Mail Merges

How to create a contact event from a Mail Merge

A Contact Event is not automatically generated when doing a mail merge with contacts.

To add a contact event ensure the list of contacts is in the selector form by retrieving the stored selection. Go to the mail merge tab and click the contact event button, entering the relevant information for that contact event. It will be saved against each record in the selection.

See also 10.3 How to do a mail shot.

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