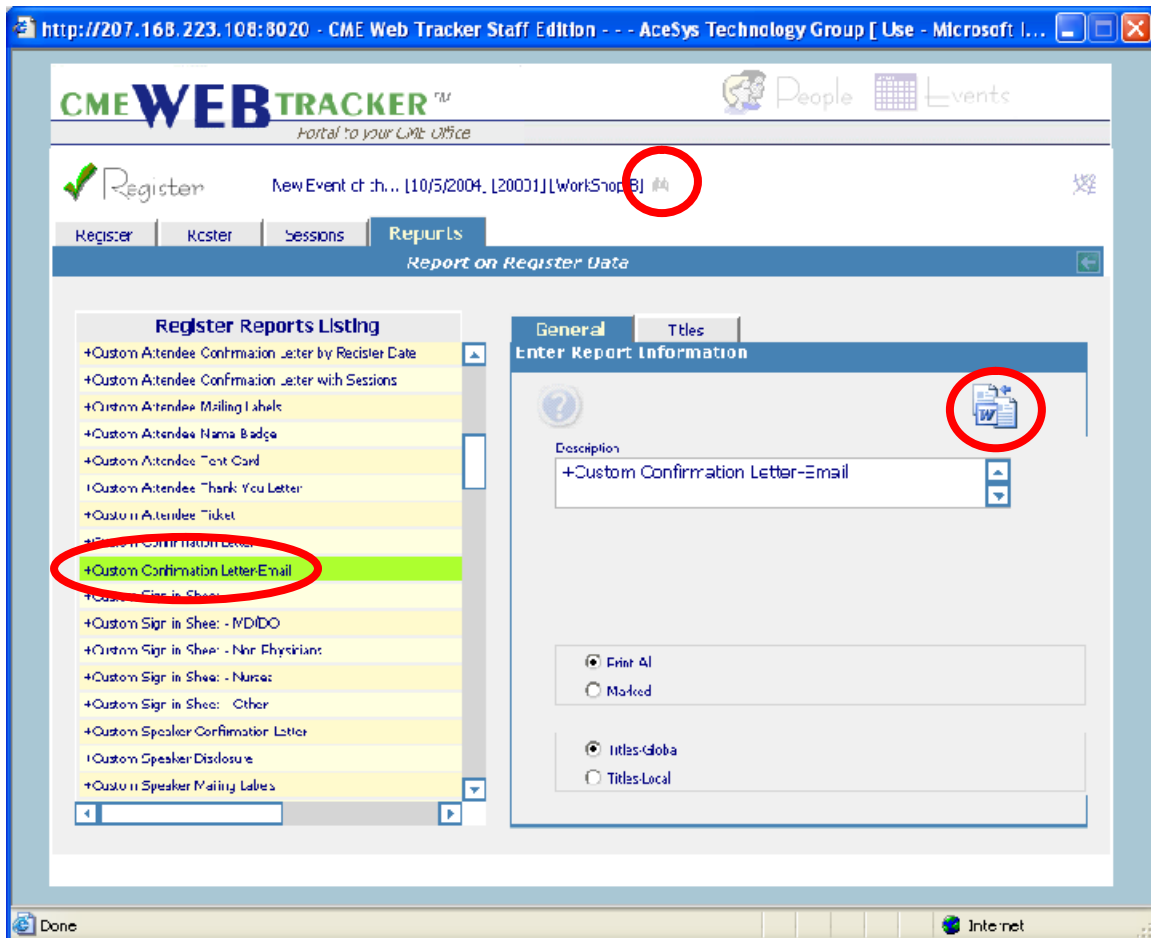


# Tutorial

**Objective:** Sending a Confirmation E-Mail Using Microsoft Word 2003.  
(Using the Report +Custom Confirmation Letter-Email)

**Step 1:** Click **Register/Reports tab**.

- a. Click the **Binoculars** and select the **Event** from which you would like to create a Confirmation Letter Email.
- b. Click to highlight **+Custom Confirmation Letter-Email**.
- c. Click the **Process Doc** icon. (Fig. A)

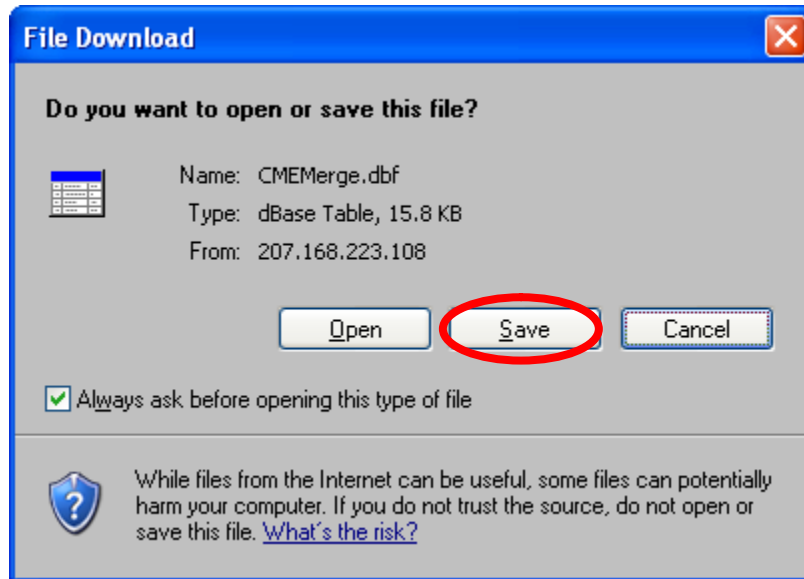


**Fig. A**

# Tutorial

**Step 2:** The **File Download** popup appears.

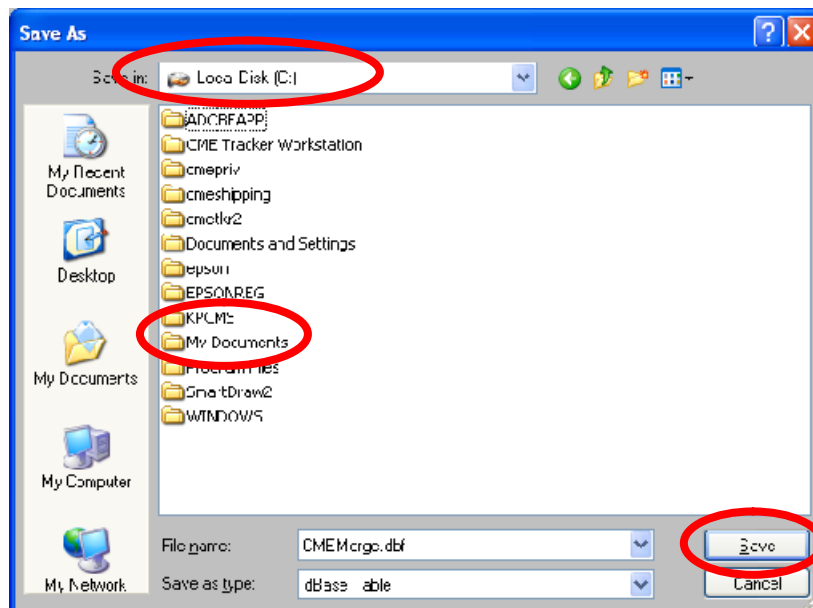
- a. Click **Save**. (Fig. B)



**Fig. B**

**Step 3:** The **Save As** popup appears.

- a. Save in **C:\ My Documents**.
- b. Click **Save**. (Fig. C)

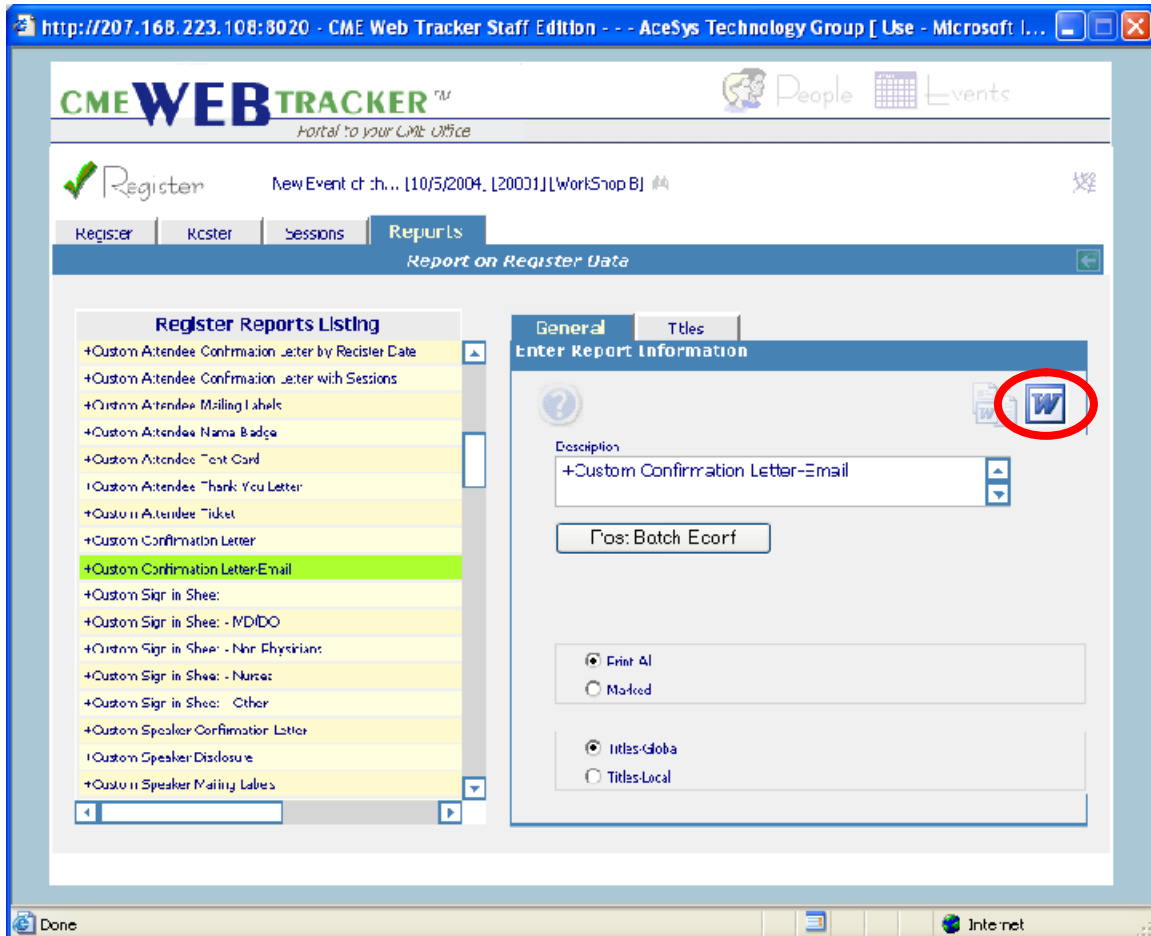


**Fig. C**

# Tutorial

**Step 4:** The **Launch Word Document** icon is now visible.

a. Click on the **Launch Word Document** icon (Fig. D)

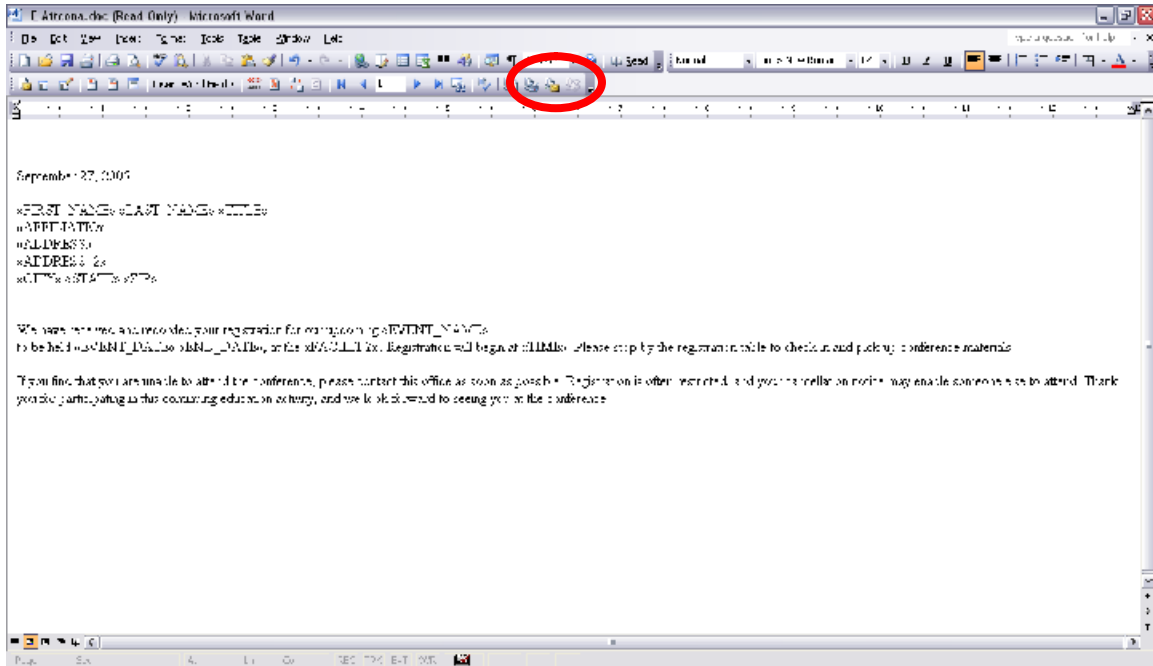


**Fig. D**

# Tutorial

**Step 5:** The **Word Document** now appears.

a. Click **Merge to Email**. (Fig. E)

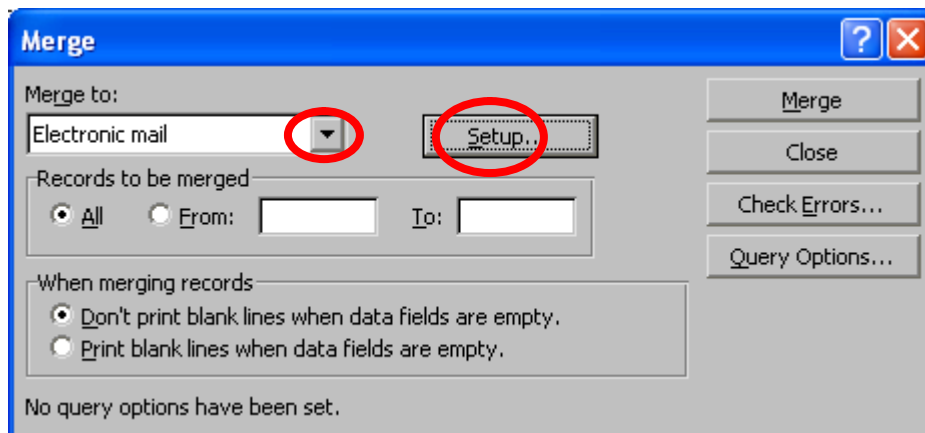


**Fig. E**

**Step 6:** The **Merge** popup appears.

a. In the **Merge to:** box, select **Electronic mail** from the dropdown.

b. Click **Setup...** (Fig. E)

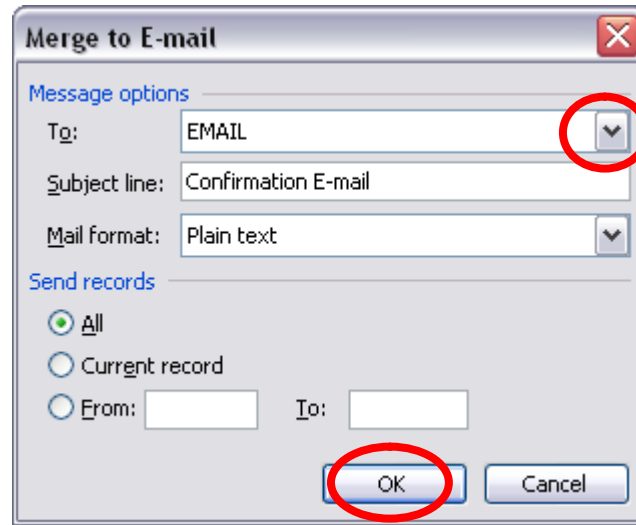


**Fig. F**

## Tutorial

**Step 7:** The **Merge To** Setup popup appears.

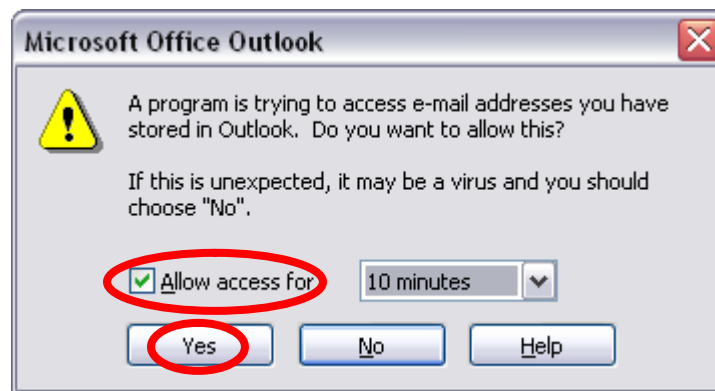
- Select **EMAIL** from the dropdown.
- Compose a message if you would like to enter it in the Mail message subject line.
- Click **OK** (Fig. G)



**Fig. G**

**Step 8:** You may get a popup from your mail client asking you if you want to allow access to email addresses. You will want to “Allow access for...”.

- Click **Yes** (Fig. H)



**Fig. H**

**Result:** You have successfully sent a Confirmation E-Mail Using Microsoft Word 97/2000. (Using the Report +Custom Confirmation Letter-Email)