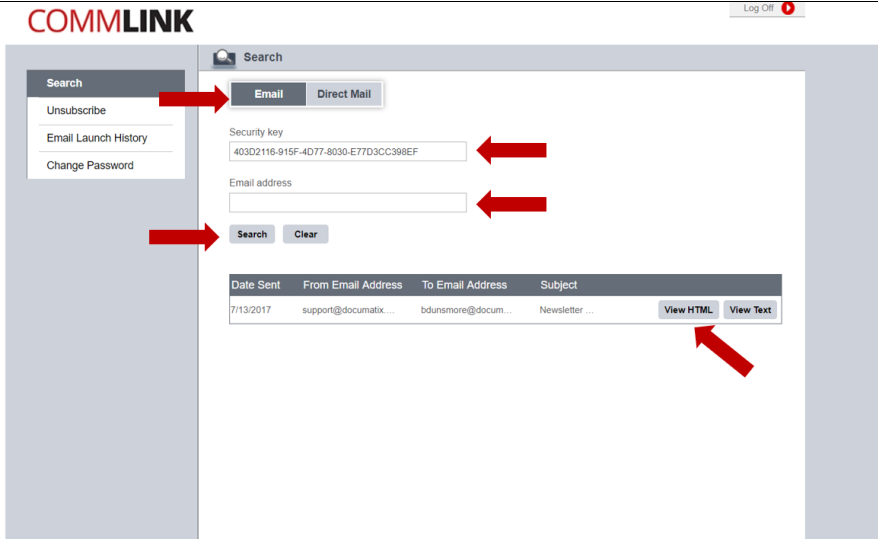


MARQUIS

DMX302	Searching in CommLink
Order of Steps	Tasks
Step 1	Log into CommLink
Step 2	Click on Search from the menu box on the left
Step 3	Click on Email at the top of the window
Step 4	Type in a Security Key or Email Address
Step 5	Click Search
Step 6	Click on View HTML or View Text next to any qualifying records to view what was sent.



Step 7	Click on Direct Mail at the top of the window
Step 8	Type in Name or Address info
Step 9	Click Search
Step 10	Click View next to a qualifying record to view the mail piece sent

