How to transfer e-mail addresses from BiblioMaker to another program

📄 1500   📅 Nov 1, 2023   📁 Addresses (BiblioMaker)

BiblioMaker's Address file contains the contact details of readers, suppliers and other library contacts. The Address file contains a field for saving e-mail addresses.

If you want to send an e-mail to one or more addresses stored in the software, you can do so with the E-mailing function . But if you prefer to use your usual e-mail software or a webmail solution, you can transfer e-mail addresses very simply:

1. In the Addresses file (accessible via the **Data** menu), select the desired records.
2. Go to **Edit>Copy e-mail addresses**.
3. In your e-mail program, create a new message, insert the cursor in the recipient field and choose the **Paste** command.

Note: if you're addressing your message to several recipients, it's good practice to insert the e-mail addresses in the **Bcc** (blind carbon copy) zone, so as to hide the e-mail addresses and avoid revealing your address file to your recipients.

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