

How do I stop a contact from receiving mail?

Version 4.0

To stop a contact from receiving mail, check the Stop Mail check box. This will prevent Mail Merge letters and labels from being printed for this contact through the Lists & Labels screen, as long as the “Include Contacts Marked Stop Mail” is UNCHECKED on the Contact Lists Print, Export, and Email screen. This will also prevent the contact from appearing on other types of mailings and reports from the Lists & Labels screen, including exporting the contact’s information to Excel.

If you have any questions, please contact our Support Office at 1-800-562-6080 or email support@museumsoftware.com. Thank you for using PastPerfect!