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.