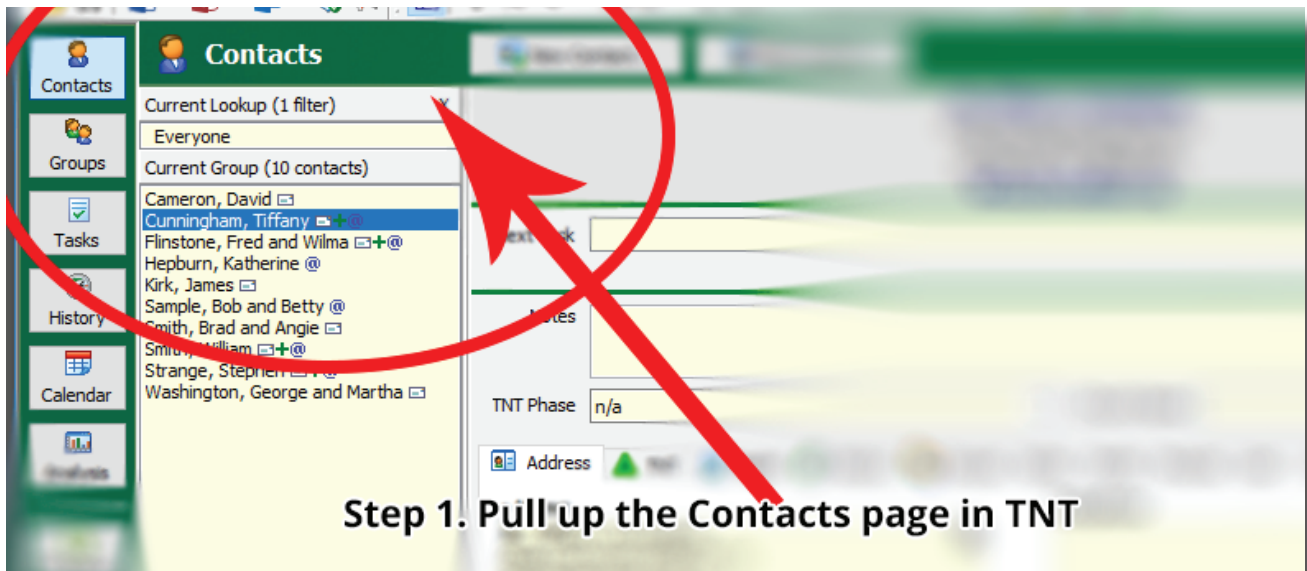
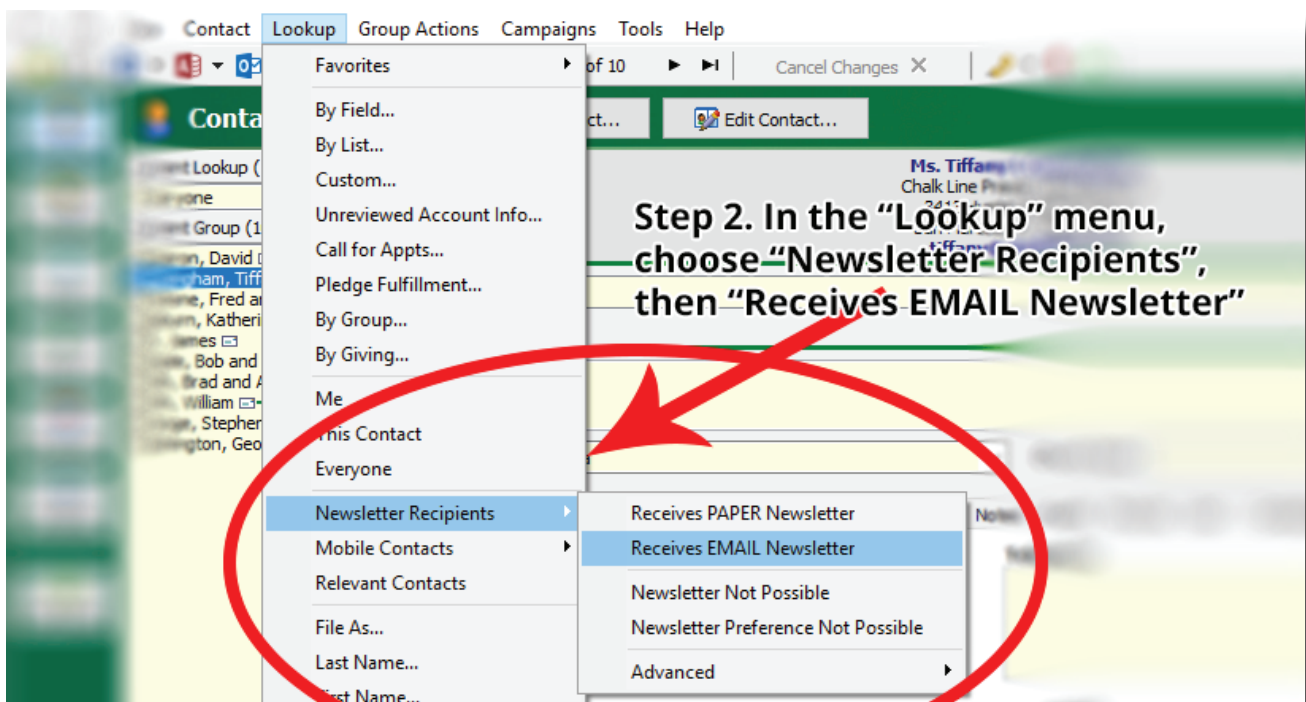


How to export email contacts from TNT

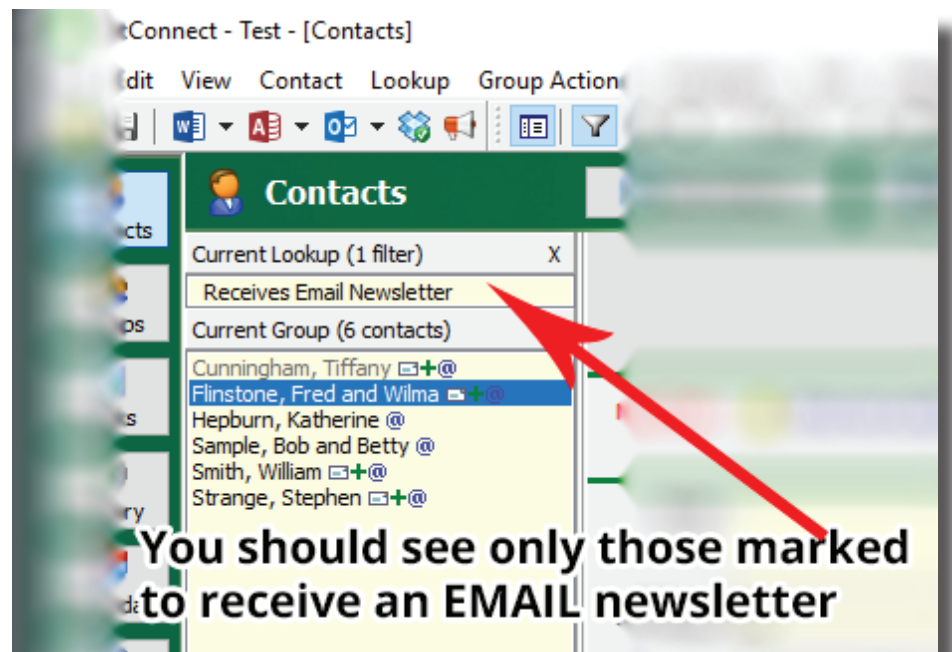
1. Once you have opened TNT Connect, pull up the Contacts page using the “Contacts” button on the left side.



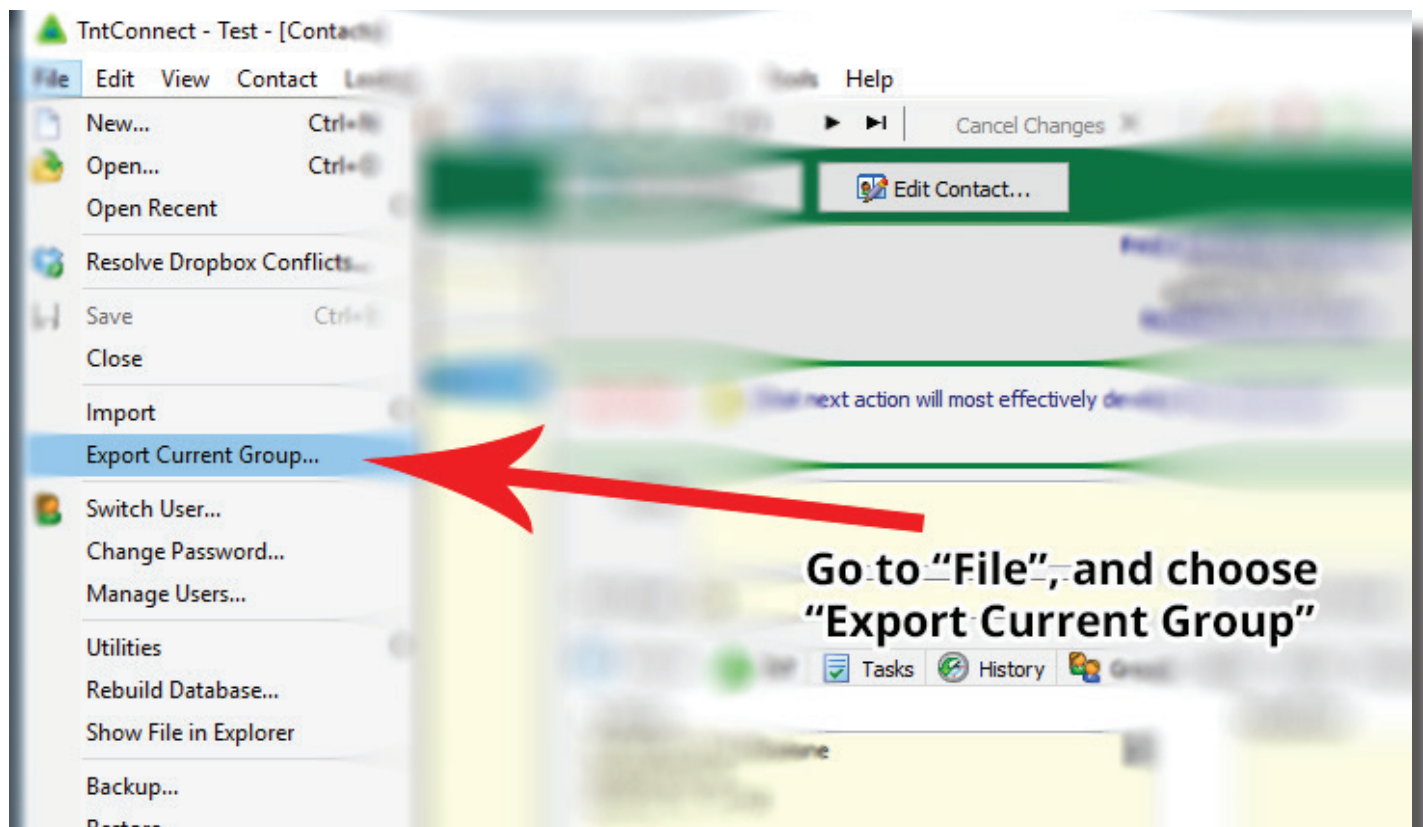
2. From the “Lookup” dropdown menu on the top bar, find the “Newsletter Recipients” item, and open the submenu up and choose “Receives EMAIL Newsletter”.

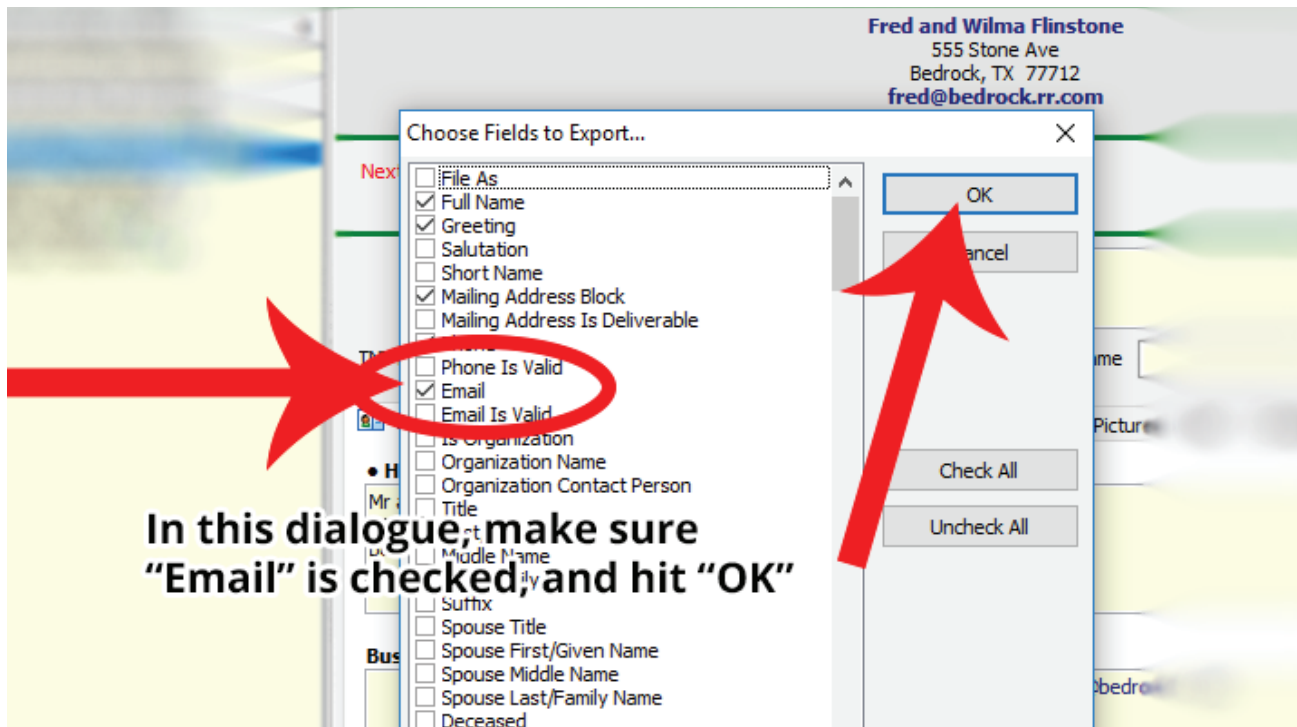


3. You will see the group of people who will receive email appear under the Contacts list.

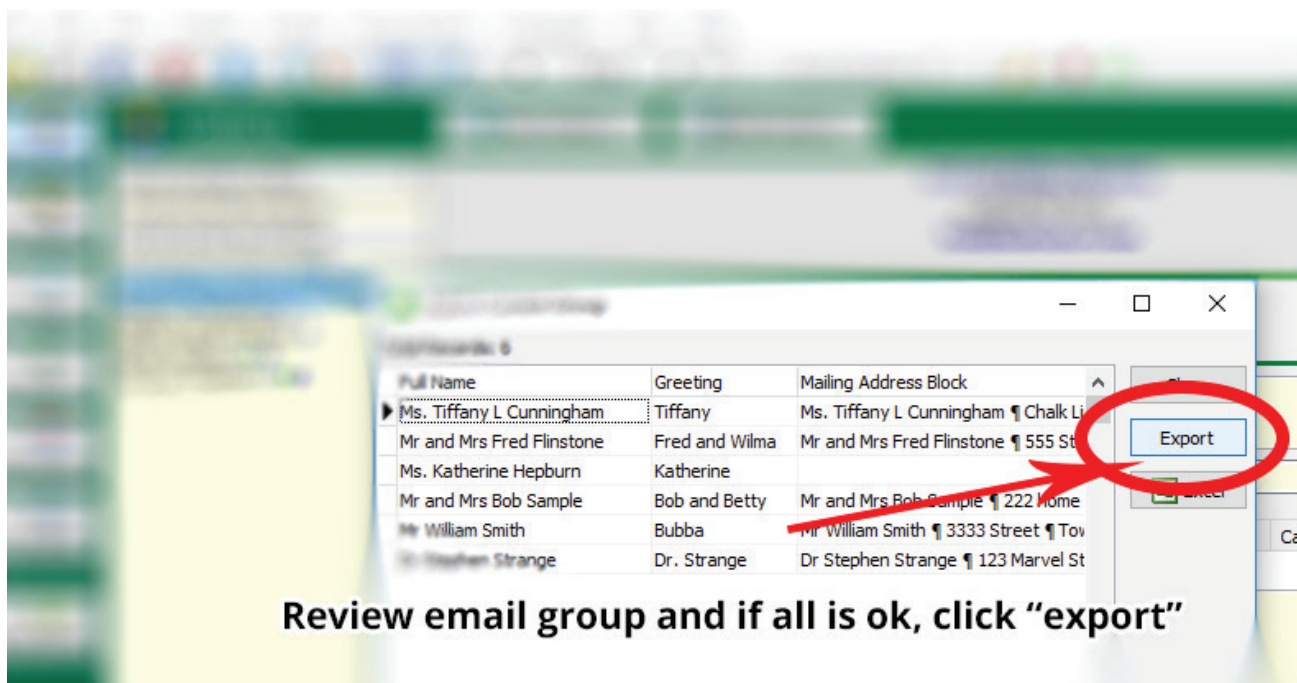


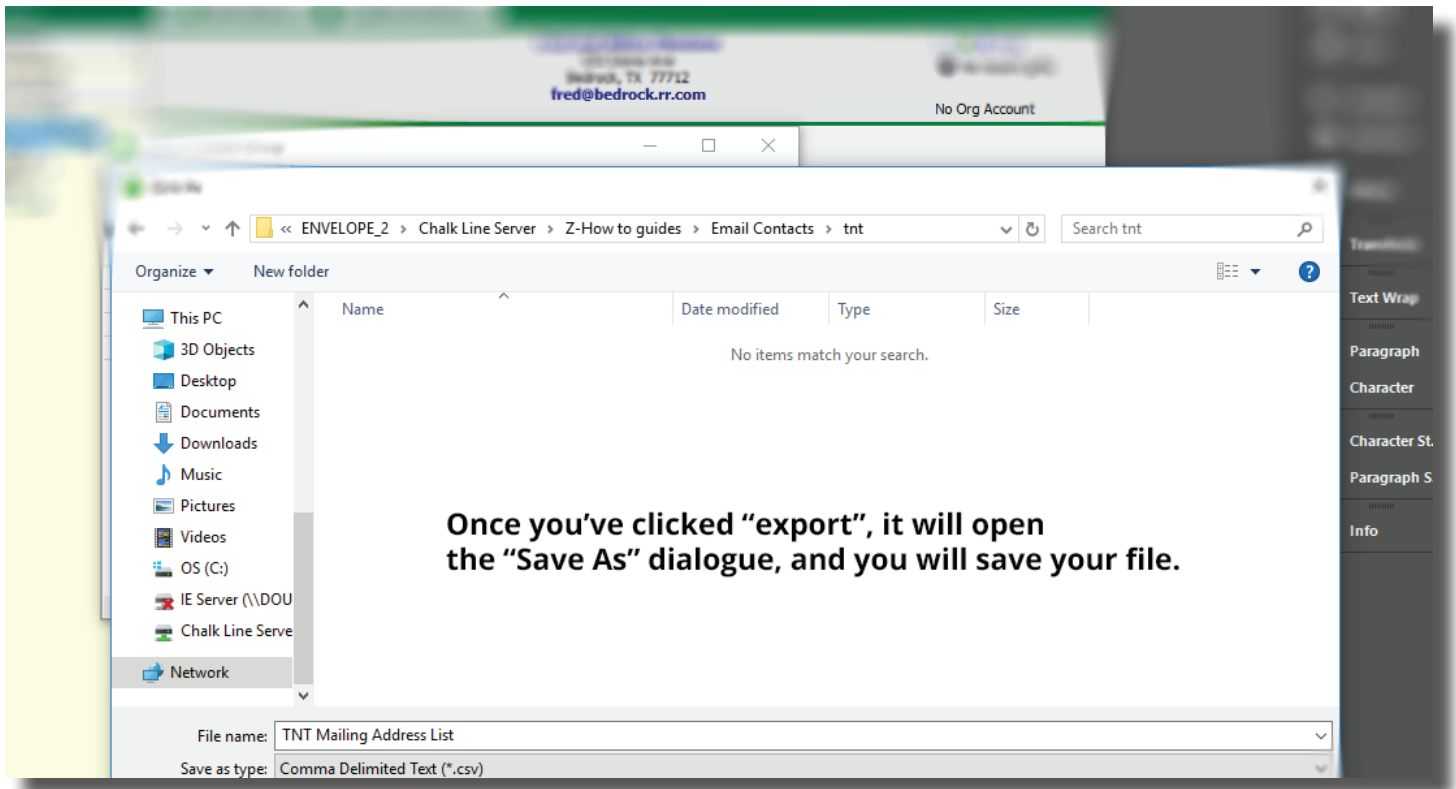
4. Go up to the "File" menu and choose "Export Current Group" from the dropdown menu. This will open up the "Choose Fields to Export" dialogue.





5. From this dialogue, make sure that "email" is checked, and then hit OK.
6. This will bring up the "Export Current Group" dialogue, and you will see the current group to be exported. Review the list, and if all is ok, hit "Export".





7. This will open up the "Save As" dialogue, and you will be able to save the file into wherever you keep your newsletter files. Use this file to upload with your Chalk Line order as your "email database".

