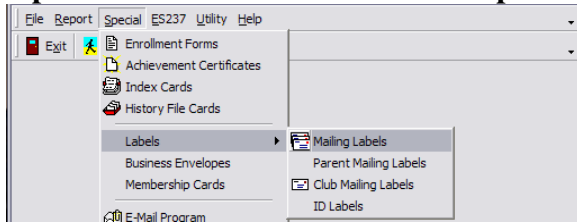
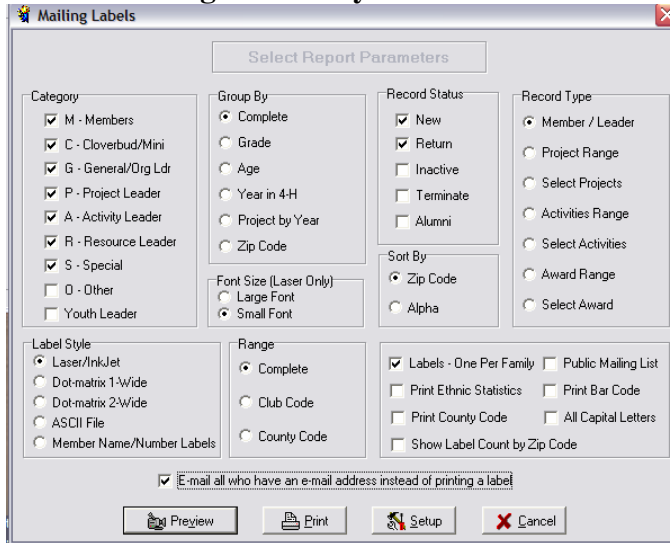


How to Generate an Email list from Blue Ribbon to copy and paste into Eudora.

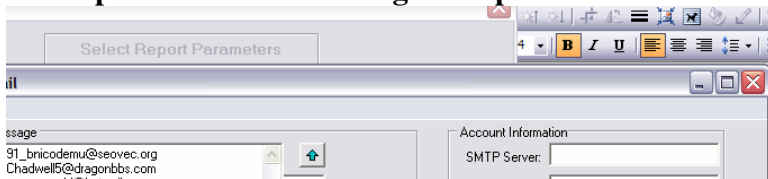
Open Youth Enrollment / click on Special / labels / mailing labels



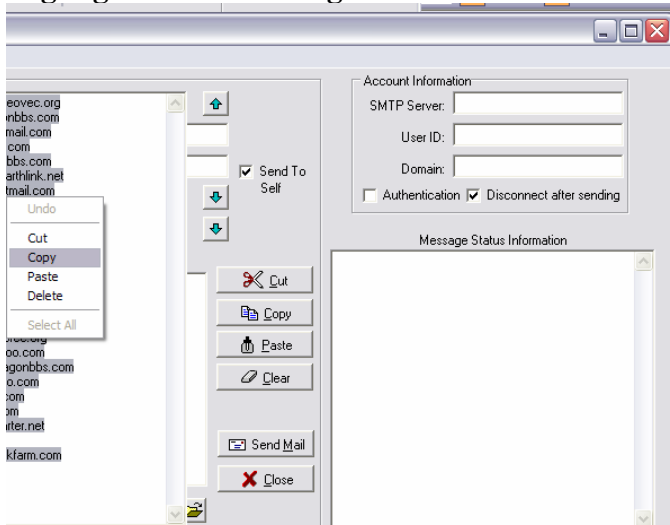
Select the categories that you want to send an email to / see below



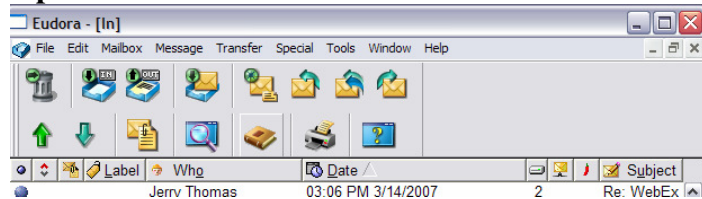
Select preview / click on the green up arrow to see the list your email addresses



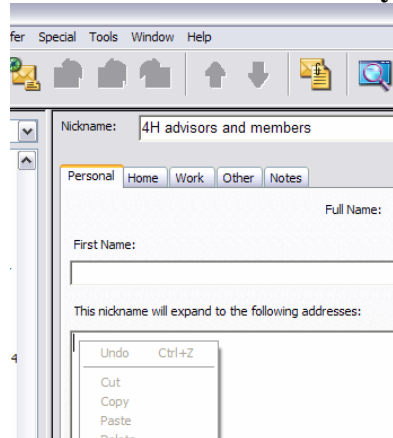
Highlight the list and right mouse click the list to copy



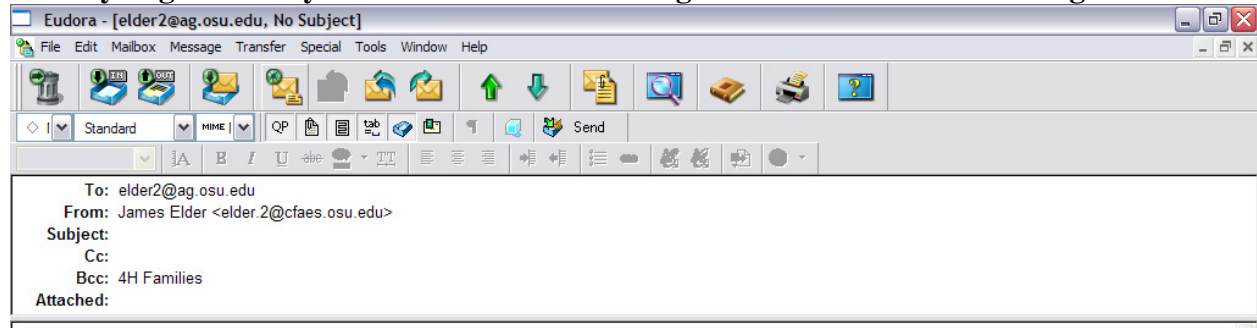
Open Eudora / click on the address book



Click on new / name the group that you want to enter (example:4h advisors and members) / save the information when you exit Eudora



When you go to send your information out through Eudora. Select new message



When you send out your message, I would suggest that your 4H list be sent out as BBC (Blind Carbon Copy) that way no email addresses are visible / for complete information see below / Eudora will send out your messages and send back a list of emails that have addresses that can not be delivered

