el to FirstClass

to accomplish this task is to move an email list
you in completing this task.

In **Excel 2010**,

- Select the email addresses
- Click Copy

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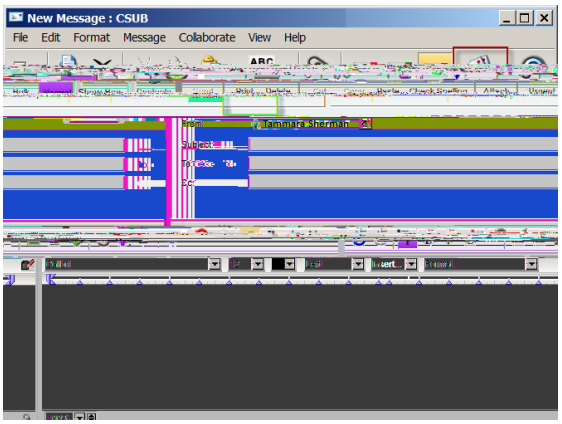
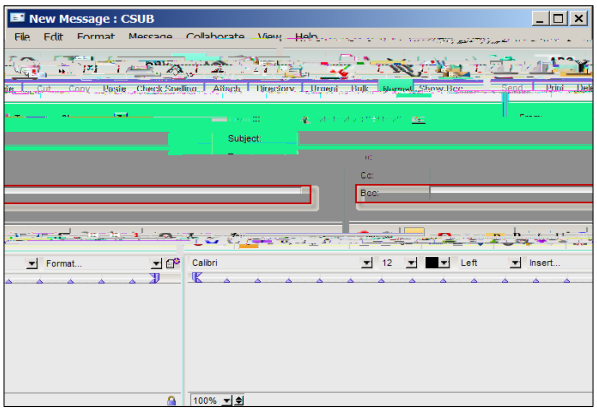
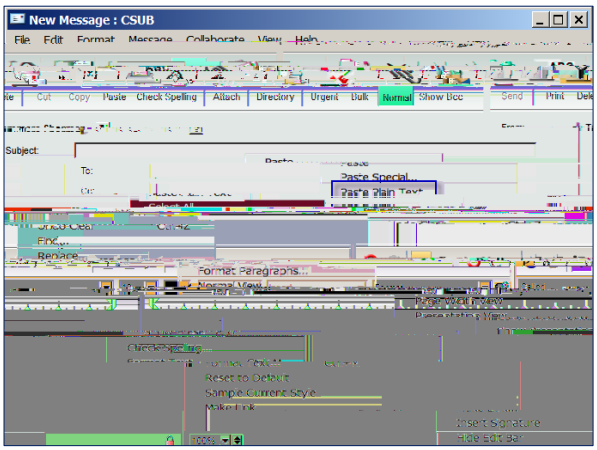
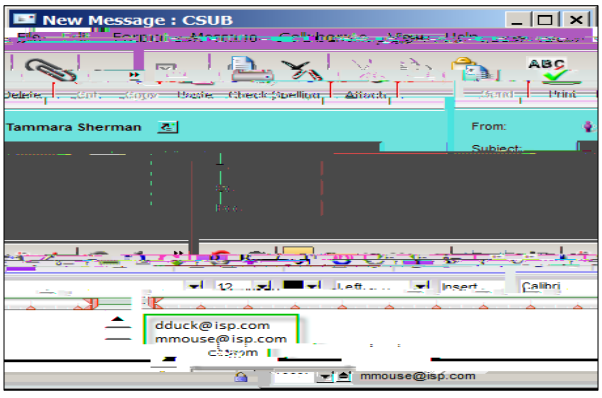
	In the **FirstClass New Message** box, click the button. You may want to use the **BCC** (blind carbon rights.	
	The **BCC** box appears.	
	In the New Message: Right-click in the body of the new email Select **Paste Plain Text** from the pop-up menu	
	Your email list appears in the body of the message.	

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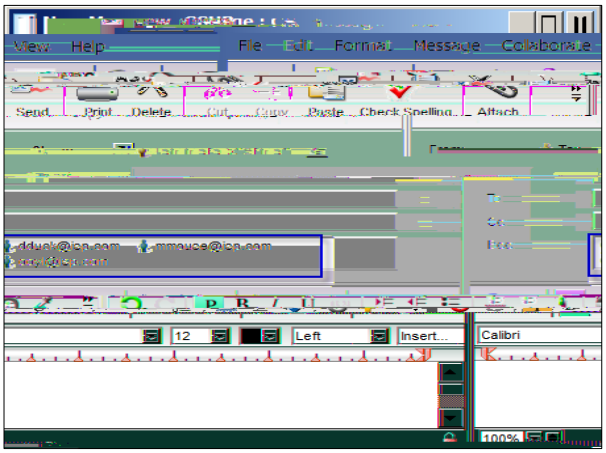
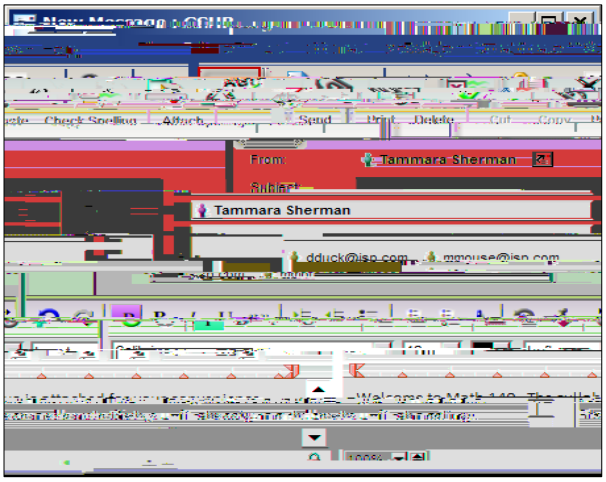
	In the body of the message, Highlight the email addresses Drag and drop the email addresses to the **BCC** box	
	To complete the email: Type your email address in the To: box Click the Attach button to add an attachment, if desired Complete the body of your email message Click the Send button	

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