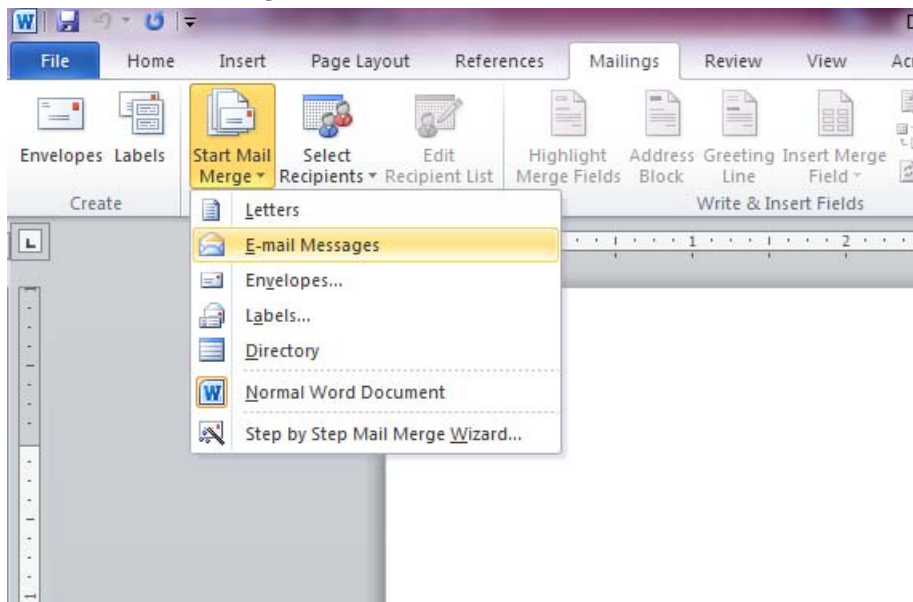
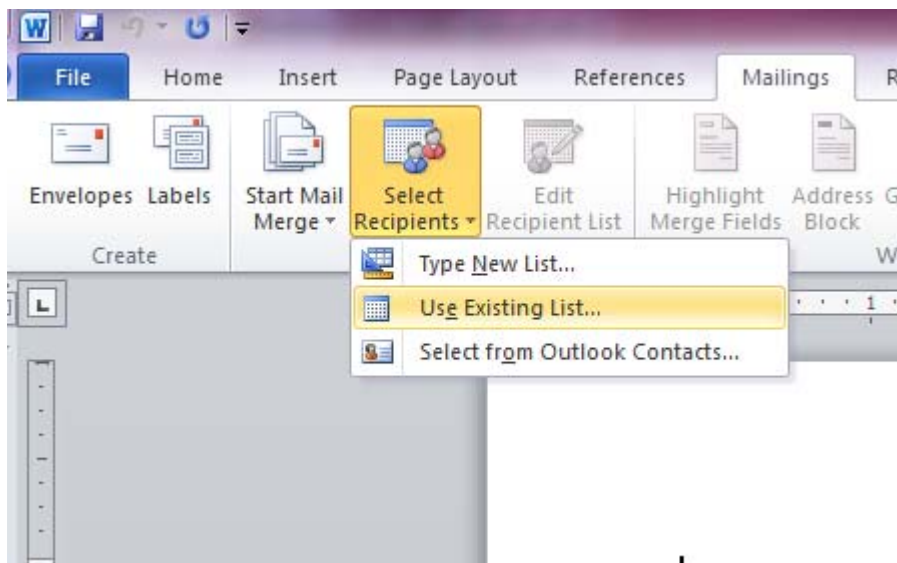


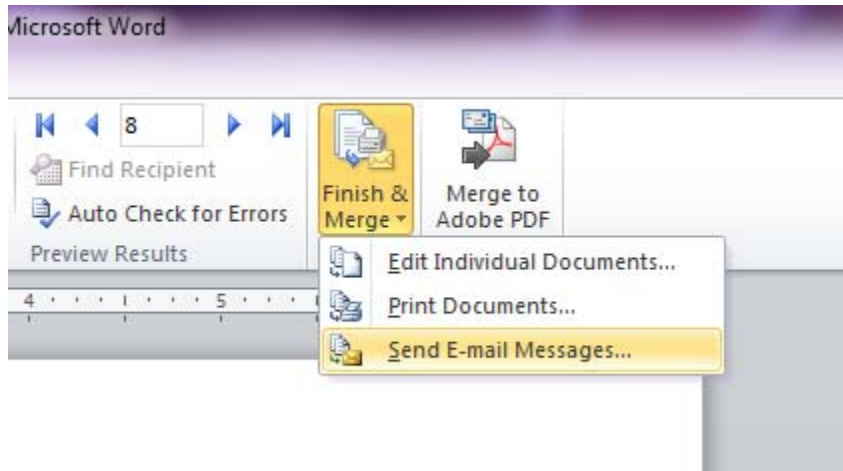
1. Go to the “Mailings” Tab in Microsoft Word
2. Select “Start Mail Merge”
3. Choose “Email Message”



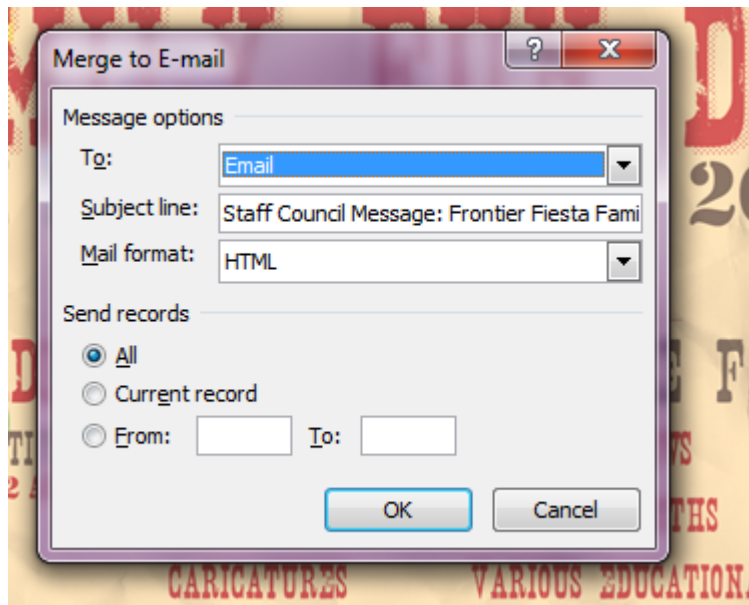
4. Type the message you would like to send
5. Choose “Select Recipients”
6. Choose “Use Existing List”



7. A window will pop up. Choose the location where your districting list is saved.
8. Go to “Finish & Merge”
9. Select “Send Email Messages”



10. A window will pop up. Type the subject of the email.



11. After adding the subject click "OK"

12. Your emails have been sent to the distribution list.