

Printing a Mailing List Report for a Guest

1. Click on the Guests button on the Home window. The Guest Details window will be displayed.
 2. Find the Guest as outlined earlier in this section.
 3. Click on the Mailing button. The Guest Mailing List will open displaying all mailing items that are to be sent to this Guest.
 4. Click on the Print button.
 5. Select 'Printer' as your output and then click the on Print button.
- Tip To preview the print out before printing select Screen instead of Printer.