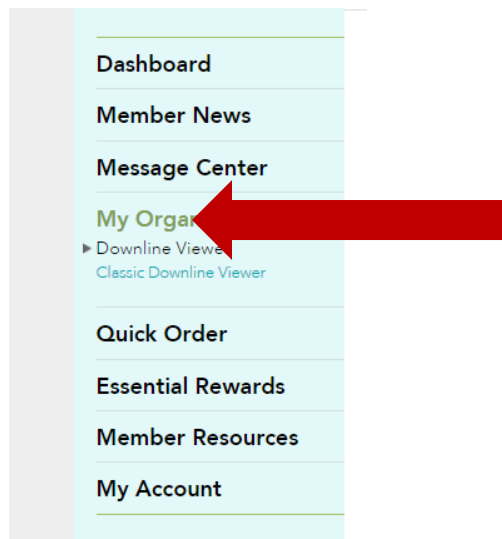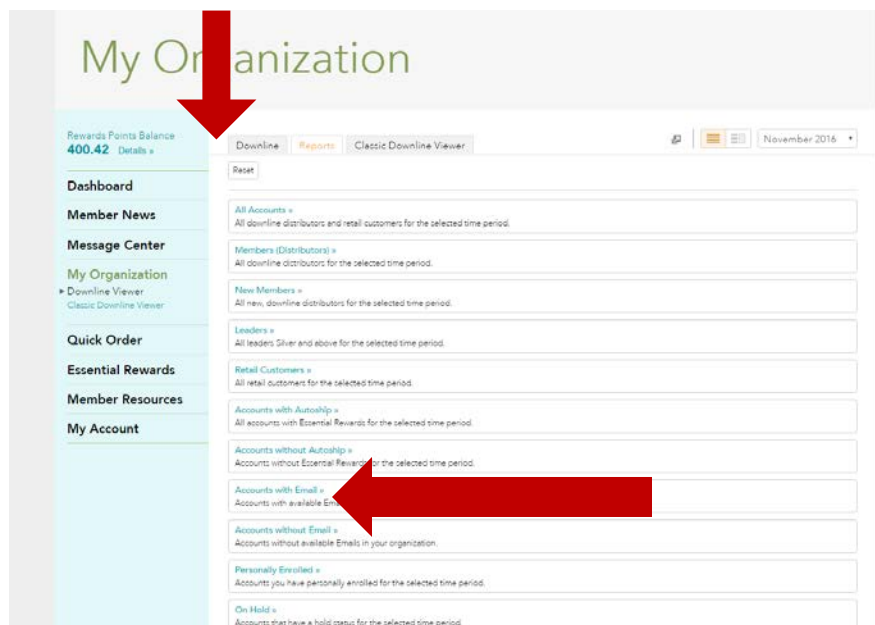# HOW TO CREATE AN EMAIL LIST OF MEMBERS IN YOUR DOWNLINE
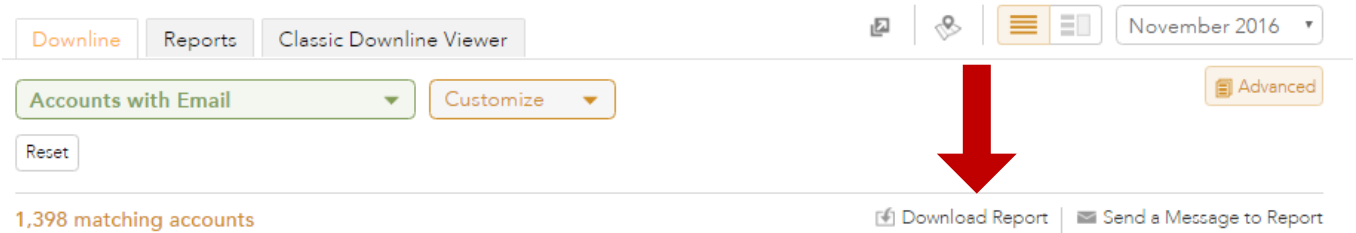
1. Login to the Young Living Virtual Office
2. Click on "Downline Viewer 'in the "My Organization" section on the left of the screen.
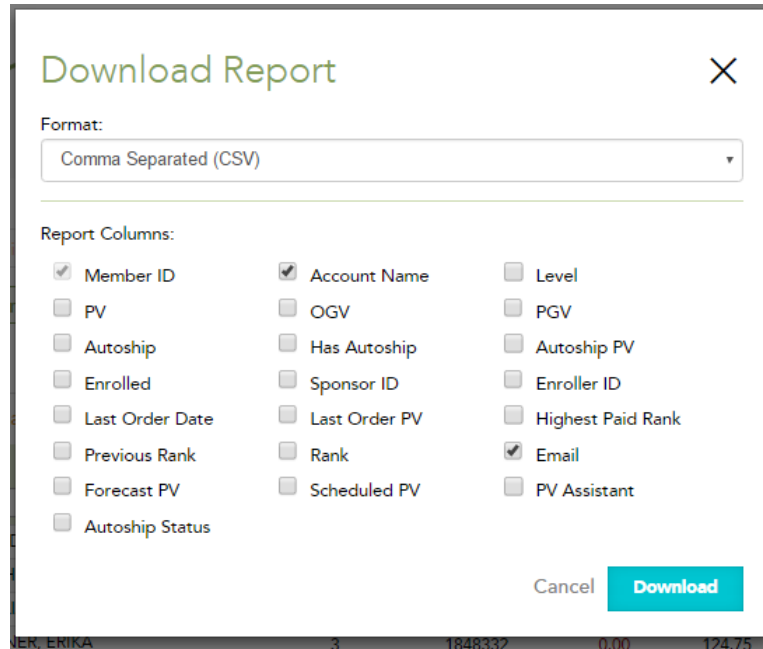

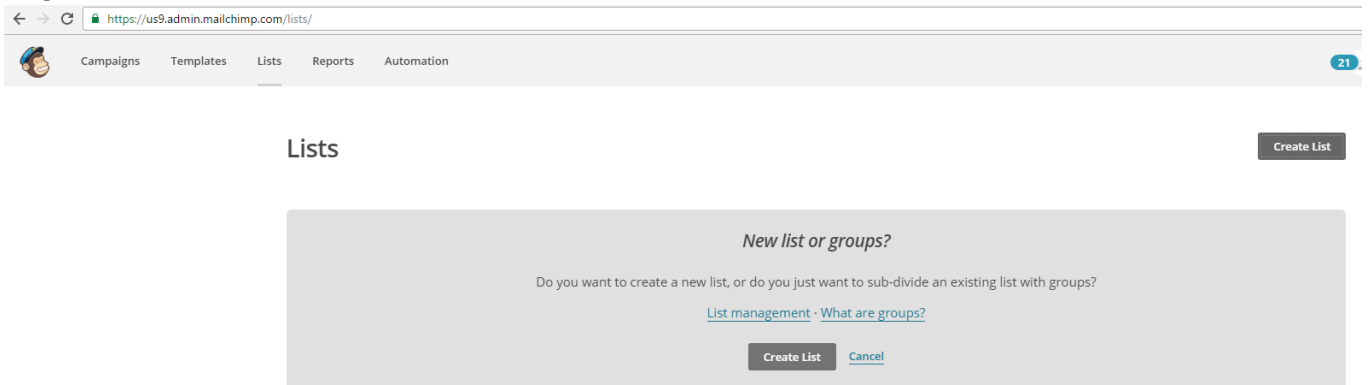3. Click on the Reports tab at the top, then "Accounts with Email"

4. Click "Download Report"

5. Select the fields you want included in the report. I suggest Account name and Email for this purpose. Then click Download.

6. Depending on your browser settings and/or operating system. You may be asked where you would like to save the file, or it will automatically be put into your "downloads" or files. You will need to locate the file later, so take note of where it is saved if possible.
7. For this example, I am using Mail Chimp to send the newsletter to my downline. www.mailchimp.com . There are other vendors available for this and most work in the same or similar ways for importing email lists.
8. I login, and create a NEW List

9. I enter the list details

10. I then click "Import Subscribers"

11. I make sure CSV or Tab-delimited text file is selected, then click next
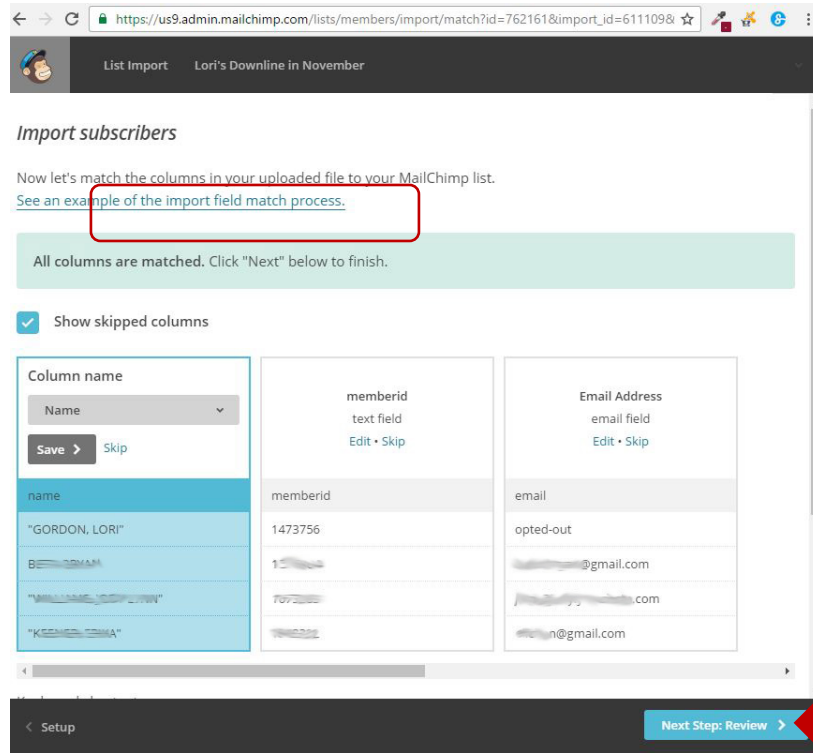
12. I click Browse and find the .CSV file that I downloaded, then click "Next Step: Match".
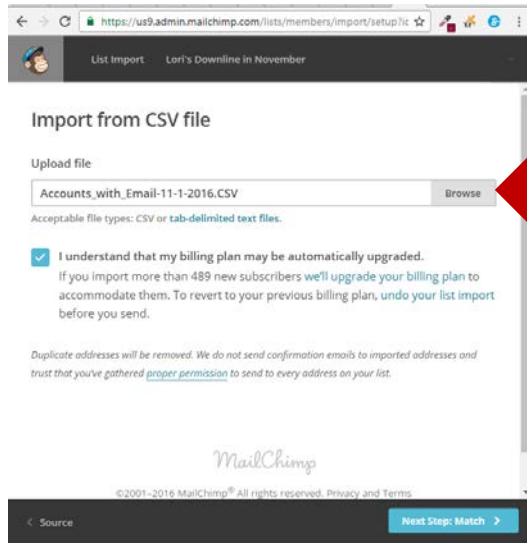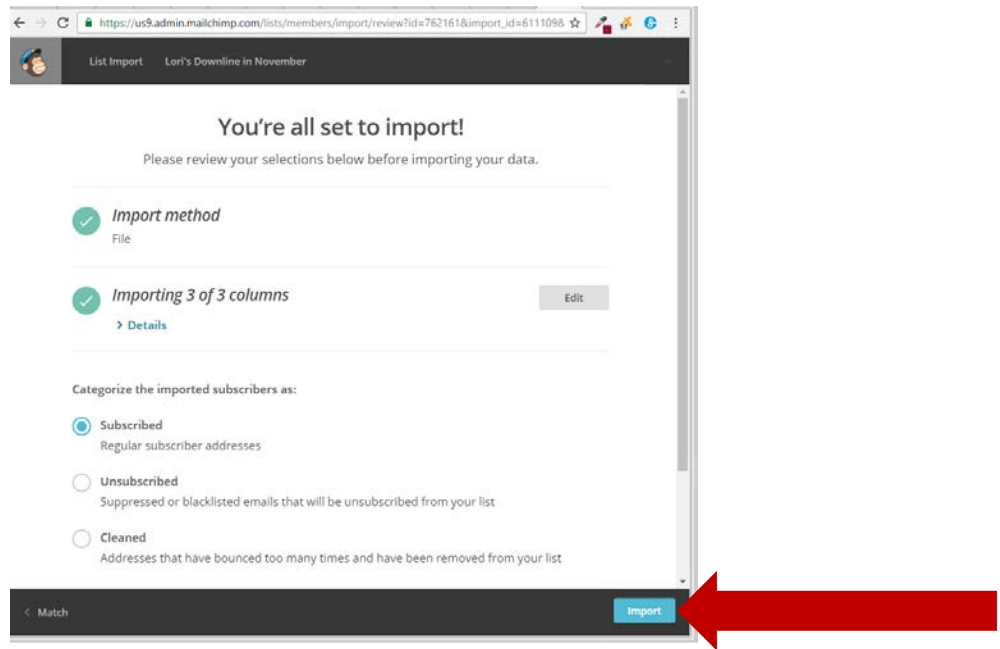

13. It will not automatically map the first 2 columns in your file, so click the drop down box and select "Create a New Column" and enter the following for each: "Name" and "Memberid". Click save after each addition.
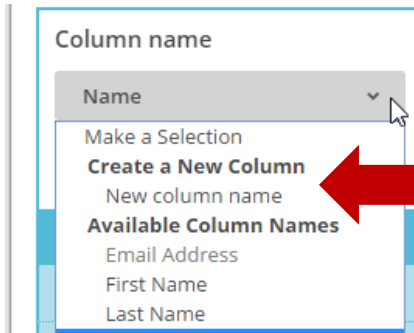
14. It will then say "All Columns are Matched". Click Next to Review.

15. Click "Import" on the next screen

16. Now you're all set and ready to build your newsletter content!