## Sending Giving Statements by Email

When a person elects to have their quarterly giving statement emailed to them, the selection must be checked in their Servant Keeper record. Once this is done, they will appear in the "Email Statement = YES" group which is used by Servant Keeper to provide names and email addresses of recipients to which quarterly giving statements will be emailed. This procedure assumes that the person's record has already been updated in Servant Keeper Membership Manager to reflect their preference for receiving a statement by email.

Below are the steps in Servant Keeper Contribution Manager to Send a giving statement by email.

1. Log in to Servant Keeper Contribution Manager.



2. Select the Reports icon from the top menu bar

SK Servant Keeper 8 - Contribution Manager							
File Contribution Accounts Pledges Paym	ments Reports Tools Go To Help						
Entry Batches Edit Post Ver Batch Batch Batch Bat	erify Cash Import Give+ Edit Posted Pledges	Payments Account: Reports Listings Help					
SK Contribution Entry							
Batch Date: 05/29/2019 Batch #: 1	Batch Name: Todays Giving	Close					
Save Entry Sclear Entry SAdd S ○ Cash Check Credit/Debit O Name/Env #:	Split Splete Split Split Split Split Split Split Split Other/Non-Cash Check #:	Profile Information No Individual or Organization Selected ' Address: Edit Profile Relationship: Home Phone:					
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		Individual/Organizatic Env # Account Name Am					
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Entry Log Account-Level Summary							
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Entry # A Individual/Organizatic Env	v # Account C Account Name Amount Pay Ty	p Check # Credit/D Tax Note					
A Blount, Jodi 325	5 2019P 2019 Pledged (4110) \$65.00 Online	Yes					
	IIII	→					
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## 3. Contribution Statement report in the report column

4. On the Basic tab, set the date range to be covered in the giving statement.



5. Select the Statement type. There are 9 options for this. A good one is "Paper Saver," but any one of these report styles can be selected. All recipients will receive the same type as the one you select. Check the Pledge Summary and Account Summary boxes to include pledging and giving data by account name. Leave all the other checkboxes at their default selections unless you want to change them.

SK Servant Keeper 8 Contribution Report Mana	ger	
Preview Browse Reports Rate Report	Fiscal Vear Report Key Help	
Reports	Basic Contributors Accounts and Options Titles and Messages Logo and Signature Email Statements	
Accounts	Date Range Report Description:	
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Pledges Ported Patcher	Print for pages used to produce the statement.	
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(	Statements	
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	Print statements for families or individuals without contributions.     Print Env #	
	Print the pledge summary based on the date range selected.	
	Print Tax / Non-Tax Totals	
	🗹 Print Church Information 🛛 🔲 Print the Church Tax ID 🛛 📝 Print Church Phone#	
	Combine contributions to pledge accounts from linked family members.	
	Print Page Numbers      Print Page Numbering as "Page 1,2.3"     Print Mailing Labels     Print Page Numbering as "1 of X"     Envelopes	
Database: ServantKeeperData.sk8db	. 😡 Advanced 🗄 Standard 🙎 User 📦 Downloaded Logged On As: Neil Howard Vi	ersion: 8.0.30

6. **Click on the Contributors Tab** and select the Group radio button. Use the Group pull-down menu to select the "Email Statement = YES" group and click on the **Find** button.

This will generate the list of all families who have selected to have their giving statement to be delivered as a PDF file email attachment.

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Reports	Basic Contributors Accounts and Options Titles and Messages Logo and Signature Email Statements	
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posted Batches	Bland, Charles & Walter Wilson wlucien@idoud.com	
ser Audit Trall	☑ Blount, Richard & Jodi jodi blount@hotmail.com	
	Bowker, Bob & Karen bob927bowker@gmail.com	
	Burris, Clifton & Janice clifton.burris@gmail.com	
	✓ Castles, Peter & Pam peter@cpfumc.org	
	🛛 Doak, Dick & JoAnn doakjoann@gmail.com	
	🕑 Feazel, Dean & Lisa fatimaner@gmail.com	
	🗹 Gibbs, David davidrgbbs@gmail.com	
	🛛 🗹 Goodman, Martin & Karen mkgoodman@austin.rr.com	
	Hohle, Ronnie & Julie rhohle58@gmail.com	
	How, Mark & Bonnie bonhow@gmail.com	
	Howard, Nei & Jane nhowardtx@gmail.com	
	✓ Howard, Steve showard746@gmail.com	
	King, Ron & Barbara rbking411@att.net	
	✓ Longoria, Sergio & Debra longoria1@gmx.com	
	Martin, Anta & Larry antamartin1705@gmail.com	
	R Maund, Adam & Nicole nicole.maund@gmail.com	
	Middleton, Kevin & Joan jmiddleton2@austin.rr.com	
	Molden, Dick & Shirley dickmolden@gmail.com	
	Morrison, Glenda glendalmorrison@gmail.com	
	Pattridge, Ann annpattridge@hotmail.com	
	Perry, Martha marthaperry403@gmail.com	
	Sidney, Dave & Sue dsidney@aceweb.com	
	Slater, Carol c.slater@att.net	
	Smth, Carolyn carolynsmth2215@gmail.com	
	✓ Stolfuss, Elaine elaine.stolfuss@me.com	

7. Click on the Accounts and Options tab. All of the giving accounts in Servant Keeper are selected by default. These accounts will be considered when generating the giving statements for the persons.

You should probably uncheck the Parking Lot pledge account in the third column since that pledge campaign ended in 2017 and is no longer active. Any contributions to the parking lot account since 2017 are used to pay down our TMF mortgage.

SK Servant Keeper 8 Contribution Report Mana	ger							
Preview Browse Reports Rate Report	Fiscal Year Report Key	Help						
Reports	Basic	Contributors	Accounts and Options	Titles and Messages	Logo and Signature	Email Statements		_
Accounts	Accounts Included in Detail	Section	Accounts Included in Sumn	nary Section	Accounts in Pledge and Pay	ment Summary		
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Database: ServantKeeperData.sk8db			(i) Advar	nced 🗏 Standard 🚨	User 🕒 Downloaded	Logged On As:	: Neil Howard	Version: 8.0.30

8. Click on the Titles and Messages tab. If you have a special Statement Message to be sent as part of the giving statement, add it in the Statement Message box.

ew Browse Reports Rate Report	rt Fiscal Year Report Key	Help							
Reports	Basic	Contributors	Accounts and Options	Titles and Messages	Logo and Signature	Email Statements			
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9. Click on the Logo and Signature tab. The CPFUMC logo has already been added. The signature of the Financial Secretaries can also be added, if desired.

SK Servant Keeper 8 Contribution Report Mana	iger								83
Preview Browse Reports Rate Report	Fiscal Year Report Key	Help							
Reports	Basic	Contributors	Accounts and Options	Titles and Message	Logo and Signature	Email Statements			
Accounts	Logo Image		Signature Block						
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10. Click on the Email Statements tab, check the boxes for all the persons for whom you wish to generate and send giving statements.

SK Servant Keeper 8 Contribution Report Ma	lanager	
Send Statements Browse Reports	Image: Settings     Image: Settings     Image: Settings     Image: Settings       Rate Report     Email Settings     Fiscal Year     Report Key	
Reports	Basic Contributors Accounts and Options Titles and Messages Logo and Signature Email Statements	
Accounts	Fmail Recipients Email Statement Ontions	
Contribution Statements		
Contributors	Sounda and	
Envelope Numbers	Tag Directory Name Email Email 2	
Pledges	Bland, Charles & Walter Wison wilcien@icloud.com	
Posted Batches	Blount, Richard & Jodi idi blount@hotmail.com	
Statistics	Bowker, Bob & Karen     bob927bowker@gmail.com	
Unposted Batches	Burris, Clifton & Janice clifton.burris@umail.com	
User Audit Irail	Castles, Peter & Pam peter@cofumc.org	
	Doak, Dick & JoAnn doakioann@gmail.com	
	Feazel, Dean & Lisa     fatimaner@umai.com	
	Gbbs, David     davidrabbs@amail.com	
	Coodman, Martin & Karen mkgoodman@austin.rr.com	
	Hohle, Ronnie & Julie     rhohle58@gmail.com	
	How, Mark & Bonnie bonhow@gmail.com	
	. V Howard, Nei & Jane nhowardtx@gmail.com	
	Howard, Steve showard746@gmail.com	
	King, Ron & Barbara rbking411@att.net	
	Longoria, Sergio & Debra longoria1@gmx.com	
	Martin, Anita & Larry anitamartin1705@gmail.com	
	Maund, Adam & Nicole nicole.maund@gmail.com	
	Middleton, Kevin & Joan jmiddleton2@austin.rr.com	
	Molden, Dick & Shirley dickmolden@gmail.com	
	Morrison, Glenda glendalmorrison@gmail.com	
	Pattridge, Ann annpattridge@hotmail.com	
	Perry, Martha marthaperry403@gmail.com	
	Sidney, Dave & Sue dsidney@aceweb.com	
	Slater, Carol c.slater@att.net	
	Smith, Carolyn carolynsmith2215@gmail.com	
	✓ Stolfuss, Elaine elaine.stolfuss@me.com	
	Theriot, Amanda & Howard amanda.theriot@icloud.com	
	✓ Williams, Grover gcw@austin.rr.com	
Database: ServantKeeperData.sk8db	🔂 Advanced 📃 Standard 🤮 User 👹 Downloaded 🛛 Logged On As: Neil Howar	d Version: 8.0.30

You can use the **Email Statement Options** sub-tab to add additional file attachments to the email (in addition to the giving statement itself) and you can compose a cover letter or memo. The **Subject** field can be filled in. This will be the Subject field of the emails you send out.

Servant Keeper 8 Contribution Report Mana	iger	🔿 🔴 🤀
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Send Statements Copy Report Edit Re	eport Delete Report Browse Reports Share Report Rate Report Email Settings Fiscal Year Rep	oort Key Help
Reports	Basic Contributors Accounts and Options Titles and Messages	Logo an
Accounts	Email Recipients Email Statement Options	
Contribution Statements		
Contributors	Choose Recipient Email Address	
Envelope Numbers	Email     A copy of the statement will be sent to each email addres	s checked.
Pledges	Email 2	
Posted Batches	Log Email as Touch Point	
Statistics	Statement Email Attachments	
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	Subject Your 2019 Cedar Park First UMC Giving Statement through June 30, 2019	Editor
· · · · · · · · · · · · · · · · · · ·		ABC.
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		* *
Database: ServantKeeperTrainingData.sk8	🔀 Advanced 📃 Standard 🤽 User 🝚 Downloaded Logged On As: Neil Howard	Version: 8.0.30 //

11. To generate and send the selected giving statement to the group of persons selected, **click on the Send Statements menu icon** in the upper LH corner of the screen.

id Statements Browse Reports Rat	e Report Email Settings Fiscal Year Report Key	Help			
Reports	Basic Contributors	Accounts and Options Titles and Messag	es Logo and Signature	Email Statements	
	Email Recipients Email Statement Options				
optribution Statements	Email Statement Options				
ontributors	🛞 Untag All 🛛 🔗 Tag All 🛛 Reverse Tag 🛛 Red	ords: 28 Tagged: 28 Untagged: 0			
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ledges	Riand Charles & Walter Wilson	whicipa@idoud.com	Lindi L		
osted Batches	Blount Richard & Jodi	iodi blount@botmail.com			
tatistics	Bowker Bob & Karen	bob927bowker@amail.com			
Inposted Batches	Burris Clifton & Janice	clifton burris@gmail.com			
Iser Audit Trail	Castles Peter & Pam	neter@cnfumc.org			
	Doak, Dick & JoAnn	doakioann@gmail.com			
	Feazell, Dean & Lisa	fatimaner@gmail.com			
	Gibbs David	davidraibbs@amail.com			
	Goodman, Martin & Karen	mkgoodman@austin.rr.com			
	Hohle, Ronnie & Julie	rhohle58@amail.com			
	How, Mark & Bonnie	bonhow@gmail.com			
	Howard, Neil & Jane	nhowardtx@gmail.com			
	Howard, Steve	showard746@gmail.com			
	King, Ron & Barbara	rbking411@att.net			
	Longoria, Sergio & Debra	longoria1@gmx.com			
	Martin, Anita & Larry	anitamartin1705@gmail.com			
	Maund, Adam & Nicole	nicole.maund@gmail.com			
	Middleton, Kevin & Joan	jmiddleton2@austin.rr.com			
	Molden, Dick & Shirley	dickmolden@gmail.com			
	Morrison, Glenda	glendalmorrison@gmail.com			
	Pattridge, Ann	annpattridge@hotmail.com			
	Perry, Martha	marthaperry403@gmail.com			
	Sidney, Dave & Sue	dsidney@aceweb.com			
	Slater, Carol	c.slater@att.net			
	Smith, Carolyn	carolynsmith2215@gmail.com			
	Stollfuss, Elaine	elaine.stollfuss@me.com			
	Theriot, Amanda & Howard	amanda.theriot@icloud.com			
	Williams, Grover	gcw@austin.rr.com			

A screen will pop up allowing you to identify the group of statements being sent.



Click Save. The list and a preview of the set of giving statements to be emailed will be generated and shown.

12. Open up a web browser, log in with the CPFUMCFinSec Google account using the credentials (userID, password) that you have. Then go to

https://myaccount.google.com/lesssecureapps

and make sure that the **Allow Less Secure Apps switch is turned ON** in the security settings. Google turns this switch OFF automatically if the account is not routinely used, so you will likely have to do this **EVERY TIME**.

This switch disables a security feature that Google has implemented which keeps third-part applications, like Servant Keeper, from using Gmail to send email messages. You have to make sure that the <u>CPFUMCFinSec@gmail.com</u> email account is set up to allow SK to send email, otherwise the quarterly statements will never get sent by Servant Keeper.



13. You can test email sending is turned on by sending a test email in SK. If that goes, then you can subsequently send the whole batch. Here's how to send a test email in SK: Select at least one name on the email recipients list (like your own name). Then click on Send Statements to get into the email section of SK:

end Statements Copy Report Edit Re	teport Delete Report Browse Reports Share Report Rate Report   Fiscal Year   Report Key Help
Reports	Basic Contributors Accounts and Options Titles and Messages Logo and Signature Email Statements
Accounts	
Contribution Statements	Email Statement Options
Contributors	Wuntag All @ Tag All Reverse Tag Records: 81 Tagged: 1 Untagged: 80
Donor Patterns	
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Statistics	Goodman, Martin & Karen
Unposted Batches	Coss, Gienda
User Audit Trail	Greer, tood & Ange
	Cregory, Friscia
	Guarner, Paula katharine
	Hamman, Steve & Kathie
	Hermans, GG
	Higgins, Gerry & Brenda
	Hittor, Jane
	Hohle, Ronnie & Julie
	Holmes, Nancy
	How, Mark & Bonnie
	Howard, Nel & Jane
	Howard, Steve
	Hutchings, Victoria
	Inzunza, Richard & Anjanette
	Johnson, Bodie & Sally
	Kely, Diane
	Keys, Parthenia
	King, Ron & Barbara
	Klinkovsky, III, Frank & Ashley
	Lack, Cephus & Wanda
	Litaker, Colleen
	Lo, Andre & Sharon Wang
	Longoria, Sergio & Debra
	Lundstrom, Russ & Jill
	MacCarroll, Debbie
	Martin, Anita & Larry
	Matthews, JoAnn

Click Save on the email list name dialog box



## Click on the Email Account Settings icon

FILE EMA	JL		-	Servant Ke	eper Email Manager - Detailed State
Send Paused	Reset Li Man	st ager sts Recipient Em	Show Preview ails	From CPFUMCFinSt	ec@gmail.com
Status	Date Sent	File Attached	Name	Email 1	Email 2
Not Sent		Y2.	Mr. & Mrs. Neil Howard	nhowardtx@gmail.	.om

Highlight the CPFUMC Financial Secretary line and click on Edit. (You can also just double-click on the highlighted line.)

Email Acc	ount Settings		
lanage an Add	d configure your email accounts	et Default	
Default	Name	Host	Email
Yes	<b>CPFUMC Financial Secretary</b>	smtp.gmail.com	CPFUMCFinSec@gmail.com
:			
			Close

In the Email Settings dialog box, click on the Send Test Email button.

Email Settings		
Edit the information below to send	email via your e	email server.
For information on your email serve Administrator or your Internet email	er settings conta I provider.	act your Network
* Some email providers like GMail r secure app access or third party ap email providers support pages for	equire you to e p access. Pleas more informati	nable less e refer to your on.
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CPFUMCFinSec@gmail.com		Normal ~
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smtp.gmail.com	587 🗘	TLS ~
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Username:		
CPFUMCFinSec		
Password:		
		•
Send Test Email		
(	Save	Cancel

You should get a Settings Saved informational message indicating that the test message was sent successfully:



This is your indication that the <u>CPFUMCFinSec@gmail.com</u> email account is ready and properly set up to send emails from Servant Keeper. If you don't get this successful test email, go back to Step 12 and check that the Allow less secure apps switch is set ON.

14. Now go back to SK Email Manager and check everything out and look at the preview of the giving statement. Did you select the correct format for the statement? Are the names in the list the correct ones to receive email statements? If you find any problems, you can X-out of this screen and no emails will be sent.

☑ ⊕	Servant Keeper E	mail Manager - Paper Saver 06-03-2019 Email	ail List.sk8ec 📼 📼
FILE EMAIL			
Send Paused Reset List Start / Pause List	ger s Recipient Emails	From CPFUMCFinSec@gmail.com s Sender Email	•
Status Date Sent	File Attached Name	Email 1 Email 2	🔺 🍭 Zoom In 🍭 Zoom Out 🔍 Zoom 👻 42%
Not Sent	Yes Amanda & Howard	amanda.theriot@icloud.co	
Not Sent	Yes Charles Bland & Walter	wlucien@icloud.com	
Not Sent	Yes Clifton & Janice Burris	difton.burris@gmail.com	
Not Sent	Yes Kevin & Joan Middleton	jmiddleton2@austin.rr.co	Crister Res 6 Fast United Methodiat Church 06/03/2019
Not Sent	Yes Martin & Karen Goodman	mkgoodman@austin.rr.co	Contemport in the contemport i
Not Sent	Yes Mr. & Mrs. Adam Maund	nicole.maund@gmail.com	Auguer Saver Giving Statement 01012013-06202013
Not Sent	Yes Mr. & Mrs. Dave Sidney	dsidney@aceweb.com	ARAANDA & HOWARD THERDT
Not Sent	Yes Mr. & Mrs. Dean Feazel	fatimaner@gmail.com	CEGARPARK, 1X 70813
Not Sent	Yes Mr. & Mrs. Dick & Shirley	dickmolden@gmail.com	Delle Account Checké Arrount Delle Account Checké Arrount
Not Sent	Yes Mr. & Mrs. Dick Doak	doakjoann@gmail.com	1000000000000000000000000000000000
Not Sent	Yes Mr. & Mrs. Mark How	bonhow@gmail.com	1872 명 전부 부산승규(10 전) 104 81.0 10.0218 21199-644(11 전) 108 81.0 1087 명 전부 부산승규(10 전) 104 81.0 10.0218 21199-644(10 전) 103 81.0 1024 전부 218 Pelge(10 전) 101 81.0 10.0218 21199-644(11 전) 103 81.0
Not Sent	Yes Mr. & Mrs. Neil Howard	nhowardtx@gmail.com	Tax 2355.0 Nan-Tax 20.0
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Not Sent	Yes Mr. David Gibbs	davidrgibbs@gmail.com	Your message goes here
Not Sent	Yes Mr. Grover Williams	gcw@austin.rr.com	
Not Sent	Yes Mr. Steve Howard	showard746@gmail.com	
Not Sent	Yes Mrs. Ann Pattridge	annpattridge@hotmail.co	
Not Sent	Yes Mrs. Carol Slater	c.slater@att.net	
Not Sent	Yes Ms. & Mrs. Anita Martin	anitamartin1705@gmail.c	<sup>1</sup> Indicates the last of applit transaction. Proceed is little of the max finds are plantered via subsciences that had indicates and histories, any public via strates are possible to the last (backwidth excitation).
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Not Sent	Yes Ms. Elaine Stollfuss	elaine.stollfuss@me.com	
Not Sent	Yes Ms. Glenda Morrison	glendalmorrison@gmail.co	
Not Sent	Yes Ms. Martha Perry	marthaperry403@gmail.c	×
Paper Saver 06-03-2019 Email List.	.sk8ec Total: 28 Sent: 0 Unsent: 28		

15. **Press the Send button** on this screen, you will have launched quite a number of emailed giving statements!

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Date     Date     Date Sent     File Attached     Mame       Not Sert     Yes Amanda & Howard     amanda.theiot@icloud.co       Not Sent     Yes Charles Bland & Water     wucen@icloud.com       Not Sent     Yes Clifton & Janice Burris     difton.burris@gmal.com       Not Sent     Yes Kvin & Joan Middeton     jmiddeton2@austn.rr.co       Not Sent     Yes Mir. & Mrs. Dave Sidney     disdney@aceweb.com       Not Sent     Yes Mr. & Mrs. Dick Doak     doalogmal.com       Not Sent     Yes Mr. & Mrs. Dick Doak     doalogmal.com       Not Sent     Yes Mr. & Mrs. Dick Doak     doalogan@gmal.com       Not Sent     Yes Mr. & Mrs. Net Howard     nhowardtr@gmal.com       Not Sent     Yes Mr. & Mrs. Net Howard     nhowardtr@gmal.com       Not Sent     Yes Mr. & Mrs. Net Howard     nhowardtr@gmal.com       Not Sent     Yes Mr. & Mrs. Net Howard     nhowardtr@gmal.com       Not Sent     Yes Mr. & Mrs. Net Howard     nhowardtr@gmal.com       Not Sent     Yes Mr. & Mrs. Serjo     longoria1@gmal.com       Not Sent     Yes Mr. & Mrs. Serjo     longoria1@gmal.com       Not Sent     Yes Mr. Steve Howard     showard/rd@gmal.com       Not Sent     Yes Mrs. Ann Patridge     annpatridge@homal.com       Not Sent     Yes Mrs. Carol Slater     carolynsmth215@gmal.com	Send Paused	Reset M	List anager	Email	2 Show Preview	Email Acco Settings	From CPFUMCFinSec@gr unt	nail.com	•			
Auto:     Paramada:     Heraitalite     Paramada:     Heraitalite     Paramada:       Not: Sent     Yes     Kharka & Howard     amanda:     Anteriot@icloud.com     Interiot@icloud.com       Not: Sent     Yes     Charles Bland & Water     wiccien@icloud.com     Interiot@icloud.com       Not: Sent     Yes     Kiris Miss. Jance Burris     difton.burris@gmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Adam Maund     nicole.maund@gmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Dave Sidney     disdney@acceweb.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Dave Sidney     disdnoy@gmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Nark How     bonhow@gmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Robert     bob927bowker@gmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Robert     bob927bowker@gmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Anta Howard     annpatrid@e@hotmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Anta Martin     annpatrid@e@hotmai.com     Interiot@icloud.com       Not: Sent     Yes     Miss. Ann Patrid@e     annpatrid@e@hotmai.com     Interiot@icloud.com       Not: Sent     Ye	oture .	Data Cant	File At	Hachad	Name		Email 1	Email 2	A (	Zoom In      Zoom Out      Zoom      Zoom      A2%		-
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Not SentYesMartin & Karen Goodman mkgoodman@austin.rr.coMethod RegulatinationMethod Regulatination<	Not Sent			Yes	Kevin & loar	Middleton	imiddleton2@austin rr.co					-
Not SentYesMrs. Adam Maudingle data mad@gmail.comNot SentYesMrs. & Mrs. Dave Sidneydsidney@gaceweb.comNot SentYesMr. & Mrs. Dean Feazelfatimaner@gmail.comNot SentYesMr. & Mrs. Dick & Shirleydickmolden@gmail.comNot SentYesMr. & Mrs. Dick & Shirleydickmolden@gmail.comNot SentYesMr. & Mrs. Noit Doakdoakjoann@gmail.comNot SentYesMr. & Mrs. Neil Howardnhowardtx@gmail.comNot SentYesMr. & Mrs. Neil Howardnhowardtx@gmail.comNot SentYesMr. & Mrs. Sergiolongoria1@gmx.comNot SentYesMr. Steve Howardshoward746@gmail.comNot SentYesMr. Steve Howardshoward746@gmail.comNot SentYesMr. San Patridgeannpatridge@hotmail.coNot SentYesMrs. Carol Slaterc.slater@att.netNot SentYesMrs. Carolyn Smithcarolynsmth2215@gmail.comNot SentYesMs. Gienda Morrisongiendalmorrison@gmail.comNot SentYesMs. Gienda Morrisongiendalmorrison@gmail.com <t< td=""><td>Not Sent</td><td></td><td></td><td>Yes</td><td>Martin &amp; Kar</td><td>en Goodman</td><td>mkgoodman@austin.rr.co</td><td>)</td><td></td><td>Cardae Thick F Pat Librated Mathediat Church 900 Wood Park &amp; Pat Librated Mathediat Church Cardae Park, IX 70813 (212) 335-9360</td><td>05/03/20</td><td>119</td></t<>	Not Sent			Yes	Martin & Kar	en Goodman	mkgoodman@austin.rr.co	)		Cardae Thick F Pat Librated Mathediat Church 900 Wood Park & Pat Librated Mathediat Church Cardae Park, IX 70813 (212) 335-9360	05/03/20	119
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Not Sent       Yes       Mr. & Mrs. Dick & Shirley       dickmolden@gmail.com         Not Sent       Yes       Mr. & Mrs. Dick Doak       doakjoann@gmail.com         Not Sent       Yes       Mr. & Mrs. Niel Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Neil Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Sobert       bob927bowker@gmail.com         Not Sent       Yes       Mr. & Mrs. Sergio       longoria1@gmx.com         Not Sent       Yes       Mr. Grover Wiliams       gcw@austn.rr.com         Not Sent       Yes       Mr. S. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Ms. Carolyn Smth       carolynsmth2215@gmail.com         Not Sent       Yes       Ms. Gienda Morrison@gmail.com <td>Not Sent</td> <td></td> <td></td> <td>Yes</td> <td>Mr. &amp; Mrs. [</td> <td>)ean Feazel</td> <td>fatimaner@gmail.com</td> <td></td> <td></td> <td>AMANDA &amp; HOWARD THERIOT 1310 MEGANOR. CEDARPARE, TX 70813</td> <td></td> <td></td>	Not Sent			Yes	Mr. & Mrs. [	)ean Feazel	fatimaner@gmail.com			AMANDA & HOWARD THERIOT 1310 MEGANOR. CEDARPARE, TX 70813		
Not Sent       Yes       Mr. & Mrs. Dick Doak       doakjoann@gmail.com         Not Sent       Yes       Mr. & Mrs. Nark How       bonhow@gmail.com         Not Sent       Yes       Mr. & Mrs. Neil Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Neil Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Sobert       bob927bowker@gmail.co         Not Sent       Yes       Mr. & Mrs. Sergio       longoria1@gmx.com         Not Sent       Yes       Mr. Grover Wiliams       gow@austn.rr.com         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Carol Slater       c.slater@att.net         Not Sent       Yes       Ms. Carolyn Smith       carolynsmith21S@gmail.com         Not Sent       Yes       Ms. Seline Stolfuss       elaine.stolfuss@mail.com         Not Sent       Yes       Ms. Carolyn Smith       carolynsmith21S@gmail.com         Not Sent       Yes       Ms. Glenda Morrison       glendalmorrison@gmail.com         Not Sent       Yes       Ms. Glenda Morrison       glendalmorrison@gmail.com         Not Sent	Not Sent			Yes	Mr. & Mrs. [	Dick & Shirlev	dickmolden@amail.com				-	
Not Sent       Yes       Mr. & Mrs. Mark How       bonhow@gmail.com         Not Sent       Yes       Mr. & Mrs. Neil Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Neil Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Sobert       bobb927bowker@gmail.co         Not Sent       Yes       Mr. & Mrs. Sergio       longoria1@gmx.com         Not Sent       Yes       Mr. Grover Wiliams       gow@austn.rr.com         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes       Mrs. Carol Slater       c.slate@att.net         Not Sent       Yes       Ms. Carolyn Smith       carolynsmth2215@gmail.com         Not Sent       Yes       Ms. Carolynsmth       carolynsmth2215@gmail.com         Not Sent       Yes       Ms. Carolynsmth       carolynsmth2215@gmail.com         Not Sent       Yes       Ms. Glinda Morrison       glindalmorrison@gmail.com         Not Sent       Yes       Ms. Glinda Morrison       glindalmorrison@gmail.com         Not Sent       Yes       Ms. Glinda Morrison       glindalmorrison@gmail.com         Not Sent	Not Sent			Yes	Mr. & Mrs. [	, Dick Doak	doakioann@gmail.com			1993日第2月19日 Phagael(119)     11月 私日第10月10日1日 2月19日-4月4日(11)     1913日 2月19日-4月4日(11)     1913日 2月19日-4月4日(11)     1913日 2月19日-4月4日(11)     1913日 2月19日-4月4日(11)     1913日 2月19日-4月4日(11)     1913日 2月19日-4月4日(11)	101 00	
Not Sent       Yes       Mr. & Mrs. Neil Howard       nhowardtx@gmail.com         Not Sent       Yes       Mr. & Mrs. Robert       bob927bowker@gmail.co         Not Sent       Yes       Mr. & Mrs. Sergio       longoria1@gmx.com         Not Sent       Yes       Mr. & Mrs. Sergio       longoria1@gmx.com         Not Sent       Yes       Mr. David Gibbs       davidrgibbs@gmail.com         Not Sent       Yes       Mr. Steve Howard       showard746@gmail.com         Not Sent       Yes       Mrs. Carol Slater       c.slate@att.net         Not Sent       Yes       Mrs. Carolyn Smth       carolynsmth2215@gmail.com         Not Sent       Yes       Mrs. Genda Morrison       gendalmorrison@gmail.com         Not Sent       Yes       Mrs. Glenda Morrison       gendalmorrison@gmail.com         Not Sent       Yes       Mrs. Glenda Morrison       gendalmorrison@gmail.com         Not Sent       Yes       Mrs. Glenda Morrison       glendalmorrison@gmail.com         Not Sent </td <td>Not Sent</td> <td></td> <td></td> <td>Yes</td> <td>Mr. &amp; Mrs. N</td> <td>1ark How</td> <td>bonhow@gmail.com</td> <td></td> <td></td> <td>Landon ang Ing     Landon ang Ing     Carl Strate (2014)     Land</td> <td>100 000</td> <td></td>	Not Sent			Yes	Mr. & Mrs. N	1ark How	bonhow@gmail.com			Landon ang Ing     Landon ang Ing     Carl Strate (2014)     Land	100 000	
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Not Sent       Yes       Mr. & Mrs. Sergio       longoria1@gmx.com       Image: Mr       Mill       M	Not Sent			Yes	Mr. & Mrs. F	Robert	bob927bowker@gmail.co			Account	\$285.0	20
Not Sent       Yes Mr. David Gbbs       davidrgibbs@gmail.com         Not Sent       Yes Mr. Grover Wiliams       gcw@austn.rr.com         Not Sent       Yes Mr. Steve Howard       showard746@gmail.com         Not Sent       Yes Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes Mrs. Carol Slater       c.slate@att.net         Not Sent       Yes Ms. & Mrs. Anita Martin       anitamartin1705@gmail.c         Not Sent       Yes Ms. Carolyn Smith       carolynsmith215@gmail.com         Not Sent       Yes Ms. Elaine Stolffuss       elaine.stolffuss@me.com         Not Sent       Yes Ms. Glenda Morrison       glendalmorrison@gmail.co         Not Sent       Yes Ms. Glenda Morrison       glendalmorrison@gmail.co         Not Sent       Yes Ms. Martha Perry       matthaperry403@mail.co	Not Sent			Yes	Mr. & Mrs. 9	ergio	longoria1@gmx.com			Park Device Frontiges Landoraphy \$15.00 2019 Pedged (4110) Pile dge & Regne et Received Remaining 2019 Pedged (4110) 55000 IS5000	Pledged %Ge 1,300.00 42.3	100 eal 3%
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Not Sent       Yes Mr. Steve Howard       showard746@gmail.com         Not Sent       Yes Mrs. Ann Pattridge       annpattridge@hotmail.co         Not Sent       Yes Mrs. Carol Slater       c.slater@att.net         Not Sent       Yes Ms. & Anta Martin       antamartin1705@gmail.c         Not Sent       Yes Ms. Carolyn Smith       carolynsmith215@gmail.c         Not Sent       Yes Ms. Elaine Stolffuss       elaine.stolffuss@me.com         Not Sent       Yes Ms. Glenda Morrison       glendamorrison@gmail.co         Not Sent       Yes Ms. Martha Perry       mathaperry403@gmail.co	Not Sent			Yes	Mr. Grover \	Villiams	gcw@austin.rr.com					
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Not Sent     Yes     Mrs. Carol Slater     c.slate@att.net     Image: Carol State (Carol State)       Not Sent     Yes     Ms. & Mrs. Anita Martin     anitamartin1705@gmail.c       Not Sent     Yes     Ms. Carolyn Smith     carolynsmith2215@gmail.c       Not Sent     Yes     Ms. Elaine Stolffuss     elaine.stolffuss@me.com       Not Sent     Yes     Ms. Glenda Morrison     glendalmorrison@gmail.co       Not Sent     Yes     Ms. Martha Perry     marthaperry403@qmail.c	Not Sent			Yes	Mrs. Ann Pa	ttridge	annpattridge@hotmail.co					
Not Sent     Yes Ms. & Mrs. Anita Martin     anitamartin1705@gmail.c       Not Sent     Yes Ms. Carolyn Smith     carolynsmith2215@gmail.       Not Sent     Yes Ms. Elaine Stolfuss     elaine.stolfuss@me.com       Not Sent     Yes Ms. Glenda Morrison     glendalmorrison@gmail.co       Not Sent     Yes Ms. Martha Perry     marthaperry403@qmail.c	Not Sent			Yes	Mrs. Carol S	ater	c.slater@att.net					
Not Sent     Yes Ms. Carolyn Smith     carolynsmith2215@gmail.       Not Sent     Yes Ms. Elaine Stolfuss     elaine.stolfuss@me.com       Not Sent     Yes Ms. Glenda Morrison     glendalmorrison@gmail.co       Not Sent     Yes Ms. Martha Perry     marthaperry403@gmail.c	Not Sent			Yes	Ms. & Mrs. /	Anita Martin	anitamartin1705@gmail.c			<sup>14</sup> Indicates the line is part of a split tensor fact. Personal is bit watching on an Code angles and s to add a data factor a labor and the tensor the tensor. Data still be and the tensor.	e positivi in etco to the Soc	-
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Not Sent Yes Ms. Martha Perry marthaperry403@gmail.c 🗸	Not Sent			Yes	Ms. Glenda I	Morrison	glendalmorrison@gmail.co					
	Not Sent			Yes	Ms. Martha	Perry	marthaperry403@gmail.c		Ŧ			

See the screen capture below. It shows what it looks like after all the emails have been sent.

THE EMAIL	Servant Keeper Email Manager - Detailed Statement 04-2	I-2020 Email List-1.sk8ec	0000
Send Paused Reset List Manager Demail 2 Show Preview Settings	From CPFUMCFinSec@gmail.com		
Start / Pause Lists Recipient Emails	Sender Email		<b>^</b>
Status Date Sent File Attached Name	Email 1 Email 2	- 0 200m in 0 200m Out 0 200m + 44%	
Sent 4/21/2020 7:09:0 Yes Mr. Grover Williams	gcwpe@twc.com		î
Sent 4/21/2020 7:09:1 Yes Mr. Steve Howard	showard746@gmail.com	Codar Park Find United National Biol Weat Park Find United National Codar Park 17, 7013	4/21/20/2.0
Sent 4/21/2020 7:09:1 Yes Mr.Shawn Dubler	ougold7x@yahoo.com	(112) 23-0449	
Sent 4/21/2020 7:09:1 Yes Mrs. Ann Pattridge	annpattridge@hotmail.com	Data And Statement 11/2000 - 12/21/00/20 For	
Sent 4/21/2020 7:09:2 Yes Mrs. Carol Slater	caroloreo@att.net	WALT SPAN CLINCH	
Sent 4/21/2020 7:09:2 Yes Mrs. Clara Crank	crara.crank@gmail.com	CEDARPARE, IX78813	
Sent 4/21/2020 7:09:2 Tes Mis. denda doss	horty21@gmail.com		
Sent 4/21/2020 7:09:2 Yes Mrs. Hyadiliti Penty	himencys regman.com	Kall Antionin Marka Arteur     Kongen (4/20)     Selo     07/52020 Unit hereiden (4/20)     Selo	J0 Yee 227
Sent 4/21/2020 7:09:3 Ves Mrs. Anten Packard	anitamartin1705@gmail.com	01.06.00.20 Utplidiged (4/20) \$80.01 (0.02.02.02.02 Aller Flueers (4/01) Aller Flueers 1/28 \$51.01	10 Yeak 30 Yeak 14:34
Sent 4/21/2020 7:09:4 Ves Ms. Carolyn Smith	carolynsmith2215@gmail.co	02220320 Upskapac (4/20) 59:00 02050232 2020 Pastual (4/10) 59:50 027:60292 2020 Pastual (4/10) 99:00	U Yeak JD Yeak DD Yeak
Sent 4/21/2020 7:09:4 Yes Ms. Debbie MacCarroll	debbie.maccarroll@gmail.co	(02/6/222) "Auti Education (407) Peening Box "Air 00/16/220 Teah Universitier (427) Year Lik Back" 90/16/220 Cash Universitier (427) Sector	10 No
Sent 4/21/2020 7:09:4 Yes Ms. Elaine Stollfuss	elaine.stollfuss@me.com	o (0.05302) Celi Unjindgal (4121) \$900 (0.52302) Celi Unjindgal (4120) \$900	10 Yeek 30 Yeek
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Sent 4/21/2020 7:09:5 Yes Ms. Martha Perry	marthaperry403@gmail.com	Ter Desattere	\$125.00
Sent 4/21/2020 7:09:5 Yes Ms. Nancy Holmes	holmesn2009@gmail.com	Nen-lee Deduction Total	\$2000 \$845.00
Sent 4/21/2020 7:10:C Yes Ms. Parthenia Keys	par.keys@yahoo.com	Autochia Luphalgal (4120) 5420.00 Alar Rowan (470) Add Education (4907) 52000 Carb Luphalgal (4127)	\$50,00 \$240,00
Sent 4/21/2020 7:10:C Yes Ms. Pauline Eng	pauline_eng@yahoo.com	2020 Photperi (4110) \$1 15.00	
Sent 4/21/2020 7:10:1 Yes Ms. Priscilla Gregory	cissycilla@gmail.com		
Sent 4/21/2020 7:10:1 Yes Rev. & Mrs. Adalid	mlindav@gmail.com		
Sent 4/21/2020 7:10:2 Yes Richard & Jodi Blount	jodi_blount@hotmail.com	* Indexes the line just of anyth transaction.	Date 1
Sent 4/21/2020 7:10:2 Yes Ron & Barbara King	rbking411@att.net		
Sent 4/21/2020 7:10:2 Yes Ronnie & Julie Hohle	rhohle58@gmail.com		
Sent 4/21/2020 7:10:3 Yes Steve & Kathie Hamman	skhamman@msn.com		
Sent 4/21/2020 7:10:3 Yes Walt & Pam Clinch	wclinch@gmail.com	U Rust & Fins Circh	P 8444 4 01/2020
Detailed Statement 04-21-2020 Email List-1.sk8ec Total: 52 Sent: 52 Unsent:	)		